

# **BY-LAW # 1**

## **PROVINCIAL ADVISORY COMMITTEE**

This by-law being the organizational structure and operational guideline of the Manitoba COPP Provincial Advisory Committee.

### **Section 1 MEMBERSHIP**

The membership of the Manitoba COPP Provincial Advisory Committee (herein PAC) shall consist of members as outlined in Article VII of the Manitoba COPP Constitution.

- (a) In Good Standing - PAC members who are active in Manitoba COPP will be considered in good standing.
- (b) Remuneration - No Regional Representative or Agency Representative shall receive compensation for being a member of the PAC.
- (c) Termination\* - The Provincial COPP Advisory Committee may terminate the membership of any PAC member if conduct of that member is determined to be contrary to program requirements, unacceptable conduct, and/or contravenes the conditions of the volunteer letter of agreement.

\*Reference: Manitoba COPP Constitution Article VIII (a) and (b) **AND** Manitoba COPP Volunteer Letter of Agreement.

### **Section 2 ROLES & RESPONSIBILITIES**

The PAC shall be formed and operate in accordance with the Articles of the Manitoba COPP Constitution. In compliance with Article VII of the Manitoba COPP Constitution, the role of the PAC shall be to:

- (a) Provide a “sounding board” for members and groups to discuss new ideas and programming.
- (b) Facilitate information sharing between Manitoba COPP groups, the Provincial Advisory Committee, and the Provincial Coordinator.
- (c) Provide recommendations to the Manitoba COPP Provincial Coordinator regarding issues pertaining to the program or its groups.
- (d) Provide recommendations to Manitoba COPP regarding future programming and possible enhancements to the program.
- (e) Assist in the development and implementation of program enhancements.

### **Section 3 COMPOSITION**

The PAC will consist of:

- (a) One or more Regional Representative(s) from each of the identified regions in Manitoba.
- (b) One or more representative(s) from each supporting agency.
- (c) One Provincial Coordinator.

### **Section 4 NOMINATIONS**

- (a) Regional Representatives shall be nominated as required from nominations submitted by COPP groups.
- (b) Two signatures are required per nomination - one from a representative of the local law enforcement agency and the other from a member in good standing of the local COPP.
- (c) Nominations will be reviewed by the Provincial Coordinator, and approved by the Provincial Advisory Committee
- (d) Nominations may be accepted as required by the Provincial Coordinator and the Provincial Advisory Committee

### **Section 5 ELECTIONS**

- (a) Members of the PAC shall be elected by the members of their respective region.
- (b) Elections for PAC membership will take place sixty (60) days prior to the Annual General Meeting.
- (c) Should no representative be elected, the current governing PAC may appoint a regional representative.

### **Section 6 TERMS OF OFFICE**

- (a) Each Regional Representative will be elected for one term equaling three (3) years.
- (b) Each Regional Representative may be re-elected for a second consecutive term.
- (c) Each Regional Representative serving a term outlined in Section 6(b) must step down from the PAC for a period no less than one (1) year before letting their name stand for re-election.
- (d) The terms of Regional Representatives shall be vacated in rotation.

### **Section 7 MEETINGS**

- (a) PAC meetings shall be held four times each year in January, March, June and September, or as determined by the Provincial Coordinator in consultation with the Executive.
- (b) Location of the meetings to be determined by the Provincial Coordinator in consultation with the Chairperson.

- (c) A quorum of the PAC will not be less than 51% of the total number of voting members of the Committee.
  - (d) No business may be transacted at a meeting unless a quorum is present.
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- (e) If a quorum is not present one hour after the time stated for the meeting the meeting shall be adjourned and rescheduled.
  - (f) If the Chairperson is not present one hour after the time scheduled for the meeting but a quorum is present, the 1<sup>st</sup> Vice-Chairperson shall carry out the duties of the Chairperson.
  - (g) If the Chairperson, 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairperson are not present, the members shall designate one of the voting members present to chair the meeting.

### **Section 8 - VOTING**

Members of the Provincial Advisory Committee will be expected to vote on operational and administrative matters as they pertain to Manitoba COPP.

- (a) Each eligible member of the PAC except the Chairperson shall cast one vote.
- (b) The chairperson may only vote to break a tie.
- (c) The members of the Resource Council and the Provincial Coordinator are non-voting members of the Provincial Advisory Committee.

### **Section 9 – EXPENSE RECOVERY**

Eligible expenses will be reimbursed by Manitoba COPP for:

- (a) Transportation to and from PAC meetings and other COPP-related meetings.
- (b) Accommodation for members attending quarterly meetings and other COPP-related meetings.
- (c) Meals and parking, submitted with receipts, at the Manitoba Public Insurance corporate rate.

### **Section 10 FILLING VACANT POSITIONS**

The PAC may fill a vacant position where there is no regional representative, or a current PAC position becomes vacant during a term of office.

The PAC:

- (a) May appoint a representative for the vacant position until an election can be held.
- (b) An election may be held prior to the next Annual General Meeting.

### **Section 11 EXECUTIVE POSITIONS**

#### **Part 1**

- (a) Executive members of the PAC will be elected by the PAC membership.
- (b) Each Executive member will serve for a period of one (1) year, beginning in September.

- (c) Executive members may serve on the Executive for the period they are a member in good standing with Manitoba COPP, and with the PAC.
- (d) Each Regional Representative may cast one vote.

## **Part 2 Executive - Roles and Responsibilities**

Chairperson:

- (a) Shall preside over all PAC meetings.
- (b) Chair the Training & Education Standing Committee.
- (c) Assist in setting the agenda for all meetings.
- (d) Liaise with the Provincial Coordinator.
- (e) Sign all official documents adopted by the PAC.
- (f) Correspond with PAC members between meetings as necessary.
- (g) Assist in developing standing committee policy.
- (h) Serve as an ex-officio member on all ad hoc committees.
- (i) Other duties as required.

1<sup>st</sup> Vice Chairperson:

- (a) Head of Operations Committee.
- (b) Responsible to review the budget.
- (c) Responsible for priority setting.
- (d) Draft by-laws and policy and procedures.
- (e) Conduct program evaluation.
- (f) Assist in archiving existing documents.
- (g) Preside at PAC and committee meetings in the absence of the Chairperson.

2nd Vice Chairperson:

- (a) Head of Youth and Recruitment Committee.
- (b) Recruit members 18 years of age and older.
- (c) Liaise with RCMP/WPS.
- (d) Foster interest by involving various youth and youth-serving agencies.
- (e) Preside over PAC and Committee meetings in the absence of the Chair and 1<sup>st</sup> Vice Chair

Secretary:

- (a) Record the minutes at all meetings.
- (b) Prepare the minutes.
- (c) Provide the minutes to Manitoba COPP Coordinator for distribution to all PAC members.

## **Section 12 REGIONAL REPRESENTATIVES**

The roles and responsibilities of Regional Representatives shall include:

- (a) assisting in establishing new groups within the designated region.
- (b) assisting with training of COPP members as required.
- (c) liaising between COPP groups within designated region.
- (d) representing all COPP groups in designated region at the PAC.
- (e) providing input into policy and procedures pertaining to Manitoba COPP Constitution, By-Laws, and Policies & Procedures.

- (f) assisting with Manitoba COPP member newsletter.
- (g) supporting and working under the direction of the Manitoba COPP Provincial Coordinator and the PAC.

### **Section 13     DISMISSALS**

- (a) In compliance with Article VIII of the Manitoba COPP Constitution, whereby the conduct of a Regional Representative is in question, a recommendation for dismissal from the PAC will be determined by a majority vote of the members after consultation with the Manitoba COPP Provincial Coordinator.
- (b) The Manitoba COPP Provincial Coordinator may override any recommendation of the PAC, for reasons related to legal or financial considerations.

### **Section 14     PROVINCIAL COORDINATOR**

The Provincial Coordinator shall work with the PAC to achieve the goals and objectives of Manitoba COPP, as outlined in the Constitution. The Provincial Coordinator shall be a non-voting member of the PAC.

The Provincial Coordinator will:

- (a) liaise with supporting agencies.
- (b) serve as a member on all ad hoc and standing committees.
- (c) promote COPP through new groups in co-ordination with the Regional Representatives.
- (d) organize the annual conference.
- (e) ensure payment of all bills relating to COPP.
- (f) troubleshooting/mediation.
- (g) liaise with representatives of organizations.
- (h) assist with preparation of by-laws and policy and procedures.
- (i) responsible for distribution of equipment.
- (j) assist with coaching and management of existing COPP groups.
- (k) foster new partnerships which may include but are not be limited to:
  - a. Manitoba Public Insurance
  - b. Manitoba Justice
  - c. Winnipeg Police Service
  - d. Royal Canadian Mounted Police

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