

**BY-LAW RESPECTING THE PROCEDURES  
OF THE CODIAC REGIONAL POLICING AUTHORITY  
2019**

**May 9, 2019**

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**PREAMBLE**

WHEREAS pursuant to Section 17.01 of the *Police Act* of New Brunswick, the City of Moncton, the City of Dieppe and the Town of Riverview did establish a regional policing authority known as the Codiac Regional Policing Authority (the “CRPA”) by Agreement dated April 9, 2001, as amended;

AND WHEREAS Section 17.05 of the Act provides that a regional policing authority may make rules consistent with the Act for the purpose of performing its responsibilities thereunder;

AND WHEREAS it is deemed expedient to pass such rules in the form of a By-Law to make rules and regulations governing the orders and procedures of the CRPA;

NOW THEREFORE the Codiac Regional Policing Authority hereby enacts as follows:

**1. CITATION**

- 1.1. This By-Law may be cited as the Codiac Regional Policing Authority Procedural By-Law.

**2. INTERPRETATION**

For the purposes of this By-Law:

- 2.1. “Act” means the *Police Act* of New Brunswick, as amended from time to time;
- 2.2. “Board” means the CRPA and, collectively, the Members;
- 2.3. “Chairperson” means the Member who has been elected by the CRPA to act as Chairperson;
- 2.4. “Committee” means a committee created by the CRPA;
- 2.5. “Committee of the Whole” means a committee of the CRPA composed of all of the Members sitting in committee as Committee of the Whole;

- 2.6. "CRPA" means the Codiac Regional Policing Authority;
- 2.7. "Executive Assistant" means the executive assistant employed by the CRPA;
- 2.8. "Executive Committee" means a standing committee of the CRPA composed of the Chairperson, Vice-Chairperson, Treasurer and Secretary;
- 2.9. "Meeting" means any regular, special, or other meeting of the CRPA;
- 2.10. "Member" means any person appointed to the CRPA;
- 2.11. "Municipal Agreement" means the Agreement between the City of Moncton, the City of Dieppe and the Town of Riverview establishing the Codiac Regional Policing Authority by Agreement dated April 9, 2001, as amended;
- 2.12. "Municipalities" means, collectively, the City of Moncton, the City of Dieppe and the Town of Riverview and Municipality means any one of them;

"Officer in Charge" means the Officer in charge of the Codiac Regional RCMP;

- 2.13. "Point of Information" is a request directed to the Presiding Officer or to another Member or to staff of the CRPA or to the Commanding Officer, for information relevant to the business at hand, but not related to a point of procedure;
- 2.14. "Point of Order" is the raising of a question by a Member for the purpose of calling attention to any departure from this By-Law or the customary modes or proceedings in debate or in the conduct of the Board's business including:
  - (a) any breaches of the Procedural By-Law; or
  - (b) any defect in the constitution of any meeting of the Board; or
  - (c) the use of improper, offensive or abusive language; or
  - (d) notice of the fact that the matter under discussion is not within the scope of the motion; or
  - (e) any other informality or irregularity in the proceedings of the CRPA;
- 2.15. "Point of Procedure" is a question directed to the Presiding Officer to obtain information on a matter of the procedural rules or the rules of the CRPA bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion;
- 2.16. "Presiding Officer" means the Chairperson or, in his/her absence, the Vice-Chairperson, or in the absence of both of them, the Member selected under Section 15.3 to act in their absence, while presiding at Board meetings;

- 2.17. "Question of Privilege" is the raising of a question or request for the immediate consideration of a matter affecting the comfort, safety or orderliness of a Member or the Board collectively, when a Member believes that another Member has spoken disrespectfully towards him/her or the Board, or when he/she believes his/her comments have been misunderstood or misinterpreted by another Member or Members;
- 2.18. "Quorum" means a majority of the voting Members of the CRPA with each municipality represented, which majority shall constitute a quorum at any regular or special meeting of the Board;
- 2.19. "Recorded vote" means a vote taken by a show of hands;
- 2.20. "Rules of Procedure" means the rules and regulations provided in this By-Law;
- 2.21. "Special Committee" means a committee of the CRPA (except Committee of the Whole and Executive Committee) which is established to consider and report on a specific subject, project, or undertaking;
- 2.22. "Vice-Chairperson" means the Member who has been elected by the CRPA to act in the place or stead of the Chairperson in the absence or incapacity of the Chairperson;
- 2.23. "Whole Board" means those Members who are not disqualified from voting.

### **3. GENERAL PROVISIONS**

- 3.1. The rules and regulations contained in this By-Law shall be observed in all proceedings of the Board and shall be the rules and regulations for the order and dispatch of business in Board, Committee and Committee of the Whole meetings.
- 3.2. When any matter relating to proceedings in Board or in Committee or Committee of the Whole meetings arises which is not covered by a provision of this By-Law, the procedure to be followed shall be decided with reference to the most recent edition of Robert's Rules of Order.
- 3.3. In the event of any conflict between the provisions of this By-Law and the provisions of the Robert's Rules of Order, the provisions of this By-Law shall apply.
- 3.4. The provisions of this By-Law are subject to any statutory provisions in effect from time to time and in the event of any conflict between such statutory provisions and the provisions of this By-Law, the statutory provisions shall govern.
- 3.5. Notwithstanding any other provision of this By-Law, in the absence of any

statutory obligation, the rules and regulations contained in this By-Law may be suspended or altered for a single occasion with the consent of not less than two-thirds of the total membership of the CRPA.

- 3.6. The Board makes decisions and expresses itself by passing resolutions and enacting by-laws. No act or decision of the Board is valid unless it is authorized or adopted by a by-law or resolution at a regular Meeting or Special Meeting.
- 3.7. Except as otherwise provided, resolutions and by-laws are passed and enacted by majority vote.
- 3.8. A Motion to Rescind can only be made by a member who voted with the prevailing side, requires a two-thirds vote for adoption and can be applied to the vote on any motion except a) an affirmative vote whose provisions have been partly carried out; b) an affirmative vote in the nature of a contract when the party to the contract has been notified of the outcome; c) any vote which has caused something to be done that it is impossible to undo.
- 3.9. A Motion to Reconsider any action taken by the Board may be made only during the same meeting or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any member, takes precedence over all other motions, may be made at any time, requires a majority vote of the members present and it shall be debatable. Nothing herein shall be construed to prevent any member of the CRPA from making or remaking the same or any other motion at a subsequent meeting of the Board.
- 3.10. No order or authority for the Board or any of its employees to do any matter or thing shall be recognized as emanating from a Committee or Committee of the Whole, the authority of Committees and Committee of the Whole being limited to the making of recommendations to the Board, provided, notwithstanding anything in this By-Law to the contrary, a committee shall have the authority to direct employees or the Commanding Officer to report to it on any matter within that committee's jurisdiction as set forth in this By-Law.
- 3.11. This By-Law may be amended or repealed by a majority vote of the whole of the Board and, where required pursuant to the Act and/or the Municipal Agreement, the consent of the Municipalities.

#### **4. APPOINTMENT TO BOARD**

- 4.1. Members shall be appointed to the Board in accordance with s. 17.01(2) of the Act and the provisions contained in the Municipal Agreement for terms of one, two or three years.
- 4.2. All appointments to the Board shall terminate on May 30<sup>th</sup> of the calendar

year which is in the first, second or third calendar year following the appointment, depending on whether the appointment is for one, two or three years.

- 4.3. In accordance with s. 17.05(5) of the Act, a Member may not serve as a Member for more than a total of ten (10) years.
- 4.4. In accordance with s. 17.05(4) of the Act, if a Member who is a Mayor or Councilor (as defined by the *Municipalities Act*) ceases to be a Mayor or Councilor, the CRPA shall declare his or her position to be vacant, in which case a new appointment shall be made.
- 4.5. Where a vacancy exists on the Board or is scheduled to exist based upon a term which is scheduled to end on May 30<sup>th</sup> of any given year, the CRPA shall, by March 31<sup>st</sup> of said year, provide notice to the Minister, in the case of a person appointed by the Minister, or to the Mayor of the municipality in the case of a Member appointed by a Municipality, that an appointment will be required in order to fill a vacancy on the Board.
- 4.6. New appointees shall be sworn in as Members at the first Meeting which occurs after their appointment.
- 4.7. Except as set out in Article 4.4 above or in the Municipal Agreement, Members may not be replaced except in the case of temporary illness or absence of a Member in accordance with s. 17.05(7) of the Act.
- 4.8. Where a vacancy exists on the Board between June 1<sup>st</sup> and February 28<sup>th</sup> of any given year, the CRPA shall provide notice to the Minister, in the case of a person appointed by the Minister, or to the Mayor of the municipality in the case of a Member appointed by a Municipality, that an appointment will be required in order to fill a vacancy on the Board.
- 4.9. Where a vacancy exists on the Board between March 1<sup>st</sup> and May 30<sup>th</sup> of any given year, the provisions of Article 4.5 shall apply.

## **5. ELECTION OF OFFICERS**

- 5.1. The Board shall elect a Chairperson, Vice-Chairperson, Treasurer and Secretary at its first Meeting which occurs after June 30<sup>th</sup> in each calendar year.
- 5.2. The outgoing Chairperson shall act as Presiding Officer at the first Meeting which occurs after June 30<sup>th</sup> in each calendar year until the new Chairperson is elected and shall call for nominations.
- 5.3. Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member present at the first Meeting which occurs after June 30<sup>th</sup> in each calendar year.

- 5.4. A nominee is a person whose candidacy for the position of Chairperson, Vice-Chairperson, Treasurer or Secretary has been moved and seconded by Members present at the first Meeting which occurs after June 30<sup>th</sup> in each calendar year.
- 5.5. Where it appears to the Presiding Officer, by asking for further nominations and receiving no response, that there are no further nominations, the Presiding Officer shall call for a motion declaring nominations closed.
- 5.6. After nominations have been closed, no motion shall be in order except a motion to recess for a specified time period.
- 5.7. After nominations have been closed, each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five (5) minutes should they elect to do so.
- 5.8. A nominee may withdraw his or her name at any time prior to a vote being called.
- 5.9. A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
- 5.10. If there are two or more nominees, each Member shall announce his or her vote and no Member shall abstain from voting.
- 5.11. To be elected as Chairperson, Vice-Chairperson, Treasurer or Secretary a nominee shall obtain the vote of a majority of the Members present.
- 5.12. If there are more than two nominees who elect to stand for a position and, if upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote again and continue until a nominee receives the majority required for election at which time such nominee shall be declared elected.
- 5.13. Each of the Officers shall hold office for a one-year term until their successors are elected in accordance with this By-Law, provided however, that each may be re-elected for a subsequent term or terms.
- 5.14. Where the position of Chairperson, Vice-Chairperson, Treasurer or Secretary is vacant at any time during the year, a replacement shall be appointed in accordance with this Article 5 at the next regular public Meeting of the Board.

## **6. DUTIES OF CHAIRPERSON**

6.1. The Chairperson shall:

- (a) preside at all meetings of the Board as the Presiding Officer, except as provided for otherwise in this By-law;
- (b) provide leadership to the Board;
- (c) communicate information and recommend actions to the Board for the improvement of the CRPA's finances, administration and government;
- (d) speak on issues of concern to the Officer in Charge on behalf of the CRPA;
- (e) perform any other duties conferred upon him or her by this By-Law or any Act or by the Board; and
- (f) be a signing officer for the CRPA and sit on the Executive Committee.

## **7. DUTIES OF VICE-CHAIRPERSON**

7.1. The Vice-Chairperson shall:

- (a) act in the absence of the Chairperson as the Presiding Officer and shall have the same authority as the Chairperson would have if present; and
- (b) be a signing officer for the CRPA and sit on the Executive Committee.

## **8. DUTIES OF TREASURER**

8.1. The Treasurer shall:

- (a) ensure accurate and full accounts of all receipts and disbursements of the CRPA;
- (b) oversee the preparation of financial reporting and budgeting processes in accordance with the Act;
- (c) present the annual audited financial report prepared by the appointed auditors at the end of each fiscal year;
- (d) be a signing officer for the CRPA and sit on the Executive Committee.

**9. DUTIES OF SECRETARY**

9.1. The Secretary shall:

- (a) attend all meetings of the Board to ensure that all minutes, orders and requests are properly recorded;
- (b) ensure that Members are notified of each regular and special meeting of the Board called pursuant hereto;
- (c) ensure that the Members are furnished with copies of all resolutions, enactments and orders of the Board as soon as possible after the meeting of the Board at which the action of the Board in respect thereof takes place;
- (d) oversee the duties of the Executive Assistant outlined herein; and
- (e) be a signing officer for the CRPA and sit on the Executive Committee.

**10. DUTIES OF EXECUTIVE ASSISTANT**

10.1. An Executive Assistant may be employed by the CRPA. If so, the Executive Assistant shall perform such duties as instructed under the direction of the Board and the supervision of the Secretary.

10.2. Without limiting the generality of the foregoing, the Executive Assistant shall:

- (a) serve as the administrative link between the Board, the Officer in Charge, Committees of the Board, the media and members of the community;
- (b) organize meetings, prepare agendas for the meetings, in consultation with the Chair and Secretary, and ensure their timely distribution;
- (c) attend all Meetings of the Board and Committee meetings, as necessary;
- (d) record the minutes of the proceedings at Meetings of the Board and Committees of the Board, as necessary;
- (e) receive and direct all communications addressed to the CRPA;
- (f) prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;
- (g) maintain a current record of Board resolutions requiring further or future

actions and to keep the Board informed of these matters;

- (h) organize and maintain an annual calendar of monitoring and other reports to be received by the Board; and
- (i) report on the performance indicators and annual activities of the Board.

## **11. DUTIES OF PRESIDING OFFICER**

11.1. It is the duty of the Presiding Officer:

- (a) to open meetings of the Board by taking the chair and calling the meeting to order;
- (b) to receive and submit, in the proper manner, all written motions presented by Members;
- (c) to put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of proceedings;
- (d) to determine what motions or amendments are in order, subject to an appeal to the Board, and decline to put any motion or amendment before the Board, which he/she deems to be out of order or contrary to law;
- (e) to state every question coming before the Board, announce the decision of the Board on all subjects;
- (f) to follow the rules of procedure and keep the Members, when engaged in debate, within the rules of procedure;
- (g) to observe and enforce on all occasions order and decorum among the Members and the public;
- (h) to call by name any Member persisting in breach of the rules of procedure and, subject to a majority vote of Members present, order him/her to vacate the room;
- (i) to authenticate by his/her signature, when necessary, all by-laws, contracts and other documents as required by statute or by-law.
- (j) to respond to the Board regarding points of order, when so requested by a Member;
- (k) if he/she considers it necessary because of grave disorder, to adjourn the sitting or suspend the sitting for a time to be named by him/her.

## **12. DUTIES OF MEMBERS**

- 12.1. All Members shall represent the perspective and needs of the regional community as a whole rather than a particular element or, in the case of councillors, a particular constituency within the region.
- 12.2. A Member shall:
- (a) consider the welfare and interests of the entire community when making decisions;
  - (b) bring to the attention of the Board matters that may promote the welfare or interests of the community in relation to policing;
  - (c) participate in developing and evaluating the policies and programs of the CRPA;
  - (d) participate in Meetings of the Board, Committees and any other body to which he or she is appointed by the Board;
  - (e) be a member of at least one Committee;
  - (f) perform any other duties conferred upon him or her by this or any other Act or by the CRPA.
- 12.3. A code of conduct setting out general standards for acceptable conduct by Members in performance of their duties may be established by the Board or a Committee established for this purpose from time to time.

## **13. REGULAR MEETINGS**

- 13.1. Except as otherwise provided, regular Meetings of the Board for the purpose of transacting all Board business shall be held at such time and place as determined by the Board; provided always that the Board shall meet a minimum of six (6) times in each calendar year.
- 13.2. Special or closed meetings of the Board, Committee of the Whole and meetings of other committees created under this By-Law shall be held at a place and time set out in the notice for the meeting.
- 13.3. The Chairperson must give public notice of the time and place of a Regular Board or Committee of the Whole Meeting by posting notice of the meeting on the CRPA web site ([www.crpa-arpc.ca](http://www.crpa-arpc.ca)) the Friday before the date of the regular meeting.
- 13.4. Whenever possible, the Chairperson shall give public notice of a cancelled or rescheduled meeting or of the change of time or location by posting notice to the public on the CRPA web site ([www.crpa-arpc.ca](http://www.crpa-arpc.ca)) at least 24 hours before

the date and time on which the Regular Board or Committee of the Whole meeting was to have been held.

- 13.5. Business which was originally scheduled for a Regular Meeting and is left unfinished or is to be reconsidered shall be scheduled for the next Regular Meeting.
- 13.6. Members of the public who constitute the audience in the room during a Meeting:
  - (a) may not address Board without permission;
  - (b) shall maintain order and quiet;
  - (c) shall not interrupt or interfere with the proceedings; and
  - (d) shall not display signs or placards.
- 13.7. Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while in the room or addressing the Board and refuses to apologize or withdraw his/her remarks when so directed by the Presiding Officer, or willfully obstructs the conduct of business, and refuses to desist when called upon to do so by the Presiding Officer, may be ordered by the Presiding Officer to leave the room for that meeting, and, if he/she refuses to do so, he/she may, on the order of the Presiding Officer, be removed from that meeting.

#### **14. Annual General Meeting**

- 14.1 An Annual meeting of the CRPA will be held not later than July 31 of each year at a time and place to be determined by the CRPA.
- 14.2 At each Annual General Meeting, an audited financial statement for the preceding calendar year shall be presented for approval by the CRPA.
- 14.3 Notice of the meeting shall be given by the Secretary or designate at least two weeks prior to the date of the meeting.

#### **15. SPECIAL AND EMERGENCY MEETINGS**

- 15.1. The Chairperson may, at any time, summon a special meeting of the Board.
- 15.2. The Chairperson, upon receipt of a petition of at least three Members, shall summon a special meeting for the purpose and at the time specified in the petition.
- 15.3. Except as provided in Sections 15.4 and 15.5, the Chairperson must give at

least 48 hours' notice in writing, signed by the Chairperson or Members responsible for calling the special meeting, stating the date and hour of the meeting and the purpose for which the meeting was called, to each member, either:

- (a) by leaving a copy of the notice with the Member; or
  - (b) by leaving a copy of the notice at the place of residence or business of the Member; or
  - (c) by e-mailing a copy to the Member's e-mail address.
- 15.4. The notice requirement in Section 15.3 shall not apply to a special meeting summoned to deal with an emergency.
- 15.5. For an emergency meeting the Chairperson shall use his/her best efforts to give notice of the emergency meeting and the purpose or purposes of the meeting to each Member, either by e-mail, verbally or in writing, and notice shall be given as far in advance of the meeting as practicable. An emergency meeting may be conducted in person or from remote locations by use of telecommunications equipment.
- 15.6. No business other than that stated in the notice shall be considered at the special meeting. The Board may determine with the unanimous consent of the Members present to suspend this provision.
- 15.7. The Chairperson must give public notice of the time and place of a special meeting by posting notice of the meeting to the public on the CRPA web site ([www.crpa-arpc.ca](http://www.crpa-arpc.ca)).

## **16. QUORUM**

- 16.1. When there are sufficient Members present to constitute a quorum at the time set for the commencement of the meeting or as soon thereafter as the quorum is present, the Chairperson, or if the Chairperson will be absent or late, the Vice-Chairperson, shall take the chair and call the meeting to order.
- 16.2. In the event the Chairperson does not attend within ten minutes after the time appointed, the Vice-Chairperson shall assume the chair, call the Members to order, and if a quorum is present, preside during the meeting or until the arrival of the Chairperson.
- 16.3. In the absence of the Chairperson and Vice-Chairperson, if a quorum is present within ten minutes after the appointed time, a Member shall call the meeting to order and a Presiding Officer shall be chosen from the Members present, who shall preside during the meeting or until the arrival of the Chairperson or Vice-Chairperson.

- 16.4. If there is no quorum within thirty minutes after the time appointed for the meeting, the Chairperson shall record the names of all Members present at that time and the meeting shall be deemed to be adjourned until the next regular meeting, unless a special meeting is called for that purpose in the meantime.
- 16.5. If the Board is unable to meet for want of a quorum the agenda delivered for that Board or Committee meeting shall be considered at the next Board or Committee meeting prior to consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

## **17. AGENDA**

- 17.1. The Chairperson shall prepare for the use of members at all Regular meetings of the CRPA, other than Committee of the Whole, an agenda with such regular headings as the Board may adopt from time to time. A copy of the current form of agenda is attached hereto.
- 17.2. A Member may, during a Meeting, request that items on the agenda be rearranged in order to conduct the business before the Board more expeditiously.
- 17.3. Subject to Section 17.4, no business other than that stated in the agenda shall be considered at a Meeting. The Board may determine with the unanimous consent of the Members present to suspend this provision and make additions to the agenda.
- 17.4. The Officer in Charge may request that the Board consider a matter not included in the agenda, which calls for immediate and urgent consideration and the Board, by a vote of two-thirds majority of the membership, shall determine whether or not to consider this matter.
- 17.5. The consent agenda items of business are considered to be routine and do not require debate or discussion. The items listed will be disposed of with one unanimous motion. Items on the agenda for regular meetings of the Board including correspondence from citizens, groups and organizations and reports containing recommendations, from the Committee of the Whole, from other Committees, or from the Executive Assistant may be adopted in a single motion of the Board, but any of these items will be transferred to the regular agenda for consideration and debate upon the request of any Member at the time of adopting the consent agenda.
- 17.6. The Executive Assistant shall have prepared for the use of the Members at all regular Meetings an agenda and Member's kit, in electronic or printed format, which shall include all items in respect of the agenda matters.
- 17.7. The Chairperson shall use his/her best efforts to ensure that copies of the

agenda and Member's kit for regular Meetings are delivered in printed format and/or distributed electronically to each member so that they will be received in each case at least three (3) business days prior to the Meeting.

- 17.8. Copies of the agenda shall be made available to the general public on the website of the CRPA at least three (3) business days prior to the Meeting.
- 17.9. Failure by the Chairperson to meet the schedule set out herein will not invalidate the Meeting or any proceeding thereat.
- 17.10. All submissions for inclusion in the agenda for regular Meetings shall be submitted to the Chairperson at least five (5) business days prior to the Meeting.
- 17.11. For special Meetings, the agenda shall be prepared as the Chairperson may direct.

## **18. PUBLIC ACCESS TO MEETINGS**

- 18.1. Meetings of the Board shall be open to the public except as provided for in Section 10.2(4) of the *Municipalities Act* and this Section of the By-Law, and no person shall be excluded from a meeting open to the public except for improper conduct.
- 18.2. A Meeting shall not be closed to the public unless and until the Board has adopted a resolution to that effect, which resolution must also state the basis for doing so.
- 18.3. Board and Committee of the Whole meetings may be recorded by the Executive Assistant or his/her designate as a means of assisting in the preparation of the minutes of that meeting.
- 18.4. Board and Committee of the Whole meetings which are not closed to the public in accordance with the provision of this By-law may be taped, televised or otherwise electronically or mechanically recorded by a cable television company or by any other licensed telecommunications company provided that such taping, televising or recording is carried out in a manner which does not interfere with proceedings at the meeting.
- 18.5. If it is necessary at a Meeting of the Board or a Committee to discuss any of the following matters, the public may be excluded from the meeting for the duration of the discussion:
  - (a) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or

- (b) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.
- 18.6. Without limiting the intent of 18.5(a) and (b) above, the following circumstances are deemed to be matters that permit a meeting, or part of a meeting, to be closed to the public if the subject matter being considered is:
- (a) personal matters about an identifiable individual, including CRPA and RCMP employees;
  - (b) labour relations or employee negotiations;
  - (c) litigation or potential litigation, including matters before administrative tribunals, affecting the CRPA or RCMP;
  - (d) advice to the CRPA that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (e) any other matter in respect of which a council, board, committee or other body may deem confidential or has provided on a confidential basis;
  - (f) relates to the consideration of a request under the *Right to Information and Protection of Privacy Act*, if the CRPA is designated as head of the public body for the purposes of that Act;
  - (g) education or training session for the benefit of Members.

## **19. REPORTS - PETITIONS**

- 19.1. On receipt of a petition intended for the CRPA, the Chairperson may include it as an item on the agenda for the next regular Meeting for which he/she is accepting agenda items in full or in summary form as he/she sees fit.

## **20. DELEGATIONS/PRESENTATIONS - PUBLIC**

- 20.1. When a member of the public or a representative of any group of persons seeks to address the Board, he/she shall submit a request in writing to the Chairperson at least five (5) business days prior to the scheduled Meeting. The Chairperson will include the request on the agenda of the next regular meeting.
- 20.2. Upon considering the request to make a presentation or hear a delegation the Board may:

- a) decline to hear the delegation/presentation or,
  - b) set a date, no earlier than the next regular meeting, to hear the delegation or presentation.
- 20.3. When a member of the public or a representative of any group is scheduled to address the Board a copy of their presentation shall be submitted to the Chairperson at least three (3) business days prior to the scheduled Meeting.
- 20.4. No member of the public or representative of any group of persons will be permitted to address the Board without the prior consent of the Board, other than persons entitled by statute to be heard or persons invited by notice authorized by the Board, who have not been included in the agenda.
- 20.5. Except with consent of the Board, no member of the public shall address the Board for more than fifteen minutes, exclusive of the time required to answer questions put to him/her by the Board, except that a group of persons may have more than one spokesperson provided that the total length of time such spokesperson addresses the Board shall not exceed fifteen minutes, exclusive of the time required to answer questions put to them by the Board.
- 20.6. Each member of the public or spokesperson on behalf of a delegation addressing the Board shall give his/her name. All remarks shall be addressed to the Board as a body and not to any member of the Board. No person, other than the person having the floor, shall be permitted to enter into any discussion without the permission of the Presiding Officer. No question shall be asked except through the Presiding Officer.

## **21. MEDIA / COMMUNITY RELATIONS**

- 21.1. Unless otherwise specified or specifically agreed by the Board, the spokesperson for the Board is the Chairperson. Should the Chairperson be unavailable, the Vice-Chairperson shall be spokesperson for the Board.
- 21.2. On matters of factual information, administration of the Board, or communicating a decision of the Board in response to an enquiry, the Executive Assistant may act as a resource on behalf of the Board.
- 21.3. In special circumstances, such as contract negotiations, or where a Committee has been established on a specific issue, the Board may designate the member leading the negotiations, or the Chair of the Committee, to act as spokesperson for the Board.
- 21.4. Members may communicate a position of the Board; however, should a Member publicly disagree with a position of the Board, or should a Member comment upon a matter not yet before the Board, he or she will clearly identify they are speaking as an individual (or councillor, as the case may be)

and not on behalf of the Board. No Member shall state that the Board has taken a position on a matter, until the matter has been voted upon.

- 21.5. Media releases shall be approved by the Chairperson, or the Vice-Chairperson prior to release. Members shall receive a copy of the release as soon as possible once approved.
- 21.6. News conferences on matters within the jurisdiction of the CRPA shall be called at the discretion of the Chairperson or the Vice-Chairperson. Whenever possible, the Members shall be advised of the event prior to its taking place.
- 21.7. The Board shall establish from time to time a Communication Policy which shall govern, among other things, the interaction between the Board, the Officer in Charge, the Municipalities and other stakeholders. Notwithstanding the foregoing, it shall be understood that the Commanding Officer shall, to the extent possible, communicate with the Chairperson as part of any communication or correspondence with the Municipalities, particularly in the case of an emergency.

## **22. RULES OF CONDUCT - DEBATE**

- 22.1. The Presiding Officer may answer questions and may if he/she wishes, speak on a question, take a definite position and endeavour to persuade the Board to support that position, while continuing to chair the meeting. The Presiding Officer will leave the chair if he/she wishes to introduce a motion.
- 22.2. When two or more Members wish to speak, the Presiding Officer shall name the Member who is to speak first.
- 22.3. When a Member wishes to speak at a Board meeting he/she shall be recognized by the Presiding Officer before doing so. No Member will speak on any subject other than the subject in debate.
- 22.4. Members shall not speak more than twice on a motion except with the consent of the Presiding Officer.
- 22.5. No Members shall speak a second time unless all Members have had an opportunity to speak once.
- 22.6. Notwithstanding Sections 22.3 through 22.5 inclusive, the Member who has made a motion (other than a motion for an amendment or a procedural motion) shall be allowed to close the debate for a maximum of an additional three minutes after all other Members have been given an opportunity to speak.
- 22.7. A Member shall speak for a maximum of three minutes each time when speaking on a main motion and three minutes each time when speaking on

any amendment.

- 22.8. A Member may ask a question of a previous speaker only through the Presiding Officer and the question must relate to the speaker's remarks but, in any event a Member may ask a question of the Presiding Officer or of staff through the Presiding Officer prior to the motion being put to a vote.
- 22.9. Any Members may require the motion under debate to be read at any time during the debate.
- 22.10. No Members shall disturb the proceedings of the Board or another Members by any disorderly conduct.
- 22.11. No Member shall use offensive words or insulting expressions in referring to the Board, any other Member, any employee of the Board or RCMP or any member of the public.
- 22.12. No Member shall disobey the rules of procedure or decision of the Presiding Officer or of the CRPA on questions of order or practice or upon the interpretation of the rules of procedure.
- 22.13. No Member shall leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.
- 22.14. No Member shall interrupt a Member while speaking, except to raise a point of order or question of privilege.

### **23. QUESTION OF PRIVILEGE - POINT OF INFORMATION/ORDER**

- 23.1. Whenever a question of privilege or a point of order arises it shall be considered immediately.
- 23.2. A Member may rise at any time on a question of privilege and a question of privilege shall take precedence over all other matters.
- 23.3. When a point of information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member or staff member.
- 23.4. A Member may interrupt the person who has the floor to raise a point of order or a point of procedure when such Member feels that there has been a deviation or departure from the rules of procedure and upon hearing such point of order or point of procedure, the ruling of the Presiding Officer shall be final unless a challenge is made pursuant to Section 23.5. If a Member, while speaking, be called to order, he/she shall cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.
- 23.5. Whenever a Member wishes to challenge the ruling of the Presiding Officer

on a point of order (including a determination that a motion is out of order) he shall make a motion substantially as follows: "That the decision of the Presiding Officer be overruled." Thereafter the question shall be put to the Board and the Board shall decide the matter, by majority vote of Members present, immediately without debate and this decision shall be final.

## **24. CONFLICT OF INTEREST**

- 24.1. Members shall be expected to maintain high ethical standards appropriate to their public office, and shall be expected to report any conflict of interest (as defined in the *Municipalities Act*) at the first available opportunity.
- 24.2. Where a Member has a conflict of interest with respect to any matter in which the CRPA is concerned and he/she is present at a meeting of the Board, a Committee or any other meeting at which the business of the CRPA is conducted and/or at which the matter is a subject of consideration he/she shall:
  - a) as soon as the matter is introduced, disclose that he/she has a conflict of interest in the matter; and
  - b) forthwith withdraw from the Meeting room while the matter is under consideration or vote.
- 24.3. After making the declaration, the Member must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.
- 24.4. When a verbal declaration is made:
  - (a) the person recording the minutes of the Meeting must record the Member's declaration, the reasons given for it and the times of the Member's departure from the meeting room and, if applicable, of the member's return, and
  - (b) the person presiding at the Meeting must ensure that the Member is not present at the meeting at the time of any vote on the matter.
- 24.5. Where the number of Members who are required to withdraw from a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, the remaining Members shall be deemed to constitute a quorum if there are not fewer than three.

## **25. MOTION - ORDER**

- 25.1. A motion shall have no standing and debate on it shall not commence until it has been moved and seconded and has been stated by the Presiding Officer

as pending before the Board.

- 25.2. After a motion has been moved and seconded and stated by the Presiding Officer it is in the possession of the Board for consideration but, with the consent of the majority of the Board and without debate, it may be withdrawn by the mover and seconder at any time before it has been voted on.
- 25.3. If members of the public are to be heard on a matter, no motion shall be received until they have been heard.
- 25.4. No further public participation on a matter will be allowed after the motion has been duly made and seconded.
- 25.5. All motions which properly are before the Board for consideration are open to debate and may be amended except as specifically provided elsewhere in this By-Law.
- 25.6. When a motion has been moved and seconded and is being considered by the Board, no motion shall be received except a motion:
  - (a) to set the time to adjourn;
  - (b) to adjourn the meeting;
  - (c) to lay the question on the table;
  - (d) to put the previous question (close the debate);
  - (e) to defer the question to a certain time or date;
  - (f) to refer the question to some other person or group for consideration;
  - (g) to amend the amendment; or
  - (h) to amend the main motion;which shall have precedence in the order in which they are named and as more particularly referred to in Schedule "A" hereto.
- 25.7. A motion to adjourn:
  - (a) shall not be amended or debated; and
  - (b) shall always be in order except when a Member is speaking or the Members are voting.
- 25.8. Notwithstanding Section 25.7 where a motion to adjourn includes the time at which the adjourned Meeting will continue, that motion may be amended and debated as to that time.

- 25.9. A motion to table a motion shall state a reason, always be in order and shall not be debatable. A motion to take up a tabled matter is not subject to debate or amendment. A motion that has not been taken from the table for six months is deemed to be withdrawn.
- 25.10. A motion to put the question:
- (a) shall not be amended or debated;
  - (b) shall not be received in any committee or in the Committee of the Whole; and
  - (c) requires the affirmative vote of two-thirds of the members present.
- 25.11. A motion to defer to a certain time or date:
- (a) shall be open to debate only as to advisability of postponement; and
  - (b) may be amended as to the time or date to which the matter is deferred.
- 25.12. A motion to defer a pending resolution or by-law indefinitely, is debatable and requires a majority vote to adopt. Its effect is to dispose of the resolution or by-law without a direct vote on it. The resolution or by-law, which is postponed indefinitely, cannot be brought up again at the same meeting. There is no obligation to take the resolution up at a future meeting, but it can be raised at a future meeting.
- 25.13. A motion to refer a matter under consideration to Committee of the Whole, a committee, the Commanding Officer or as otherwise directed:
- (a) shall be open to debate only on the propriety of referring the question and may be amended; and
  - (b) shall include the terms on which the motion is being referred, and may include the time at which the matter is to be returned and whatever explanation may be necessary as to the purpose of the motion.
- 25.14. An amendment is a motion that the wording of another motion be changed before the vote on it is taken. The following main rules apply to amendments:
- (a) an amendment must be in one of these three forms:
    - (1) to amend by inserting or adding text; or
    - (2) to amend by striking out text; or
    - (3) to amend by striking out text and inserting other text in its place.

- (b) an amendment is debatable, and requires a majority vote to adopt.
  - (c) an amendment must be germane to (closely related to, or in some way involve) the motion which it seeks to modify and shall not be directly contrary to the main motion.
- 25.15. There may be up to two amendments pending at the same time, while the resolution or by-law is on the floor:
- (a) a primary amendment (an amendment to the main motion);
  - (b) a secondary amendment (an amendment to the amendment);
  - (c) only one amendment at a time shall be presented to the main motion and only one amendment at a time shall be presented to an amendment.
- 25.16. The Presiding Officer shall put amendments in the reverse order to which they have been moved and when all amendments are voted upon, the Presiding Officer shall put the main motion, incorporating any adopted amendments.
- 25.17. Except as otherwise provided in this By-Law, only the motions set out in Sections 25.18 through 25.22 inclusive, may be introduced orally without notice and without leave.
- 25.18. A motion on any subject matter that appears on the agenda for that meeting may be introduced orally without notice and without leave.
- 25.19. Motions listed in Section 25.6 may be introduced orally without notice and without leave.
- 25.20. A motion to suspend the rules and regulations of this By-Law may be introduced orally without notice and without leave.
- 25.21. A motion on a point of order, point of procedure, point of information or question of privilege may be introduced orally without notice and without leave.
- 25.22. Other motions made upon routine proceedings as may be required for the observance of the proprieties of the Board; the maintenance of the authority of the CRPA; the arrangement of its proceedings; the correctness of its records; or the fixing of its meetings or the dates and times of its meetings, may be introduced orally without notice and without leave.

## **26. VOTING**

- 26.1. When a motion under consideration contains two or more distinct propositions, where any Member so requests, the vote upon each proposition

shall be taken separately.

- 26.2. The Presiding Officer shall put a motion to a vote immediately after all Members desiring to speak on the motion have spoken.
- 26.3. After a motion is put to a vote by the Presiding Officer, no Member shall speak to that motion.
- 26.4. Unless disqualified to vote by reason of conflict of interest or otherwise upon a by-law, resolution, motion or for any other purpose, each Member present, including the Chairperson, shall announce his/her vote openly and individually, and the Chairperson shall record the decision, and no vote shall be taken by ballot or by any other method of secret voting.
- 26.5. Every Member, including the Chairperson, present at a meeting who is not disqualified from voting in accordance with Section 26.4, shall be deemed to be voting in the affirmative for the motion if he/she fails to announce his/her vote.
- 26.6. The Chairperson, when present at a meeting of the Board shall preside and shall vote on all questions.
- 26.7. The Chairperson shall not have a casting vote. If there should be a tie upon any question such question shall be considered and declared lost.
- 26.8. A recorded vote shall be taken by a show of hands for each Member present and qualified to vote.
- 26.9. The Presiding Officer shall announce the result of every vote.
- 26.10. If a Member disagrees with the announcement by the Presiding Officer of the result of any vote, he/she may object immediately to the Presiding Officer's declaration and require that a recorded vote be taken.
- 26.11. A recorded vote shall be taken when called for by any Member immediately prior or immediately subsequent to the taking of a vote or when required by law or under this By-Law.
- 26.12. Unless required by any Member present, only the names of those who voted against a motion shall be entered in the minutes. The Members may request that the reasons for their nay vote be noted in the minutes.
- 26.13. Whenever this By-law requires a vote of a simple majority of the Board, the requirement shall be interpreted as meaning such majority, of the Members who are present and qualified to vote on the matter provided that this By-Law or a relevant statute does not specify differently.
- 26.14. Whenever this By-Law or any statute requires that a by-law be passed or any other action taken by a vote of two-thirds or any other fraction of the Board

greater than a majority, that vote shall be taken by recorded vote.

## **27. MINUTES**

- 27.1. The Executive Assistant or his/her designate shall take minutes of each Board meeting which minutes shall record, without note or comment:
- (a) the place, date and time of meetings;
  - (b) the name or names of the presiding Member or Members and the record of attendance of the Members and senior staff members;
  - (c) the adoption of the minutes of prior meetings, and if requested, correction and;
  - (d) all resolutions, decisions and other proceedings of the Board.
- 27.2. The minutes of the previous meeting shall be presented to the Board for approval as circulated, subject to corrections of any errors found therein and shall not be read aloud.
- 27.3. The minutes of all regular Meetings and Special Meetings shall be adopted at a regular Meeting. The recommendations from Committees (including Committee of the Whole) shall be considered for adoption at the regular Meeting.
- 27.4. The minutes of any Meeting or portion of a Meeting or a Committee that was closed to the public shall be approved at the following closed meeting of the CRPA or Board committee. The minutes of any meeting or portion of a meeting of the CRPA or a Board committee that was closed to the public pursuant to this By-Law or subsection 10.2(4) of the Municipalities Act shall not be open for inspection or examination by members of the public.
- 27.5. A record of the closed meetings shall be prepared and signed by the Chairperson containing only the following:
- (a) the type of matter under subsection 10.2(4) of the Municipalities Act that was discussed during the meeting; and
  - (b) the date of the meeting.

## **28. COMMITTEES**

- 28.1. The Board may by by-law or resolution create such standing committees as are necessary or expedient for the orderly and efficient handling of the affairs of the CRPA and shall establish generally or in detail the duties and responsibilities, composition, and duration of a committee established.

- 28.2. The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
- 28.3. There shall be struck an Executive Committee, which is a standing committee on which the Chairperson, Vice-Chairperson, Treasurer and Secretary sit. Meetings of the Executive Committee may be called by the Chairperson whenever he/she considers it necessary.
- 28.4. There shall be struck a Finance Committee, which is a standing committee on which the Treasurer and at least two (2) appointed Members sit. Meetings of the Finance Committee may be called by the chair of the said committee whenever he/she considers it necessary.
- 28.5. There shall be struck a Governance Committee, which is a standing committee on which at least three (3) appointed Members sit. Meetings of the Governance Committee may be called by the chair of the said committee whenever he/she considers it necessary.
- 28.6. There shall be struck a Quality of Policing Committee, which is a standing committee on which at least three (3) appointed Members sit. Meetings of the Quality of Policing Committee may be called by the chair of the said committee whenever he/she considers it necessary.
- 28.7. The role of the Committees shall generally be to make recommendations to the Board on matters which are in their jurisdiction.
- 28.8. Each Committee shall appoint a Chair of the Committee.
- 28.9. The Board may by resolution appoint a Special Committee to consider and report on a specific subject, project or undertaking.
- 28.10. When a Special Committee has been appointed by the Board, the Board shall:
  - a) name the member of that Special Committee who is to act as Committee Chair, and in the absence of such direction the committee shall appoint its own chair, and
  - b) shall determine whether or not the rules of procedure for Committee of the Whole apply to that special committee.
- 28.11. When a special committee has completed its work and made its report to the Board, that committee shall be deemed to be dissolved.
- 28.12. The Chairperson shall be ex-officio a member of all standing and special committees, has all the privileges of committee membership, including the right to make motions and to vote but is not counted in determining the number required for a quorum or whether a quorum is present.

- 28.13. Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of the Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings.

## **29. COMMITTEE OF THE WHOLE – PROCEDURE**

- 29.1. The Chairperson shall prepare an agenda for all Committee of the Whole meetings.
- 29.2. The Chairperson shall use his/her best efforts to ensure that the agenda and materials for regular and special meetings of Committee of the Whole are available in electronic or printed format to each Member so that they will be received in each case at least three (3) business days prior to the meeting.
- 29.3. Failure by the Chairperson to meet the schedule set out herein will not invalidate the Committee of the Whole meeting or any proceedings thereat.
- 29.4. All submissions for inclusion in the agenda for regular and special meetings of Committee of the Whole shall be submitted to the Chairperson at least five (5) business days prior to the date of the meeting.
- 29.5. For special meetings of the Committee of the Whole, the agenda shall be prepared as the Committee Chair may direct.
- 29.6. The Chairperson and in his/her absence the Vice-Chairperson shall serve as the Chairperson of the Committee of the Whole. The Committee Chairperson, or in his/her absence, such other member of the committee as may be chosen by the committee, shall preside at every meeting and may vote on all questions submitted.
- 29.7. In a case of an equal division of votes, the Committee Chairperson shall not have a second or casting vote and the question shall be deemed to have been decided in the negative.
- 29.8. Except as otherwise provided in this By-Law, the committee member presiding at a Committee of the Whole meeting, while presiding, shall have all of the powers and responsibilities of the Presiding Officer at a Board meeting.
- 29.9. A quorum of any Committee of the Whole shall be the majority of its members.
- 29.10. Unless otherwise provided by resolution at a regular Board meeting, meetings of the Committee of the Whole shall be scheduled prior to a regular Board meeting commencing at a time to be set by the Chairperson.
- 29.11. The business of Committee of the Whole shall be conducted in accordance with the rules governing the procedure of the CRPA, so far as they are

applicable, except as otherwise set out in this section.

- 29.12. There is no limit to the number of times or length of time a member may speak to a motion in Committee of the Whole.
- 29.13. A member shall not speak more than once to a motion until every member who desires to speak has spoken once in Committee of the Whole.
- 29.14. No recorded vote shall be required.
- 29.15. The Chairperson or other presiding member may take a definite position and endeavor to persuade the Committee of the Whole on that position without leaving the chair in Committee of the Whole.
- 29.16. When a point of order or procedure is raised or when a member is called to order in Committee of the Whole, the same procedure shall be adopted as at Board meetings.
- 29.17. When a person or a representative of any group is scheduled to address Committee of the Whole a copy of the presentation shall be submitted to the Chairperson at least five (5) business days prior to the scheduled Committee of the Whole meeting.
- 29.18. When a person or representative of any group of persons wishes to address Committee of the Whole he/she shall submit a request in writing to the Chairperson at least five (5) business days prior to a Regular Board meeting.
- 29.19. No person or representative of a group of persons who has not received the prior consent of the Board or Committee of the Whole will be permitted to address the Committee without the consent of a majority of the membership of the Board.
- 29.20. Except with the majority consent of the Committee of the Whole, no person shall address the Committee for more than twenty minutes, exclusive of the time required to answer questions put to him/her by the Committee, except that a group of persons may have more than one spokesperson provided that the total length of time such spokespersons addresses the Committee shall not exceed thirty minutes, exclusive of the time required to answer questions put to them by Committee.
- 29.21. Committee of the Whole shall report to the Board on all matters connected with the duties imposed on it and all matters referred to it and shall recommend such action as it deems appropriate.
- 29.22. The Executive Assistant or his/her designate shall take minutes of the Committee of the Whole meetings.
- 29.23. The provision of this By-Law, regarding closing meetings to the public, apply

to regular and special meetings of Committee of the Whole and except as permitted or provided in the *Municipalities Act*, Committee of the Whole meetings shall be open to the public.

29.24. The recommendations of Committee of the Whole meetings may be adopted by the Board in a single motion and the passage of such motion shall be taken to confirm all of the proceedings taken in the Committee of the Whole meeting except for those matters dealt with or voted on separately.

29.25. A member may request prior to the adoption of the Committee of the Whole report or recommendations that Committee recommendations be voted on separately and such a request shall not require the introduction of a motion.


**30. ENACTMENT**

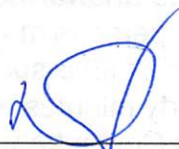
30.1. All previous By-Laws of the CRPA and all other procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

30.2. This By-Law shall come into force on the date of its enactment.

ENACTED AND PASSED this 9<sup>th</sup> day of MAY , 2019 .

**CODIAC REGIONAL POLICING AUTHORITY**

Per:   
for **Charles R. Leger**  
**Chairperson**

Per:   
**J. Danie Roy**  
**Chair, Governance Committee**

**SCHEDULE A**

**TABLE OF PRECEDENCE**

<p><b>1. MOTION TO SET THE DATE AND TIME OF THE NEXT MEETING</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires, for adoption, a majority vote</li> <li>- May be debated, but only as to the date and time.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that those who must leave, know the time and place of the next meeting.</li> </ul>
<p><b>2. MOTION TO SET THE TIME TO ADJOURN</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires, for adoption, a majority vote</li> <li>- May be debated, but only as to the time of the adjournment</li> </ul>	<ul style="list-style-type: none"> <li>● To limit the length of the meeting.</li> </ul>
<p><b>3. MOTION TO ADJOURN</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires for adoption, a majority vote</li> <li>- May not be debated</li> </ul>	<ul style="list-style-type: none"> <li>● To terminate meeting.</li> </ul>
<p><b>4. MOTION TO RECESS</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a majority vote</li> <li>- Must not be debated</li> </ul>	<ul style="list-style-type: none"> <li>● Cooling off period.</li> </ul>
<p><b>5. MOTION TO RAISE A QUESTION OF PRIVILEGE</b></p> <ul style="list-style-type: none"> <li>- Requires a mover only, who may interrupt another speaker</li> <li>- Requires no vote</li> <li>- Must not be debated</li> </ul>	<ul style="list-style-type: none"> <li>● Ventilation</li> <li>● Disorder in gallery</li> <li>● Any rights of members</li> </ul>
<p><b>6. MOTION TO RAISE A POINT OF ORDER</b></p> <ul style="list-style-type: none"> <li>- Requires a mover only, who may interrupt another speaker</li> <li>- Requires no vote</li> <li>- Must not be debated</li> </ul>	<ul style="list-style-type: none"> <li>● To call attention</li> <li>● Failure to observe rules.</li> </ul>
<p><b>7. MOTION TO LAY ON THE TABLE OR MOTION TO REMOVE FROM THE TABLE</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a majority vote</li> <li>- Must not be debated</li> </ul>	<ul style="list-style-type: none"> <li>● Consider immediately.</li> </ul>
<p><b>8. MOTION TO PUT THE PREVIOUS QUESTION</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a two-thirds vote</li> <li>- Must not be debated</li> </ul>	<ul style="list-style-type: none"> <li>● To limit amendments and force a direct vote on the main motion.</li> </ul>

<p><b>9. MOTION TO DEFER TO A DEFINITE DATE AND TIME</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a majority vote</li> <li>- May be debated, but only as to the time</li> </ul>	<ul style="list-style-type: none"> <li>● Make way for more urgent business.</li> <li>● Cooling off period.</li> <li>● Postpone</li> <li>● Way of determining support</li> </ul>
<p><b>10. MOTION TO REFER (c.g. TO A STANDING OR SPECIAL COMMITTEE)</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a majority vote</li> <li>- May be debated only on the propriety of the referral</li> </ul>	<ul style="list-style-type: none"> <li>● When additional information or discussion is needed.</li> </ul>
<p><b>11. MOTION TO AMEND</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a majority vote</li> <li>- May be debated</li> </ul>	<ul style="list-style-type: none"> <li>● To add, delete, or substitute words in the main motion.</li> </ul>
<p><b>12. THE MAIN MOTION</b></p> <ul style="list-style-type: none"> <li>- Requires a mover and a seconder</li> <li>- Requires a majority vote</li> <li>- May be debated</li> </ul>	<ul style="list-style-type: none"> <li>● The proposal before the meeting.</li> </ul>
<p><b>13. MOTION TO RESCIND</b></p> <ul style="list-style-type: none"> <li>- Is a main motion</li> <li>- Requires a mover from the prevailing side and a seconder</li> <li>- Requires a two-thirds vote</li> </ul>	<ul style="list-style-type: none"> <li>● Annul a motion that has been passed.</li> </ul>