

ELGIN/MIDDLESEX/OXFORD/PURCHASING CO-OPERATIVE

Constitution and Terms of Reference

FORMATION

The participating Purchasing Department representatives/designates of the agencies listed as Appendix A, agree to engage in co-operative materials management ventures.

NAME

The name of the group shall be the Elgin/Middlesex/Oxford Purchasing Co- Operative.

MEMBERS

The membership will consist of the agencies listed in Appendix "A", and one voting member will represent each agency:

Consideration will be given at any time to extending the membership to include other publicly funded agencies.

The expansion is to be agreed upon by resolution of the Group. Similarly, Breach of the Constitution may result in termination of membership by an agency upon vote by all members.

PURPOSE

The purpose of the Group shall be to promote efficiency, economy, and effectiveness in the purchasing management field by:

- a) jointly inviting tenders, proposals and/ or quotations;
- b) encouraging standardization of specifications;
- c) encouraging standardization of terms and conditions in tenders and quotations;
- d) exchanging market information;
- e) encouraging professional development;
- f) discussing any other issues as agreed upon by resolution of the Group.

ELECTION OF OFFICERS

Officers of the Group shall be Chairperson, First Vice-chairperson, and Second Vice-chairperson. These offices shall initially be filled with the Chairpersons of the London, Oxford, and St. Thomas-Elgin Purchasing Co-Operatives.

The Chairperson shall hold office for a period of two, (2) years. Each Vice- chairperson shall move up at the conclusion of the two, (2), year period, and an election shall be held to fill the position of Second Vice-chairperson.

The Nominating Committee shall seek nominees from the geographic area of the outgoing Chairperson.

MEETING PLACE

A permanent meeting place for the Group shall not be established, it being the intent that members act as the host and Recording Secretary for meetings of the Group.

MEETINGS

There will be six, (6) scheduled meetings annually, one, (1), of which shall be designated as an annual general meeting.

PRINCIPLES

To carry out the aims and objectives of the Group, it shall be understood that a major function will be co-operative ventures as a means of reducing costs of goods and services by permitting purchasing in larger volumes and at lower unit prices; and by avoiding possible duplication of effort.

TERMS OF REFERENCE

The following terms shall apply to the Group's program for co-operative Materials Management ventures:

- a) only those goods and services that lend themselves to cost reduction because of volume and/ or methods will be considered;
- b) it is understood that the interests of the representative's agency will at all times govern an individual decision as to whether or not that agency will participate in a particular activity;
- c) no one member of the Group shall be responsible for all activities, and it will be expected that all participants will take part in activities as agreed by the members;
- d) it is recognized that, having regard to the varying policies and procedures governing purchasing for the participating agencies, the specific policy applying to the Group representative who calls the co-operative bid shall govern except as outlined in Section f) below;
- e) once the Group has agreed to issue a particular bid, it will be expected that the participating members will maintain their commitment to the Group;
- f) it is recognized that any acceptance of a bid for the benefit of any member agency, whether or not it is the "calling" agency, must be authorized, where required, by its governing body which has the sole discretion of accepting or rejecting any bid for the member's benefit;
- g) bids, unless dictated by the "calling" agency's policy, shall be opened privately by the calling agency, or by the Group representatives collectively;
- h) sealed bids will be issued, as far as is possible, in a document form agreed upon by the Group as to conditions, etc., and it is understood that individual specifications, delivery points, terms of payment, etc, may vary; "
- i) the control of ordering, receiving, and paying for co-operatively bid items will remain the responsibility of the individual agency for its portion of the co-operative bid total.

ENVIRONMENTAL UNDERTAKING

The Elgin/Middlesex/Oxford Purchasing Co-Operative members, in conjunction with their respective purchasing staff and user departments, shall review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical, specifications are amended to provide for expanded use of environmentally friendly products and services, and also products that contain post-consumer recyclable waste and/ or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service. It is recognized that in carrying out this policy, those responsible will commit to actions designed to conserve and protect the environment while complying with their respective agency's policies, financial controls, and conflicts of interest.

CONCLUSION

Group membership shall, at all times, be recognized as being entirely voluntary in nature but beneficial in practice for achieving savings and efficiency in the best interests of purchasing for the participating agencies.

REVISED

September 2002
January 2005
September 2008