

Policy & Procedure #2

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Nominations for
PAC membership
Date issued: March 28, 2009
New: X Amendment:-----**

SECTIONS 4/5/6/8/10 and 11 of by-law #1 provides for filling vacant Regional Representative positions on the COPP Provincial Advisory Committee. Regional Representatives shall be nominated by COPP groups.

1) Qualifications for nomination

The nominee must be nominated by:

- A member of a registered COPP group who is in good standing for at least one year, along with a member of the local law enforcement agency.
- Have strong communication and interpersonal skills.
- Must be able to work in a professional, diplomatic and consensus-building manner.
- Have demonstrated experience in volunteer management or in a leadership role.
- Must be a team player and work towards the common goal of the program.
- Must be respectful of program policy and procedures in committee discussion and decision making processes.
- Must be prepared to commit a minimum of five (5) hours per month toward program activities.

Note: Nominees cannot sign their own nomination form.

2) Filling open PAC positions

Each fall, the COPP Provincial Coordinator will approach current PAC representatives nearing the end of their three year term, to determine if they wish to let their name stand for re-election for a second term on the PAC. The Provincial Coordinator will determine how many positions on the PAC will become vacant in the next year.

In regions where there will be vacancies, the Regional Representatives will:

- a) contact each group in their region and provide them with information and nomination forms.
- b) receive the completed nomination forms.
- c) follow up with the nominees to determine if they will accept the nomination and if so, ask them to complete the application questionnaire.

- d) arrange for a nomination committee consisting of the coordinator from each group (or alternate, if the coordinator is unavailable or is one of the nominees), the current regional representative and one police liaison officer. The nomination Committee will meet after the deadline for receipt of nominations, review the applications and choose the next representative.
- e) contact the Provincial Coordinator with the name of the nominee.
- f) upon approval of the nominee by the Provincial Coordinator, contact the successful candidate.

3) Vacancy during a term

Where there is no regional representative or a PAC member position becomes vacant during a current term of office, the PAC:

- a) may appoint a representative to fill the vacant position until an election can be held or;
- b) an election may be held prior to the next Annual General Meeting.

4) Dismissal

In compliance with Section 13 of by-law #1 and Article VIII of the Manitoba COPP Constitution:

- a) 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 Provincial Coordinator.
- b) to remain a member of the PAC, each regional representative must attend a minimum of two (2) PAC meetings annually. Failure to do so may result in the member being asked to step down. Extenuating circumstances will be taken into consideration by the PAC and the Provincial Coordinator when making a determination.
- c) The Provincial Coordinator may override any recommendation of the PAC for reasons related to legal or financial considerations.