



BOARD PROCEDURES PSB-AI-001

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Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that the policy requirements set out in this document will govern the conduct of the Board's business. Policy requirements set out in this document will form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in his/her administration and operation of the Peel Regional Police.

1. **DEFINITIONS**

1.1 In this Policy:

- (a) “**Act**” means the *Police Services Act*, R.S.O. 1990, c.P.15, as amended from time to time;
- (b) “**Acting Chair**” means a Member required to act from time to time in the place of the Chair, pursuant to section 4 and 5 of this policy;
- (c) “**Agenda**” means a document prepared for distribution as prescribed in Section 11 of this policy;
- (d) “**Board**” means the Regional Municipality of Peel Police Services Board and will be composed of such members appointed under Part III of the *Act*;
- (e) “**Chair**” means the Member elected as Chair of the Board pursuant to Section 28(1) of the *Act*;
- (f) “**Chief of Police**” means the Chief of the Peel Regional Police;
- (g) “**Committee**” means a Standing or ad hoc committee and any other similar entity composed of individuals of the Board pursuant to the *Act*;
- (h) “**Committee Recommendation**” means a resolutions passed by a committee that is intended for adoption as a resolution by the Board;
- (i) “**Consent Motion**” means a single motion to approve the recommendations arising out of a number of items of business on the agenda of a meeting which items are considered to be routine and non-controversial;
- (j) “**Days**” mean calendar days exclusive of Saturday, Sundays and Statutory holidays;

- (k) “**Deputation**” means an address to the Board at the request of a person wishing to speak;
- (l) “**Executive Director**” means the Executive Director to the Peel Police Services Board;
- (m) “**Improper Conduct**” means behaviour that offers any obstruction to the deliberations or proper conduct of a meeting;
- (n) “**Lot**” is the method of determining the nominee to either fill the vacancy or go forward to the next ballot, as determined by the particular circumstance. The names of the tied nominees will be placed on equal sized pieces of paper, place in a container and one name will be drawn by the Executive Director;
- (o) “**majority vote**” means more than half of the votes cast by the members who are present and eligible to vote;
- (p) “**Member**” means a member appointed to the Peel Police Services Board pursuant to s.27 of the *Act*;
- (q) “**Notice of Motion**” is a written notice given by a Member of the Board that the motion recommendation described in the notice of Motion will be made or presented for adoption at a subsequent meeting specified in the Notice;
- (r) “**Point of Order**” means a question by a Member with the intent to call attention to any issue relating to the conduct of the Board’s business, or in order to assist the Member in understanding the Board’s procedures, making an appropriate motion, or understanding the effect of a motion;
- (s) “**Point of Privilege**” means a question by a Member when s/he considers that the Member’s rights, immunities or integrity of rights, immunities or integrities of the Board as a whole have been impugned;
- (t) “**quorum**” means a majority of the Members of the Board in accordance with Section 35(2) of the *Act*;
- (u) “**Recorded Vote**” means the making of a written record of the name and vote of each Member present who votes on a question and of each Member present who does not vote;
- (v) “**resolution**” means a decision of the board on any motion;
- (w) “**special meeting**” means a meeting other than a regularly scheduled meeting pursuant to Section 8 of this Policy;
- (x) “**two-thirds majority vote**” means a vote where at least two –thirds (2/3) of the Members present and eligible to vote, vote in the affirmative. (*A 2/3 vote: the number of votes present divided by 3 and multiplied by 2 – i.e. 5/7, 4/6, 4/5, 3/4*)

2. **APPLICATION**

- 2.1 The rules or procedures contained in this policy will be observed in all proceedings of the Board and will be the rules for the order and dispatch of business before the Board, and with necessary modifications, in a Committee of the Board.
- 2.2 Except as provided elsewhere in this policy, the Board may temporarily suspend one or more of the rules contained in this paragraph by a two-thirds majority vote of the Members present:
- a) rules with respect to a change in agenda, order of proceedings, and content;
 - b) rules respecting notice of deputation status; or
 - c) rules with respect to the increase or decrease of deputations and debate limitations
- 2.3 All points of order or procedure for which rules have not been provided in this Policy will be decided by the Chair in accordance as far as is reasonably practicable, with the rules of parliamentary procedure as contained in Robert's Rules of Order.

3. **SELECTION OF CHAIR AND VICE CHAIR**

- 3.1 In accordance with Section 28(1) and (2) of the *Act*, the Members of the Board will, at the first meeting of each calendar year, select from amongst its Members, a Chair, and Vice-Chair for the year, in the following manner:
- (a) The election of Chair will be conducted by the Executive Director and the election of the Vice Chair will be conducted by the Chair
 - (b) The Executive Director will take as many motions for the appointment of the Chair as may be made by Members present and after seeing no further motions will call for a motion that no further motions for the appointment of the Chair be received which will be carried by a Majority Vote.
 - (c) Nominations will require a mover and seconder, both of whom will be Members of the Board.
 - (d) Where more than one nominee stands for election, a vote will be taken.
 - (e) Prior to the vote being taken, each nominee will be given 5 minutes to speak to the nomination. Candidates will be called upon in alphabetical order of their surname.
 - (f) After the nominees have completed their speeches, a vote will be taken.
 - (g) Nominees will be voted on in alphabetical order of surnames.
 - (h) There will be one Nominee vote per member of the Board per round of voting.

- (i) **Two Nominees:** The Nominee who receives a majority of votes becomes the nominee named by resolution for the appointment to the position of Chair.
- (j) If a vote results in a tie and all seven members of the Board are not present, the matter will be deferred until the Board meets again with all members present and the current Chair and Vice-Chair will retain their positions until a further vote can be taken; all formal board meeting business will be deferred until such meeting takes place.
- (k) If the Board is operating with an even number of members because of a vacancy or other long term absence, and if the nominees are tied on the first vote, a 10 minute recess will be held and a second vote will be taken. If, on the second vote the nominees remain tied, a further 10 minute recess will be held and a third vote will be taken. If nominees remain tied after a third vote, the election of the Chair or Vice-Chair will be decided by lot drawn by the Board's Executive Director.
- (l) No votes required under this section will be taken by ballot or any other form of secret voting.

4. **DUTIES OF THE CHAIR**

4.1 It will be the duty of the Chair to:

- (a) preside at all meetings of the Board so that its business can be carried out effectively and efficiently;
- (b) act as the sole spokesperson for the Board;
- (c) represent and support the Board, declaring its will and implicitly obeying its decisions in all things;
- (d) open the meeting of the Board by taking the chair and calling the Members to order, as soon as quorum is present;
- (e) decide all questions of order at meetings;
- (f) should a question of procedure arise during the course of a meeting not covered by this policy, determine the procedure with reference to Robert's Rules of order;
- (g) decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (h) enforce on all occasions the observance of order and decorum among the Members, and when it is not possible to maintain order, will adjourn or suspend the meeting to a time specific by the Chair, without any motion being put;
- (i) call by name, any Member persisting in breach of the rules of procedure and to order him or her to vacate the room in which the meeting is being held and if necessary to proceed as provided in Section 14.3;

- (j) inform the Board on any point of order as deemed necessary;
- (k) adjourn the meeting upon motion duly made when the business is concluded;
- (l) sign all documents for and on behalf of the Board including but not limited to policies, resolutions, orders, minutes and agreements which have been approved by the Board;
- (m) perform any and all other duties when directed to do so by motion of the Board;
and
- (n) where deemed appropriate, expel or exclude from a meeting any person for Improper Conduct.

5. **DUTIES OF THE VICE CHAIR**

- 5.1 The Vice Chair will act in the absence of the Chair and will have the same authority as the Chair would have if present.
- 5.2 In absence of both the Chair and Vice Chair at a meeting, the Members present will elect an acting Chair until such time the Chair or Vice Chair is available.

6. **COMMITTEES OF THE BOARD**

- 6.1 Subject to the provisions of Section 34 of the *Act*, the Board may at any time by motion appoint one or more Members to a Committee of the Board to inquire into any matter within the jurisdiction of the Board.
- 6.2 The Chair will be an ex-officio member of any Committee appointed pursuant to Section 6.1.
- 6.3 The Board defines the mandate of the Committees and appoints the committee membership by resolution.
- 6.4 The Board will appoint a Chair of the Committee.
- 6.5 The Board will provide the Committee with a specific mandate or degree of authority for which the Committee is responsible.
- 6.6 The Board may delegate decision making, tasks and projects to the committees, and each committee shall report back on its decision making and activities at regular meetings of the Board.
- 6.7 If the Committee recommendation exceeds the mandate or authority provided by the Board, the Committee will return its recommendations to the Board as an agenda item for consideration and adoption.
- 6.8 Members on Board Committees will be reviewed annually and revised accordingly.

7. **REGULAR MEETINGS OF THE BOARD**

- 7.1 A schedule of the Regular Board meetings will be approved by the Board no later than the last meeting of the preceding year.
- 7.2 Regular Board meetings will be held on the fourth Friday of the month.
- 7.3 In the event the fourth Friday or the immediately preceding or following business day is a statutory or civic holiday, the Board meeting will be held on an alternate date.
- 7.4 The Chair will preside at all meetings. In the event the Chair does not attend a meeting at which s/he is to preside within fifteen (15) minutes after the time appointed for the meeting, the Vice-Chair will call the Members to order and will preside until the arrival of the Chair. If the Chair or Vice-Chair is not in attendance, then those members in attendance will, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.
- 7.5 The Chair or in the absence of the Chair, the Vice Chair as the case may be, may cancel a regular meeting of the Board, where the Chair or Vice Chair deems it is not warranted.

8. **SPECIAL MEETINGS OF THE BOARD**

- 8.1 The Chair, or in his or her absence the Vice-Chair, may at any time summon a special meeting of the Board and will do so whenever requested by a majority of the members of the Board.
- 8.2 The Executive Director will deliver notice to the Members of the Board of all special meetings of the Board whenever required by competent authority to do so. Such notice will be by telephone, facsimile, electronic mail or hand delivered to each Member so as to be received at the residence or place of business of each Member, at least 24 hours before the time fixed for such meeting.
- 8.3 In situations deemed urgent, the Chair may call a special meeting in such ways as s/he may deem best without regard to the time limit.
- 8.4 Notice of a special meeting will state the business to be considered, and no business other than that stated will be considered at such a meeting, except if all Members present at the special meeting agree.
- 8.5 Notwithstanding any other provision contained in this Section, the Chair, or in his absence, the Vice-Chair, may cancel a special meeting of the Board only if a majority of the Members' consent.
- 8.6 Special meetings will take place in a location or fashion, such as a conference call, as deemed most appropriate by the Chair.

9. **THE CALLING OF MEETINGS TO ORDER**

- 9.1 As soon as possible after the hour of the meeting, and where a quorum is present, the Chair will take the chair and call the meeting to order.

10. **QUORUM**

- 10.1 A quorum will be a majority of the members according to Section 35(2) of the *Police Services Act*.
- 10.2 At the Chair's direction, but no sooner than 30 minutes after the time appointed to commence the meeting of the Board, should no quorum be present, the Executive Director will call the roll and record the names of the Members present and the meeting will be adjourned until the date of the next regular meeting or a special meeting is called to deal with the matters on the agenda of the meeting adjourned.
- 10.3 If during the course of a meeting quorum is lost, then the meeting will be deemed to have recessed for 30 minutes to reconvene when quorum is regained. If quorum is not regained within 30 minutes, then the Chair will call the roll call and the Executive Director will record in the minutes of the names of those present, and the meeting will stand adjourned.
- 10.4 If a meeting of the Board stands adjourned for lack of quorum, the business on the agenda for that meeting which was not dealt with at that meeting will be placed on the agenda for the next regular Board meeting.

11. **BOARD AGENDA**

- 11.1 Each regular meeting of the Board will be preceded by a Board only Caucus from approximately 8:30 a.m. – 9:30 a.m. The Chief of Police, his/her staff and the Executive Director will attend Caucus as required.
- 11.2 The Executive Director, in consultation with the Chair, will cause an agenda to be prepared, in the following order, for the use of the members at the regular meetings of the Board:
1. **Roll Call**
 2. **Declaration of Conflict of Interest/Pecuniary Interest**
 3. **Approval of Minutes of Previous Meeting(s)**
 4. **Consent Motion** – All items listed are considered to be routine and non - controversial and will be approved by one motion. There will be no separate discussion of these items unless a Member requests it in which case the item will be removed from the consent motion and considered in its normal sequence on the agenda under New Business.
 5. **Board Member Questions and/or Announcements**
 6. **Deputations**
 7. **Presentations**
 8. **Unfinished Business**
 9. **New Business**
 10. **Move Into In Camera Session**

11. In Camera Reports**12. Adjournment**

- 11.3 Each regular meeting of the Board will be comprised of a Public and In Camera agenda. The In Camera Agenda will be on pink paper, and where items are of a subject matter that cannot be publicly disclosed pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and/or items that are of a subject matter confidential to Board Members only will be clearly identified on the agenda.
- 11.4 The Board will deal with matters in the order established by Section 11.2 of this policy, and as shown on the agenda. The Chair, may, at his/her discretion, alter the order established to facilitate the business of the meeting.
- 11.5 The Executive Director is responsible for the initial placement of all items either on the public or in camera agenda, taking into consideration section 22 of this policy.
- 11.6 All reports and presentations submitted to the Board by police staff for inclusion on an agenda will be clearly marked "In Camera" if the item falls within the criteria of section 22. Reports not marked "In Camera" will be placed on the regular (public) Board agenda.
- 11.7 All reports and supporting materials for the agenda will be delivered to the Executive Director not less than seven (7) days prior to the time appointed for the next regular Board Meeting.
- 11.8 Any Member of the Board may cause an item to be put on the agenda provided it reaches the Executive Director within seven (7) days prior to the time appointed for the next regular Board meeting.
- 11.9 No business will be introduced at a meeting, which has not been included on the agenda for such meeting unless the Member seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.
- 11.10 Every letter, petition, request, and other communication addressed to the Board will be received by the Executive Director who will:
- (a) where, in the opinion of the Executive Director, the subject matter of any communication is properly within the jurisdiction of the Board, circulate it to the Members; or
 - (b) where, in the opinion of the Executive Director and confirmed by the Chair, the subject matter of any communication is properly within the jurisdiction of the Police Service, will refer it to the Chief for necessary action, and will provide a report at the next Board meeting if required.
- 11.11 The Executive Director is responsible for reviewing all items place on the In Camera agenda to determine if the decision is to be "reported back" on the public agenda. The reporting on the public agenda will occur at the next regularly scheduled Board meeting, unless otherwise directed by the Board.

- 11.12 Upon receipt of the agenda, in keeping with the deadline provided and prior to publishing the public agenda on the Board's website, any Member of the Board or the Chief of Police may request an item be moved from the public to the In Camera agenda.
- 11.13 The Board may, by motion, move any item from the In Camera agenda to the public agenda. The motion may be passed by a simple majority vote to amend the agenda.
- 11.14 The Executive Director will have delivered to each Member of the Board the agenda for each regular meeting no less than 5 days prior to the Board meeting.
- 11.15 The Executive Director will ensure that the public agenda and public reports for regular Board meetings will be posted on the Board's website no later than 48 hours prior to a scheduled Board meeting.

12. **CONFLICT OF INTEREST DISCLOSURE**

- 12.1 The Members will be governed by the *Municipal Conflict of Interest Act*, R.S.O 1990, c. M.50, as amended, and the agenda will include a provision for members to declare conflict or conflicts of interest or a pecuniary interest in a matter.
- 12.2 Where a Member, either on his or her own behalf or while acting for, by, with, or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the Member will:
- (a) prior to any consideration of the matter at the meeting, disclose the interest and general nature thereof;
 - (b) not take part in the discussion of, or vote on any question in respect of the matter; and
 - (c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- 12.3 In addition to complying with the requirements in Section 12.2, the Member will forthwith leave the meeting for the part of the meeting during which the matter is under consideration.
- 12.4 Where the interest of a Member has not been disclosed by reason of his or her absence from the particular meeting, the Member will disclose his or her interest and otherwise comply at the first meeting of the Board attended by him or her after the particular meeting.
- 12.5 To fulfill the Board's quasi-judicial function pursuant to Part V (Complaints) of the *Police Services Act*, members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias. Where there is uncertainty as to whether a conflict may exist, the issue should be raised. The decision in regards to the conflict will be the responsibility of the Member.

- 12.6 The Executive Director will record the particulars of any disclosure of conflict of interest made by the Member(s), and the particulars will appear in the minutes of that meeting of the Board.

13. **PUBLIC DEPUTATIONS**

- 13.1 Deputations will be heard at regularly scheduled public Board meetings and not committee meetings of the Board.
- 13.2 Person(s) wishing to address the Board regarding an item **not on a Public agenda** will only be heard at regularly scheduled public meetings provided that the person(s) requesting a deputation has provided written notice of their request eight (8) business days before the date of the Board meeting.

Written notice will include the person's complete name, address, telephone number, and if applicable, the name, address, and telephone number of any person, corporations, or organizations, which he or she represents. The written notice will include the subject matter, an outline of the submissions and a list of person(s) who will be appearing before the Board. Only the individual(s) requesting the deputation will be permitted to speak before the board.

Upon receipt of the written notice requesting a deputation, the Executive Director, in consultation with the Chair, will determine if the individual or group will be heard, any such decision to be based on the role and responsibilities of police services boards and provided the Board has jurisdiction over the subject matter as outlined in the notice, with the right to appear not to be unreasonably withheld.

Should the request be approved, it will be listed on the next appropriate meeting agenda.

- 13.3 Person(s) wishing to address the Board regarding an item listed **on a Public agenda** will provide written notice no later than 4:30 p.m., two (2) working days prior to the scheduled public Board meeting. The written notice will include the person's complete name, address, telephone number, and if applicable, the name, address, and telephone number of any person, corporations, or organizations, which he or she represents. The written notice will include the agenda item number and subject matter, to which the person (s) will be speaking to and a list of person(s) who will be appearing before the Board. Only the individual(s) requesting the deputation will be permitted to speak before the board.

Upon receipt of the written notice requesting a deputation, the Executive Director, in consultation with the Chair, will determine if the individual or group will be heard, any such decision to be based on the role and responsibilities of police services boards and provided the Board has jurisdiction over the subject matter as outlined in the notice, with the right to appear not to be unreasonably withheld.

- 13.4. A deputation on behalf of any organization or group may be made by more than a single representative but the entire submission on behalf of an organization or group shall be limited to five (5) minutes.

- 13.5 Deputations will be restricted to five (5) minutes and will address their remarks to the stated business. Notwithstanding the foregoing the time allotted for any delegation may be extended an additional five (5) minutes at the discretion of the Chair.
- 13.6 Despite sections 13.4 and 13.5, the time involved in answering questions from the Members shall not be included in the time limit for the presentation of submissions.
- 13.7 Upon the completion of a deputation to the Board, any discourse between Members of the Board and the individual/group presenting will be limited to Members asking questions for clarification and obtaining additional, relevant information only. Members of the Board will not enter into a debate respecting the presentation.
- 13.8 At the sole discretion of the majority of the Board, deputations may be allowed, notwithstanding non-compliance with the requirements set out in sections 13.2 and 13.3.
- 13.9 No person will be excluded from a public meeting except for improper conduct. No Deputation will:
- a) speak disrespectfully of any person;
 - b) use offensive words or unparliamentary language;
 - c) speak on any subject other than the subject for which they have received approval to address the Board; or
 - d) disobey the rules of procedure or a decision of the Chair.
- 13.10 The Chair may curtail any deputation, any questions of a deputation or debate during a deputation for disorder or any other breach of this policy and, where the Chair rules that the deputation is concluded, the person(s) appearing will immediately withdraw.

14. **CONDUCT OF MEMBERS**

- 14.1 Members will conduct themselves in accordance with *Ontario Regulation No. 421/07 – Members of Police Services Board Conduct of Conduct*, and any Board Policy that may be approved.
- 14.2 No Member will:
- (a) use offensive words or derogatory language in meetings of the Board or against any Member;
 - (b) speak on any subject other than the subject in debate;
 - (c) criticize any decision of the Board except for the purpose of moving that the question be reconsidered;
 - (d) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability; and
 - (e) disobey the rules as set out in this policy or a decision of the Chair on questions of order or procedure as set out in this Policy or resolution of the Board, or upon the interpretation of the rules of the Board.
- 14.3 If a Member persists in disobedience after having been called to order by the Chair, the Chair will forthwith put the question with no amendment, adjournment,

or debate being allowed: *“That such Member be ordered to leave his or her seat for the duration of the meeting of the Board.”* If a Member who has been ordered to leave his or her seat apologizes to the Chair and the other Members, he or she may, by vote of the Members, be permitted to retake his or her seat.

- 14.4 If the Member does not leave their seat as requested in Section 14.3, the Chair will adjourn the meeting.

15. **RULES OF DEBATE**

- 15.1 Every Member, before speaking to a question or motion will first receive recognition from the Chair.
- 15.2 When a Member wishes to speak to any question, motion, or item, they will in an orderly fashion attempt to obtain the Chair’s attention to indicate that such Member wishes to speak, and the Chair will keep a list of those members who have so indicated a desire to speak. The Chair will then recognize the Members who wish to speak in the order in which their intentions have come to the Chair’s attention and appear on the list.
- 15.3 When two or more Members indicate their intention to speak, the Chair will recognize the Member who, in his or her opinion, first indicated their intention to speak, and that Members may speak to the question or motion first.
- 15.4 When a Member is speaking, no other Member will pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.
- 15.5 A Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a Member who is speaking.
- 15.6 A reply may be made by the Member who has presented a motion to the Board, following the conclusion of the speeches of the other members.
- 15.7 After a question is put by the Chair, no Member will speak to the question nor will any other motion be made until after the vote is taken and the result has been declared.

16. **POINT OF ORDER**

A point of order is a device by which a member advises the Chair and Board that the rules of procedure are being violated.

- 16.1 If a Member considers that a ruling by the Chair is not in order, an appeal may be made. Any Member who desires to address a point of order, the Member will ask leave of the Chair to raise a point of order and after leave is granted, the Member will state the point of order to the Chair and the point of order will be immediately decided by the Chair.

- 16.2 A Member will only address the Chair for the purpose of appealing the Chair's decision to the Board.
- 16.3 The Chair may give a brief explanation of the ruling. The Chair will call a vote, without debate on the following question: "*Is the ruling of the Chair upheld?*" In the event of a tie vote, the ruling is upheld. The decision of the Board under this Section is final.

17. **POINT OF PRIVILEGE**

To raise a point of privilege is a device that permits a request or main motion relating to the rights and privileges of the Board and or member.

- 17.1 Any Member may at any time, with leave of the Chair, raise a point of privilege, when a Member considers that the Member's rights, immunities or integrity of rights, immunities or integrity of the Board as a whole have been impugned.
- 17.2 The Chair will then either hear and rule on the point of privilege, or permit a debate and vote to on the question.

18. **NOTICE OF MOTION**

- 18.1 No Member will introduce any item to the Board for its considerations unless:
- (a) The item relates to a matter on the agenda for that meeting;
 - (b) The matter is of an urgent nature; or
 - (c) Leave is granted on a two – thirds majority vote.
- 18.2 If an item is not listed on an agenda, the motion must be provided no later than 48 hours prior to the start date of the Board meeting. Notice of motion will be in writing and is to be sent to the Chair of the Board, with a copy to the Executive Director. If the notice of motion is not received prior to the 48 hours, it will be considered at the next regularly scheduled meeting of the Board.
- 18.3 A notice of motion, of an emergency nature only, may be considered if a majority of the Board agrees to waive the 48 hours restriction as set out in section 18.2.
- 18.4 All Notices of Motions on the Agenda and not disposed of will be placed on the Agenda for the next regular Meeting of the Board.
- 18.5 When a Notice of Motion has been on the Agenda for two consecutive meetings after notice has been given, and not proceeded with, it will be dropped from the Agenda and deemed withdrawn unless the Board decides otherwise.

19. **MOTIONS AND RESOLUTIONS**

- 19.1 A motion will be moved and seconded before being discussed or being put to a vote.

- 19.2 The Executive Director will read a motion before a vote is taken if required to do so by a Member.
- 19.3 After a motion has been moved and seconded, it may be withdrawn by the mover at any time before a vote is taken.
- 19.4 A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions;
- (a) to adjourn;
 - (b) to amend;
 - (c) to refer;
 - (d) to suspend the rules of procedure;
 - (e) to table the question; and
 - (f) to vote on the question.
- 19.5 A motion to adjourn the meeting may be made at any time except;
- (a) when a Member is speaking or during the taking of a vote;
 - (b) when a question has been called;
 - (c) when a Member has already indicated to the Chair that he or she desires to speak on the question; and
 - (d) when resolved in the negative, cannot be made again until the Board has conducted further proceedings.
- 19.6 A motion to amend:
- (a) will be relevant to the question to be decided;
 - (b) will not be received if it in essence constitutes a rejection of the main question; and
 - (c) only one motion to amend such amendment will be permitted, and any further amendment will be made to the main question.
- 19.7 A motion to refer the question will include:
- (a) the name of the Committee, other body or official to whom the question is to be referred; and
 - (b) the terms upon which the question is to be referred and any debate will only be permitted with respect to the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto will be allowed until after its disposition.
- 19.8 After any question, except one of indefinite deferral has been decided by the Board, any Member who was present and who voted in the majority may, at a subsequent meeting of the Board, move for the reconsideration thereof, provided due notice of such intention is given as required by this policy, but no discussion of the main question by any person will be allowed unless the motion to reconsider has first been adopted.
- 19.9 No question will be reconsidered more than once at a meeting of the Board.
- 19.10 A motion to reconsider must be seconded by any Member.

- 19.11 A motion to reconsider suspends action on the motion to which it applies until it has been decided.
- 19.12 If the action approved in the main motion cannot be reversed, the motion cannot be reconsidered.

20. **VOTING ON MOTIONS AND RESOLUTIONS**

- 20.1 All substantive motions and resolutions identified in the agenda will be in writing.
- 20.2 Prior to the Board's consideration of a motion, an amended motion on the same subject, approved by both the mover and seconder, may be substituted for the original one.
- 20.3 A motion will be deemed to have been carried when a majority of the Members present and voting have expressed their agreement with the question by a show of hands.
- 20.5 If a Member present does not vote when a question is put, he or she will be deemed to have voted in the negative, except where the Member is prohibited from voting by statute.
- 20.6 When a recorded vote is requested to be taken by a Member, the Chair will call for those Members in favour to raise their hand at which time the Executive Director will record the names of each Member voting in favour of the motion. Following completion of the recording, the Chair will call for those Members opposed to all raise their hand, at which time the Executive Director will record the name of each Member voting in opposition.
- 20.7 Where on any question on which there is a tie vote, the motion will be deemed to have been lost.
- 20.8 Reconsideration of any decision of the Board will require the consent of a majority of the Members and requires that the Member who moved the original motion or resolution be present.
- 20.9 Repealing, rescinding or altering any decision of the board will require a two-third majority of the Members of the Board of those present (5 of 7, 4 of 6, 4 of 5, or 3 of 4).
- 20.10 Should the passage of time, introduction of new information, an action undertaken by any level of government, or any other relevant occurrence materially alter the circumstances under which the board made a decision as referred to in 20.2, the Board will consider the matter as if it were a new item, and 20.2 will not apply.

21. BOARD MEETING MINUTES

- 21.1 The Executive Director will ensure that minutes are taken of each meeting of the Board, and will include:
- (a) the date, time and place of the meeting;
 - (b) the names of the presiding Chair and Members of the Board, and a record of all those in attendance;
 - (c) the adoption and correction (if applicable) of the minutes of the previous meeting(s);
 - (d) declarations of conflict of interest; and
 - (e) all other proceedings of the Board.
- 21.2 Minutes will be factual, and will record without note or comment the actions or decisions of the Board.
- 21.3 Correction of minutes will require a majority vote of the Board.
- 21.4 Minutes of a meeting will be approved at the next regular meeting of the Board.
- 21.5 The minutes will be signed by the Board Chair and the Executive Director following their adoption by the Board.

22. PUBLIC & IN CAMERA MEETINGS

- 22.1 All meetings of the Board will be open to the public subject to subsections 22.2 and 22.3 of this section. No person will be excluded from a meeting open to the public except for Improper Conduct.
- 22.2 The Board may exclude the public from all or part of a meeting if it is of the opinion that:
- (a) the subject matter to be considered falls within section 35(4) of the *Act*; or
 - (b) 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
 - (c) 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.
- 22.3 A meeting of the Board may also be closed to the public (In Camera) if the subject matter being considered relates to:
- (a) personal matters about an identifiable individual, including employees;
 - (b) labour relations or employee negotiations;

- (c) litigation or potential litigation, including matters before administrative tribunals, affecting the board or its employees;
- (d) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (e) a matter in respect of which the board may hold a closed meeting under another Act.
- (f) consideration of promotions;
- (g) matters that are specifically restricted by legislation regarding the protection of privacy;
- (h) matters relating to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended*; or
- (i) for the purpose of educating or training the Members.

22.4 No persons other than Board Members and those persons authorized by the Board from time to time will attend closed meetings of the Board, and all other persons will vacate the meetings if requested to do so by the Chair.

23. **Authority/Legislative Reference**

Police Services Act, Sections 27, 28, 34, 35
 Municipal Freedom of Information and Protection of Privacy Act
 Board Minute #61/12
 Board Minute #75/15
 Board Minute #59 /16
 Board Minute # IC51/17
 Board Minute #IC03-05-18

Replaces:

Procedural Policy - Adopted 1992/12/18; Amended 1994/04/22; Amended 1995/05/12
 (Pages I-Q-1 to I-Q-4)
Meetings – Adopted 1990/04/10; Amended 1992/04/24; Amended 1993/03/19 (Page I-L-1)
Meetings – Attendance at In-Camera Sessions – Adopted 1990/05/18 (page I-L-2)
Meetings – Items Pending – Adopted 1986/11/11; Amended 1986/12/09 (page I-L-3)
Meetings – Items Pending – Adopted 1998/01/23
Meetings – Order of Business – Amended 1993/02/19 (page I-L-4)
Agendas – Adopted 1980/11/25; Adopted 1989/11/24; (page I-A-1)
Agendas – In Camera – Adopted 1988/06/14 (page I-B-1)
Agendas – In Camera and Regular – Adopted 1993/10/22 (pages I-C-1 to I-C-3)

APPENDIX “A” ORDER OF BUSINESS – MEETINGS

(Each regular meeting of the Board shall be preceded by a Board only Caucus meeting from approximately 8:30 - 9:30 a.m.) The Chief of Police, his/her staff and the Executive Director shall attend Caucus as required.

- 1** Roll Call
- 2** Declaration of Conflict/Pecuniary Interest
- 3** Approval of Minutes of the Previous Meeting(s)
- 4** Consent Motion
- 5** Board Member Questions and/or Announcements
- 6** Deputations
- 7** Presentations
- 8** Unfinished Business
- 9** New Business
- 10** In Camera Reports
- 11** Adjournment