



DISTRICT 28
Region of Durham
GOVERNANCE

Updated April 2021

**DISTRICT 28 - Region of Durham
GOVERNANCE POLICIES**

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NOTES TO DISTRICTS FROM RTOERO

1. This District Governance Model has been developed to assist each District in developing its District Governance document.
2. The District Governance document shall conform to the principles as set out in the “District Governance Model.”
3. Each District is encouraged to adapt the District Governance Model to reflect its own needs and practices, having due regard for the “District Governance Principles.” **Please note that some clauses are generic and require modification to make them specific to your particular District.**
4. The logo and name of organization shall be used in accordance with guidelines available from the RTOERO Office.
5. An electronic copy of the District Governance Model is available in both official languages in the District Governance section of the Members’ Centre of the RTO/ERO website or from the RTO/ERO Office.
6. It is recommended that a copy of previous versions of the District Constitution be kept for record-purposes by the District Secretary and/or in the District archives.

PROCESS

1. Each District is required to submit its District Governance document for review by the Governance Committee on a five-year cycle.
2. The District Governance Committee, using the most recent RTO/ERO Governance Policies, reviews the local Governance Policies.
3. The District Executive gives preliminary approval to the Draft document.
4. The Draft is sent to the Administrative Assistant who works with the RTO/ERO Governance Committee and who will acknowledge receipt of the draft document.
5. After the Governance Committee has reviewed the Draft, the District will be contacted by a member of the Committee who will forward the suggested revisions to the District and act as the liaison to assist the District.
6. Using the information and suggestions, the District will present the District Governance document to a District general meeting for approval.
7. The District will send the approved version to the Administrative Assistant for filing purposes.

Note: All phases of this process may be done electronically.

Note: Article 5: 5.01 Provincial Policies (May 27, 2019) "A District is not a separate legal entity from RTOERO. All assets and liabilities of the district are the assets and liabilities of RTOERO."

DISTRICT GOVERNANCE DOCUMENT

A. Principles for Districts:

✓	<i>Checklist for Governance Committee</i>	
	1.	Indicates date of the valid District Governance Document
	2.	States geographical area of the District
	3.	Establishes that the Objectives are consistent with the RTO/ERO By-Law 2018-1
	4.	Establishes membership as stated in the District Governance Document
	5.	Provides procedures through which the District Membership shall elect an Executive of at least four members
	6.	Sets terms of office for and lists responsibilities of District Officers and requires a quorum for the Executive
	7.	Establishes Duties of the District Executive that include holding at least one meeting which shall be the Annual Meeting of the District
	8.	Ensures that members can be removed from office only by the body that elected them
	9.	Provides appropriate banking and financial procedures based on a calendar year and requires more than one signing officer on the account
	10.	Requires the sending of the Annual District Financial Statement to the Chief Executive Officer
	11.	Provides for the establishment of and terms of reference for Committees
	12.	Indicates Governance Safeguards for Amendments to the Governance Policies Interpretation and Meeting Procedures as outlined in the District Governance Model.
	13.	Defers to the pre-eminence of the RTO/ERO By-Law and Policies and indicates that all policies are consistent with Provincial policies
	14.	Ensures basic democratic rights

B. Additional Principles for Districts with Units:

	15.	Clearly states the geographical area or basis of formation of each Unit
	16.	Provides for at least one representative from each Unit on the District Executive
	17.	Provides a funding formula for the Units
	18.	Requires annual financial reporting from each Unit to the District

DISTRICT GOVERNANCE FOR DISTRICT NO. 28

The name of the District shall be **Region of Durham**.

The geographical area of District 28 is defined by the boundaries of The Region of Durham.

Objectives:

1. To promote the interests of our members receiving pensions under the Teachers' Pension Act, and other pension plans.
2. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other pension plans.
3. To seek support for members in need.
4. To encourage members to participate fully in all the benefits the organization offers in accordance with the RTO/ERO By-Law 2018-1 and Policies.
5. To increase membership by actively campaigning at all levels to reach potential members through personal contact and by designing programs to meet their interests and needs.
6. To use a variety of media resources to publicize and promote RTO/ERO activities and accomplishments to its members, and all those eligible for membership, including teachers, school and board administrators, educational support staff, college and university faculty, childcare workers, and Early Years personnel.
7. To develop closer relationships at the District level with organizations representing potential members in order to explain the RTO/ERO objectives and to offer assistance in educating potential members to plan ahead for retirement (e.g., Retirement Workshops, in person or virtual).
8. To provide leadership and guidance to District representatives who attend the Annual General Meeting (AGM), Special Meetings, and Forum of RTO/ERO; and,
9. To promote the interest of seniors.

Article 1 - DISTRICT MEMBERSHIP

- 1.01 Members of RTO/ERO are normally affiliated to the local District of their choice. Membership criteria are set out in Article 1 of the RTO/ERO Policies.
- 1.02 Rights and Privileges of Membership are outlined in Article 2 of the RTO/ERO Policies.
- 1.03 The Expectations of Members are outlined in the RTO/ERO Code of Conduct.

Article 2 - D28 EXECUTIVE

Structure of the Executive:

- 2.01 The Executive Board of Directors shall consist of District Executive members: President, two Vice-Presidents, Past President, Secretary, and Treasurer.
- 2.02 The District has an Executive Board. The Board includes the District Executive members, plus chairs of District standing committees and any District members who hold positions on the RTO/ERO Board of Directors or any of its Committees. The District Governance Policies specify the rights and privileges of the non-elected Board members, with regard to making motions and voting, as well as the division of duties between the Executive and the Board. No position on the District Executive shall be designated for a non-RTO/ERO position/organization.
- 2.03 The District Executive Board will be commonly referred to as the “District Executive.” All members of the District Executive have equal rights as members at Executive meetings; however, if there is a deadlock of decision, the Executive Board of directors shall make the decision. A previous member of the District Executive may be appointed to observe and act in an advisory role for a specific period of time. However, they do not have voting privileges.
- 2.04 The Executive shall meet at the call of the President or at the request of any other two members of the Executive. Guests may attend District Executive Meetings as observers and can participate in discussions at the request of the Executive; however, they cannot vote.

Duties of the Executive:

- 2.05 To determine its local governance policies, which shall not conflict with the By-law 2018-1 and Policies of RTO/ERO, and to file a copy with RTO/ERO;
- 2.06 To hold at least one District meeting a year of the general membership which shall be the Annual Meeting of the District and shall be held in June. Elections will be held at this time. Only D-28 members can vote;

- 2.07 To determine the number needed for a quorum for Executive meetings at the first Executive meeting of the year (according to **Sturgis Standard Code of Parliamentary Procedure**);
- 2.08 To elect at a meeting of the District, or appoint by the Executive, two Corporate Members who, at the organization's expense, will represent the District at Annual and Special Meetings and Forums that are called by the Chair of the Board of Directors.
- a) The District shall be entitled to appoint or elect two Corporate Members. An individual must be a member in RTO/ERO as described in section 1.01 (a) to (f) of the Policies in order to be eligible to be elected or appointed as a Corporate Member by the District. Each year by June 30, the District President shall provide written notification to the Chief Executive Officer of RTO/ERO of the Corporate Members elected or appointed by the District.
 - b) Corporate Members shall have a term of one year ending on June 30 each year. The Corporate Members shall be eligible for unlimited re-appointment or re-election by a District.
 - c) The Executive may remove and replace a Corporate Member. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Chief Executive Officer of RTO/ERO.
 - d) If at any time the District has fewer than two Corporate Members, then the District may appoint or elect an individual to fill the balance of the Corporate Member's term ending on June 30. The District President shall provide written notice to the Chief Executive Officer of RTO/ERO of such election or appointment.
- 2.09 To send up to two District Observers to Annual and Special Meetings and Forums at the District's expense.
- a) The District may name up to two District Observers who must be members of RTO/ERO in the District as described in section 1.01 (a) to (f) of the Policies. Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTO/ERO of the names of the Observers.
 - b) The District Observers shall have a term in such positions for one year ending on June 30 each year. A District Observer shall be eligible for unlimited re-appointment or re-election.
 - c) The Executive may remove and replace a District Observer. The removal or replacement shall be effective upon the District providing

written notice of the removal or replacement to the Chief Executive Officer of RTO/ERO.

- 2.10 To inform the Board of Directors if the District intends to form a Unit (within the District). The allocation formula for a Unit shall be determined by the District. ***District 28 does not have separate Units at this time.***
- a) The Executive shall notify and seek approval from the Board of Directors of RTO/ERO of its intention to form a Unit (within the District). There shall be a minimum of four members on each Unit Executive, one of whom shall represent the Unit on the District Executive. The District shall determine financial assistance for Units.
 - b) The Executive shall initiate the dissolution of any Unit(s) within its District and shall seek approval from the Board of Directors of RTO/ERO of dissolution of a Unit. Upon receipt of the approval, the District Executive shall bring the resolution to dissolve any Unit(s) to a general meeting of the District. A vote of two-thirds majority of District members attending the general meeting is required to dissolve the Unit(s) and upon dissolution the Unit assets shall become District assets.
- 2.11 To establish standing and special committees, to appoint their chairs, to ratify their terms of reference, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District. Any expenditure that overrides the budget shall require a formal motion and a vote by the District Executive Board;
- 2.12 To approve the annual District budget;
- 2.13 To approve the annual District Financial Statement and to send it to the Chief Executive Officer of RTO/ERO;
- 2.14 To send to the Board of Directors of RTO/ERO resolutions, for consideration, in accordance with By-Law 2018-1 which have been passed at a general meeting of the District or a meeting of the Executive.

A Corporate Member may propose that the Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution by the District Executive or General Membership signed by the Corporate Member and the District President and sent to the CEO of RTO/ERO at least sixty days (60) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Annual Meeting unless the resolution:

- (a) is to enforce a personal claim or redress a personal grievance against RTO/ERO or its directors, officers, members, or debt obligation holders;
 - (b) does not relate in a significant way to the activities or affairs of RTO/ERO;
 - (c) is substantially similar to a resolution before the Annual Meeting in the past two years;
 - (d) abuses rights conferred by this section to secure publicity; or,
 - (e) contravenes the Canada Not-for-profit Corporations Act (CNCA).
- 2.15 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO awards; and,
- 2.16 To select the project to be submitted to the RTO/ERO Community Grants and Scholarship Committee for its consideration.

Procedures for Electronic Voting:

- 2.17 The following procedures will be used when an electronic vote is taken by the Executive between District Executive meetings:
- i) the President or designate shall propose a motion with rationale and e-mail it to the District Executive;
 - ii) members of the Executive shall vote by return e-mail via "reply all" within 5 days of receipt of the motion; Voting by a live "Zoom" meeting is also permissible;
 - iii) a quorum of the District Executive must vote on the motion or it is deemed lost;
 - iv) the President shall declare the motion passed or lost and inform the District Executive; and,
 - v) the motion and its disposition shall be reported as information at the next District Executive meeting and the minutes shall include the report.

Election of the District Executive:

- 2.18 A member of the District Executive is eligible for re-election.
- 2.19 A District Executive shall be elected at an Annual Meeting of the District for a specified period of one year and the term of the new Executive will begin June 30.

2.20 Procedures

Nominations:

- (a) The Nomination Committee shall be chaired by the District Past President with at least two other Members.
- (b) The Chair of the Nomination Committee shall submit nominations for the elective offices of the District Executive to the Annual General Meeting of the District.
- (c) Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual Meeting of the District. Any person wishing to run for President should have served one year on the District Executive first.
- (d) If more than one candidate is nominated for any of the District elective offices, then a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Past President, or the Chair of the meeting, in accordance with procedures established by the RTO/ERO Governance By-law 2018-1 and Policies.
- (e) The Past President or Chair of the meeting shall appoint members to distribute and count the ballots.
- (f) Election of a candidate shall be by majority vote of those present and qualified to vote who have cast ballots.
- (g) In the case of more than two candidates for any one of the elected offices and failing a majority vote for any one candidate on the first ballot, the candidate with the lowest number of votes shall be dropped from the succeeding ballots until a majority is reached.
- (h) In the event there are more than two candidates for an elected position and a tie vote results in there being two or more candidates dropped from the ballot at the same time, the following shall occur:
 - (i) the vote results for all candidates except those in the tie vote shall stand;
 - (ii) the members shall then vote to break the tie;
 - (iii) the result of this vote shall establish the roster for the next vote;
 - (i) the members shall then resume the voting process on the roster; and,

- (i) in the event of a tie vote when there are only two candidates, there shall be a further ballot and, if the tie persists, there shall be a further ballot and, if the vote is still tied, the winner shall be chosen by a flip of the coin by the Chair of the Nomination Committee.

2.21 Resignation/Leave of Absence:

- (a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nomination Committee, the District Executive may pass a resolution appointing a substitute for such period of time as may be appropriate under the circumstances.
- (b) Any member of the District Executive may resign from office upon giving a written resignation and such resignation becomes effective when received or at a time specified in the resignation, whichever is later.
- (c) Any member of the District Executive may request a leave of absence.

2.22 Removal from Office:

Any elected member of the District Executive may be removed from office only by resolution passed by a two-thirds majority of members present at a District meeting, providing that notice specifying the intention to present such a resolution has been given at least thirty days in advance to the District membership.

Specific Duties of Executive Members:

2.23 Duties of the President:

The duties of the **President** are:

- (a) to convene and chair the regular and special meetings of the Executive;
- (b) to act as Chair for the District Membership Meetings;
- (c) to be an ex-officio member of all District Standing Committees;
- (d) to have a general responsibility for all activities of the District organization;
- (e) to act as liaison with the Board of Directors;
- (f) to be a signing officer for the District; and,
- (g) To present the incoming President with an RTOERO Presidents Pin at the AGM

2.24 Duties of the Past President and Vice-President:

- (a) The **Past President** shall chair the Nomination Committee and if desired, be a signing Officer for the District Executive Board of Directors.
- (b) The duties of the **Vice-President** are:
 - (i) to perform the duties of the President when the President is unable to carry out such duties;
 - (ii) to chair the Resolutions Committee;
 - (iii) To chair one or more of the other standing committees; and,
 - (iv) To be a signing Officer, if required.
- (c) The **2nd Vice-President** should chair the Awards Committee.

2.25 Duties of the Secretary and Treasurer:

- (a) The duties of the **Secretary** are:
 - (i) to prepare and present the minutes of District Executive and Membership Meetings, and of any special meetings called by the President;
 - (ii) to carry on the correspondence that is required to conduct the business of the District Executive and its membership;
 - (iii) to send notices of Executive, Membership, and special meetings at the direction of the President and Executive.
- (b) The duties of the **Treasurer** are:
 - (i) to prepare an annual budget for approval by the District Executive;
 - (ii) to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
 - (iii) to receive the annual rebate of monies from the RTO/ERO Office;
 - (iv) to receive and collect charges levied by the local District, if applicable;
 - (v) to pay all invoices as directed by the District Executive;
 - (vi) to receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money and the Treasurer of any Unit;
 - (vii) to present an annual District Financial Statement, reviewed by at least two District members, to the District Executive for approval, at least one month before the Annual Meeting of the District; and,
 - (viii) to be a signing officer for the District.

2.26 Duties of Corporate Members:

It shall be the duty of **Corporate Members** elected or appointed by the District:

- (a) to represent the interests of the District at the Annual and Special Meetings and Forums;
- (b) to review and discuss Annual and Special Meetings and Forums issues with the District Executive; and,
- (c) to report to the District Executive and the District members on the business of Annual and Special Meetings and Forums.

Article 3 - COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees:

(a) Awards Committee:

- (i) The Awards Committee shall be chaired by a Vice-President who has the power to add two more members from the Executive.
- (ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO award to the District Executive for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
- (iii) The District Executive may present an RTO/ERO award:
 - to District Presidents; and,
 - to members who, in the opinion of the Executive, have given loyal service to the District over a number of years.

(b) Nomination Committee:

- (i) The Nomination Committee, chaired by the District Past President, shall be composed of at least two other District Executive Members.
- (ii) The Chair of the Nomination Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.
- (iii) During a term of office, if a President is unable to complete the term, a Past President may be appointed, or if (s)he is unable to, the first VP can be appointed.

- (iv) All other vacancies will be filled following recommendations made by the nominating committee and presented to the Executive Board.
- (c) Resolutions (Governance) Committee:
- (i) The Resolutions Committee shall be chaired by a Vice-President and composed of at least two other Executive members.
 - (ii) The Resolutions Committee shall be familiar with the Governance By-Law and Policies, so that the Chair can be a resource to the District Executive.
 - (iii) The Resolutions Committee may recommend changes that the District might want to propose to the RTO/ERO Annual Meeting to amend the Governance By-Law and Policies.
 - (iv) The Resolutions Committee shall make recommendations to the District Executive for changes in the District Governance document, where applicable, and when requested by RTOERO Provincial Board.
 - (v) Notice of changes to the District Governance Document should be communicated to the Members at least one month before the AGM.

3.02 Standing Committees:

The District Executive will recommend the creation of Standing Committees, determine the maximum number of members on each Standing Committee, and appoint the Standing Committee Chairs and members, for a term of one year, which can be extended.

(a) Archivist Committee

To retain, store and catalogue copies of past Minutes, Newsletters, and District Governance Policies, and other historical data of the District and RTO/ERO, and so maintain a complete historical record of the organization, in accordance with the District Archives Manual. The Secretary should be part of this committee.

(b) Benefits Committee:

To assist the membership of the District with information regarding the RTO/ERO Group Insurance Plan.

To recommend actions to the Executive to support achievement of RTO/ERO goals in this area.

(c) Communications Committee:

To prepare and distribute communications, such as a newsletter (Dustoff), an E-Blast, etc., to the District membership whenever the Executive deems it necessary. Communication as such will serve to inform members of activities, functions, and further updates.

To establish and maintain a District Website and a Facebook page, as required.

To communicate with the RTO/ERO Marketing and Communications Committee through the Committee liaison person.

(d) Goodwill Committee:

To communicate with, and often gift, those district members who are hospitalized, bereaved, in Long Term Care, and celebrating special days.

To communicate with District members in keeping with the RTO/ERO Goodwill Guidelines.

(e) Membership/Recruitment Committee:

To receive the membership lists from the RTO/ERO Office and reconcile the District membership list and the RTO/ERO Office membership list.

To investigate and recommend to the District Executive ways and means of increasing membership.

To assist with the organization of Retirement Planning Workshops (RPWs) at the District level.

To communicate with the Member Services Committee through the Committee liaison person.

(f) Political Advocacy Committee:

To coordinate political advocacy with respect to issues that affect members.

To liaise with other organizations which express an interest in pursuing political advocacy at the Provincial and Federal levels in the best interests of members.

To communicate with the RTO/ERO Political Advocacy Committee through the Committee liaison person.

To recommend actions to the District Executive to support achievement of RTO/ERO goals in this area.

To be aware of the issues important to RTO/ERO and monitor these in the District.

To use information distributed from the RTO/ERO Office, from time to time, on political advocacy issues.

When applicable, to communicate with local MPPs/MPs in a non-partisan manner regarding issues of importance to members. Coordinate political advocacy if action is taken with respect to issues.

To coordinate and report to the Committee, the District Executive, and members in general on any and all pension issues facing us now and in the future (via presentations, monthly e-blast, and in the Dustoff). This role may be to direct individuals to the appropriate body for an official interpretation, but also to report on any pension changes or updates.

To report on any issues related to retirees, seniors, and pensioners.

(g) Social Committee:

The Social Committee Chair may have a co-chair.

To be responsible for social activities as determined by the District.

To be responsible for all the arrangements for the AGM, membership meetings, and to plan for other special meetings, activities, and luncheons. This may include such details as confirming location, food, refreshments, tickets, advertising, etc. This committee also coordinates the monthly Coffee Time events.

(h) Travel Committee:

To plan trips and excursions for District members. All trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).

(l) RTOERO Foundation Committee

To serve as liaison between the district executive and the Provincial Foundation.

To report on fundraising efforts and research activities of the Foundation.

(j) Bursary Committee

To liaise with Durham College and Ontario Technical University on our ongoing efforts to raise money to help students.

To report on student responses and help raise money.

(k) Gifting and Community Grants

Local Gifting: To advertise, receive applications, present to Executive Board applications, coordinate their grants, and receive their final reports. Past practice has been to award a maximum of \$500.00.

RTO/ERO Community Grants:

To advertise for the provincial STO (\$2500.00), help the applicant write-up the proposal, and submit all to the executive, along with any recommendations. Only one is chosen per year from each District.

Article 4 District Unit - Durham does not have units

Article 5 – BANKING AND FINANCE

5.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.

5.02 All funds accruing to the District shall be deposited in an accredited financial institution in the name of the District.

5.03 All accounts payable and other disbursements for expenses in excess of **\$50.00** made by the District shall be made by cheque, signed by any two signing officers.

The signing officers will include at least two of the following:

- President
- Past President
- Vice-President(s)
- Treasurer
- Secretary

Article 6 – POLICIES AND PROCEDURES

See separate document entitled Policies and Procedures

6.01 Policies

- i) Policies shall be statements of direction, in keeping with the RTO/ERO By-Law and Policies, which shall be used as guidelines for determining District practice. Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations.
- ii) Policies as required shall be appended to this District Governance Model.

6.02 Procedures

- i) Procedures may be amended by the Executive.
- ii) Procedures as required shall be appended to this District Governance Model.

Article 7 – GOVERNANCE SAFEGUARDS

7.01 Amendments to the District Governance Document

The District Governance Document may be amended by the consent of two-thirds of the eligible District members voting at the Annual Meeting, or at a general meeting of the District, provided that a Notice of Motion has been sent to the members prior to the meeting; OR, by a 90% vote of the eligible District members voting at the Annual Meeting of the District, previous notice not having been given.

7.02 Amendments to Appendices

Appendices may be amended at any time by an enhanced majority vote (66%) of the District Executive.

7.03 Interpretation

Nothing in this Governance document shall be interpreted in a manner or in terms inconsistent with the RTO/ERO Governance Policies nor in a manner or in terms prejudicial to the best interests of RTO/ERO.

7.04 Meeting Procedures

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of RTO/ERO and its committees. An opportunity to declare a conflict of interest shall be provided at each meeting.

7.05 This Governance document replaces any and all Constitutions or recent Constitutions previously in force in the District.