



## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 01-2024

A by-law governing the proceedings of the Board

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## WOODSTOCK POLICE SERVICE BOARD

### BY-LAW 01-2024

A by-law governing the proceedings of the Board

#### 1. PREAMBLE

*Preamble*

- 1.1 WHEREAS section 46(1) of the *Community Safety and Policing Act* provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this *Act*; and
- 1.2 WHEREAS the Police Service Board deems it expedient to pass such a by-law to make rules and regulations governing the orders and procedures of the Board.

NOW THEREFORE THE WOODSTOCK POLICE SERVICE BOARD ENACTS AS FOLLOWS:

#### 2. INTERPRETATIONS

For the purposes of this by-law:

*Definitions*

- 2.1 “*Act*” means *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1;
- 2.2 “*Acting Chair*” means the Vice-Chair who shall act as the Chair if the Chair is absent or if the Chair’s position is vacant, pursuant to section 36(2) of the *Act* or as prescribed by section 7 of this by-law;
- 2.3 “*Agenda*” means the document prepared for distribution as prescribed by section 14 of this by-law;
- 2.4 “*Board*” means the Woodstock Police Service Board;
- 2.5 “*Chair*” means the Member elected as Chair of the Board by its Members pursuant to section 36(1) of the *Act*;
- 2.6 “*Chief*” means the Chief of Police of the Woodstock Police Service;

- 2.7 “*Committee*” means a Standing or Special Committee of the Board, pursuant to section 42(1)(a) of the *Act*;
- 2.8 “*Conflict of Interest*” means a situation in which a member of a police service board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the police service board pursuant to section 2 of *Ontario Regulation 408/23* made under the *Act*;
- 2.9 “*Closed session*” means a meeting that is closed to the public in accordance with section 44(2) of the *Act*;
- 2.10 “*Delegation*” means an address to the Board or its Committees at the request of a person wishing to speak;
- 2.11 “*Executive Assistant*” means the person who has been appointed to the Executive Assistant position by the Board;
- 2.12 “*Hate speech*” means the use of extreme language or a form of communication that expresses detestation for or vilifies an individual or group of individuals based on colour, ethnicity, place of origin, race, creed, gender, or sexual orientation, among other grounds of discrimination under Ontario’s Human Rights Code;
- 2.13 “*Majority vote*” means an affirmative vote of more than one-half of the Members present and voting;
- 2.14 “*Meeting*” means a meeting of the Board or a Committee;
- 2.15 “*Member*” means a Member of the Woodstock Police Service Board and includes the Chair and Vice-Chair;
- 2.16 “*Motion to defer*” means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee;
- 2.17 “*Motion to receive*” means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken;
- 2.18 “*Motion to refer*” means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and if deemed desirable, one or more reports from the Chief of Police, Executive Assistant or other official or Committee;
- 2.19 “*Motion to table*” means a motion to postpone without setting a definite date as to when the matter will be considered again;

- 2.20 “*Notice of motion*” means a written motion received by the Board, moved by a Member, for inclusion on an agenda of a subsequent meeting of the Board or Committee;
- 2.21 “*Point of order*” means a question by a Member with the view to calling attention to any issue relating to this by-law or 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;
- 2.22 “*Point of privilege or personal privilege*” means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member who considers that their integrity or that of a Member has been impugned or questioned by a Member;
- 2.23 “*Presentation*” means an address to the Board or Committee at the request of the Board or a Committee of the Board;
- 2.24 “*Quorum*” means a majority of the Members of the Board in accordance with section 43(2) of the *Act*;
- 2.25 “*Recorded vote*” means a written record of the name and vote of every Member voting on any matter or question;
- 2.26 “*City*” means the City of Woodstock;
- 2.27 “*Resolution*” means the decision of the Board on any motion;
- 2.28 “*Service*” means the Woodstock Police Service;
- 2.29 “*Special meeting*” means a meeting, other than a regularly scheduled meeting, called pursuant to section 11 of this by-law;
- 2.30 “*Vice-Chair*” means the Member elected as the Vice-Chair of the Board by its Members pursuant to section 36(2) of the *Act*.

**3. APPLICATION**

*General Application*

3.1 The rules of procedure contained in this by-law shall be observed in all meetings and shall be the rule for the order and dispatch of business before the Woodstock Police Service Board. Except as herein provided, *Bourinot’s Rules of Order* shall be followed for governing and proceedings and conduct of the Members.

*Committee Rules*

3.2 The rules of procedure contained in this by-law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.



<i>Suspension of Rules and Regulations</i>	3.3	The rules of procedure may be suspended at such time or times and upon such conditions as may be deemed appropriate by a majority vote.
<i>Procedures Not Covered in By-Law</i>	3.4	For any point of order or procedure for which rules have not been provided in this by-law, <i>Bourinot's Rules of Order</i> shall be followed.
<i>Statutes of Ontario to Prevail</i>	3.5	Should any provision of this by-law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
<i>Statutory Requirements</i>	3.6	Notwithstanding anything in this by-law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the <i>Statutory Powers Procedure Act</i> shall govern the proceedings.
<i>Amendments to Rules</i>	3.7	This by-law shall not be amended or repealed except by the concurring votes of the majority of the Members of the Board and a notice of motion to amend this by-law must be delivered to each Board Member and the Executive Assistant at least two weeks prior to the meeting at which the motion to amend is to be considered.

#### **4. ELECTION OF THE CHAIR AND VICE-CHAIR**

<i>Election of Chair</i>	4.1	Pursuant to section 36(1) of the <i>Act</i> , the Board shall elect a Chair at its first public meeting in each year.
<i>Election of Vice-Chair</i>	4.2	Pursuant to section 36(2) of the <i>Act</i> , the Board shall elect a Vice-Chair at its first public meeting in each year.
<i>Term</i>	4.3	The Chair and Vice-Chair of the Board shall hold office for a one-year term until their successors are elected in accordance with the <i>Act</i> and this by-law.
	4.4	The Chair and Vice-Chair may be elected for more than one term.
<i>Nominations</i>	4.5	The Executive Assistant shall act as a presiding officer at the election meeting of the Board in each year until the Chair and Vice-Chair are elected and shall call for nominations.
<i>Form of Nomination</i>	4.6	Each nomination shall be made openly and shall have the consent of the nominee and be seconded by another Member.
<i>Eligibility</i>	4.7	A nominee is a person whose candidacy for the position of Chair or Vice-Chair has been moved and seconded by Members present at the election meeting of the Board in each year.

<i>Nominations Closed</i>	4.8	Where it appears to the Executive Assistant, by asking for further nominations and receiving no response, that there are no further nominations, the Executive Assistant shall call for a motion declaring nominations closed.
<i>Speakers</i>	4.9	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.
<i>Order of Speakers</i>	4.10	The speakers shall be called upon to address the Board in alphabetical order of the surnames.
<i>Withdrawal</i>	4.11	A nominee may withdraw their name at any time prior to the vote being called.
<i>Vote</i>	4.12	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.
<i>Announcement</i>	4.13	When voting is completed, the Executive Assistant shall announce the new Chair.
<i>Election of Vice-Chair</i>	4.14	The election of the Vice-Chair shall follow the procedure set out for the election of the Chair.

## **5. DUTIES OF THE CHAIR**

<i>Chair's Duties</i>	5.1	It is the duty of the Chair to: <ul style="list-style-type: none"> <li>(a) Preside at all meetings of the Board so that its business can be carried out efficiently and effectively;</li> <li>(b) Be the spokesperson for the Board;</li> <li>(c) Represent the Board at official functions;</li> <li>(d) Commence the meetings of the Board by taking the Chair and calling the meeting to order, as soon as a quorum is present;</li> <li>(e) Announce the business before the Board and the order in which it is to be acted upon;</li> <li>(f) Receive and submit, in proper manner, all motions presented by the Members;</li> <li>(g) Put to a vote all motions which are moved or which necessarily arise in the course of the proceedings, and to announce the result;</li> <li>(h) Announce the results of the vote on any motions presented</li> </ul>
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for a vote;

- (i) Sit as ex-officio as a Member of all Committees of the Board and be entitled to participate and vote at the meetings;
- (j) Decline to put to a vote motions which do not comply with this by-law or which are not within the jurisdiction of the Board;
- (k) Maintain order and preserve the decorum of the meeting and decide on all points of order;
- (l) Where it is not possible to maintain order, to adjourn or suspend the meeting to a time specified by the Chair, without any motion being put;
- (m) To permit any question to be asked through the Chair of the Chief of Police of the Woodstock Police Service in order to provide information to assist in any debate when the Chair deems it proper;
- (n) Adjourn the meeting when business is concluded or upon a motion to adjourn or to recess the meeting is required.

*Signature*            5.2            The Chair and Vice-Chair, or if both of these Members are absent, the Board Member acting as Chair shall authenticate by their signature, as required, all documents for and on behalf of the Board including but not limited to by-laws, agreements, resolutions and minutes, which have been approved by the Board.

## **6.                    DUTIES OF VICE CHAIR**

*Vice-Chair Duties*    6.1            It is the duty of the Vice-Chair to:

- (a) Act in the absence of the Chair and shall have the same authority as the Chair would have if present.

## **7.                    ACTING CHAIR**

*Appointment of Acting Chair*    7.1            In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice-Chair shall serve as Acting Chair. In the absence of the Chair and the Vice-Chair, the Executive Assistant shall call the Members to order and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice-Chair.

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| <i>Designation</i>               | 7.2 | The Chair may designate the Vice-Chair, or in the absence of the Vice-Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason. |
| <i>Authority of Acting Chair</i> | 7.3 | The Acting Chair shall have and may exercise all the rights, power and authority of the Chair under this by-law.   |

**8. CONDUCT OF MEMBERS**

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| <i>Conduct of Members</i> | 8.1 | A code of conduct setting out general standards for acceptable conduct by Members in performance of their duties is located in <i>Ontario Regulation 408/23</i> made under the <i>Act</i> . |
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**9. DUTIES OF THE EXECUTIVE ASSISTANT**

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| <i>Duties of Executive Assistant</i> | 9.1 | <p>The duties of the Executive Assistant pertaining to meetings of the Board shall be to:</p> <ul style="list-style-type: none"> <li>(a) Serve as the administrative link between the Board, the Chief, the Board’s legal counsel and labour negotiator, Committees of the Board, the media and members of the community;</li> <li>(b) Organize meetings, prepare agendas for the meetings, in consultation with the Chair, and ensure their timely distribution;</li> <li>(c) Attend all Board meetings and Committee meetings as required;</li> <li>(d) Record the minutes of the proceedings at meetings of the Board and Committees of the Board;</li> <li>(e) Receive all communications addressed to the Board;</li> <li>(f) Upon advice from the Chair, prepare and issue all communications arising from the proceedings of the Board, unless otherwise directed by the Board;</li> <li>(g) Maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters;</li> <li>(h) Other duties as assigned.</li> </ul> |
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**10. MEETINGS OF THE BOARD**

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| <i>Regular Meetings</i> | 10.1 | The regular meetings of the Board shall be held at least four times each year pursuant to section 43(1) of the <i>Act</i> . |
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<i>Location, Time and Frequency</i>	10.2	The Board shall hold its regular meetings in the Woodstock Police Service Headquarters at 615 Dundas Street, Woodstock, Ontario, in accordance within the schedule adopted annually by the Board.
<i>Alternative Date and Time</i>	10.3	The Board may cancel the next regular meeting or may change any one or more of its dates, its time or its place, upon the concurring votes of a majority of the Members.
<i>Notice to Members</i>	10.4	Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Executive Assistant to all Members by electronic mail. A hard copy may also be picked up at the front desk at Woodstock Police Service Headquarters as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.
<i>Notice to Media and Public</i>	10.5	Notice of all public meetings, cancellations and postponements shall be provided to the public and the media by posting a listing of these on the Board's web page. The Public Agenda to be posted on the seven (7) days before the monthly scheduled meeting, except in extraordinary circumstances pursuant to section 43(6) of the Act. Board Meetings are held the second Monday of each month, unless otherwise announced.
<i>Audio Conference</i>	10.6	A Member may make a request of the Chair, at least twenty-four (24) hours before the scheduled commencement of a meeting, that the Member wishes to participate in the meeting by means of audio conferencing if available. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the Act.

**11. SPECIAL MEETINGS OF THE BOARD**

<i>Special Meeting</i>	11.1	The Chair may at any time, summon a special meeting in accordance with the notice provisions of section 10.4.
	11.2	The Executive Assistant may summon a special meeting on the written request, including by electronic means, of the majority of the Members of the Board.
<i>Notice of Special Meeting</i>	11.3	Written notice of special meetings of the Board or its Committees, other than one summoned by verbal notice, setting out the time and place of the meeting and detailing the matters to be considered, shall be delivered to all Members not less than twenty-four (24) hours prior to the meeting in accordance with section 10.4 of this by-law.
<i>Process to Summons</i>	11.4	A special meeting may be summoned by verbal notice provided that at least two-thirds (2/3) of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the meeting is later ratified by

the Board.

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| <i>Matters Decided at Special Meeting</i> | 11.5 | At special meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the notice calling the special meeting. This provision may be waived only where all Members are present to vote upon a motion to waive it and only with a majority vote. |
| <i>Failure to Meet Notice Provisions</i>  | 11.6 | The lack of receipt of a notice of, or an agenda for, a special meeting by any Member shall not affect the validity of the special meeting or any action taken thereat.   |

## **12. EMERGENCY MEETINGS**

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| <i>Emergency Meeting</i>                 | 12.1 | Notwithstanding any other provision of this by-law, an emergency meeting may be called by the Chair without written notice to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Executive Assistant to notify the Members and the public about the meeting as soon as possible and in the most expedient manner available.  |
| <i>Agenda Items</i>                      | 12.2 | The only business to be dealt with at an emergency meeting shall be business dealing with the emergency or extraordinary situation.  |
| <i>Member Polling</i>                    | 12.3 | At the discretion of the Chair and with the consent of the majority of the Members of the Board, an emergency or extraordinary situation may be dealt with by means of telephone or electronic polling, or other communication method as to permit all persons participating to communicate adequately with each other. The Board's decision must be reported back at the next regularly scheduled meeting for ratification. |
| <i>Email Votes</i>                       | 12.4 | In the event of an email vote, the Chair will call for a vote via email, and Board Members will respond with their vote. The first Board Member to respond will be deemed the mover, and the second Board Member to respond will be deemed the seconder. The results of the email vote will be ratified at the next Board meeting.   |
| <i>Failure to Meet Notice Provisions</i> | 12.5 | The lack of receipt of a notice of, or an agenda for, an emergency meeting by any Member shall not affect the validity of the emergency meeting or any action taken thereat.   |

## **13. QUORUM**

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| <i>Quorum-Board</i>          | 13.1 | A majority of the Members of the Board constitutes a quorum.  |
| <i>Call Meeting to Order</i> | 13.2 | As soon after the hour of the meeting as a quorum is present, the Chair shall take the chair and call the meeting to order. |

- No Quorum at Beginning* 13.3 If a quorum is not present within fifteen (15) minutes after the scheduled time of a meeting, then the Executive Assistant shall record the names of the Members of the Board present and the meeting shall stand adjourned until the date of the next meeting of the Board.
- Loss of Quorum During Meeting* 13.4 If a quorum is lost during a meeting or if there is not a quorum after fifteen (15) minutes, the meeting shall be adjourned.

#### **14. BOARD AGENDAS**

- Materials for Agendas* 14.1 Except as otherwise provided by this by-law, all correspondence and other communication addressed to the Board which is received by the Executive Assistant at least three (3) business days prior to a regular meeting shall be placed on the agenda and shall be dealt with at the regular monthly meeting as additions to the Agenda.
- Redirection of Police Operational Matters* 14.2 Where, in the opinion of the Chair, the subject matter of any communication is properly within the jurisdiction of the Woodstock Police Service, such communication shall be referred to the Chief of Police for the necessary action without prior reference to the Board.
- Agenda* 14.3 The Executive Assistant shall prepare the agenda, under the direction of the Chair, for distribution with the routine order of business for regular meetings of the Board to be as follows:
- (a) Call to Order
  - (b) Approval of Agenda
  - (c) Declarations of Conflicts of Interest
  - (d) Approval of Minutes
  - (e) Business Arising from the Minutes
  - (f) Delegations
  - (g) Verbal Reports from the Board Chair
  - (h) Verbal Reports from the Chief of Police
  - (i) Communications/Correspondence
  - (j) Statistics
  - (k) Financial Statements
  - (l) Unfinished Business

- (m) Other Business
- (n) Closed Session
- (o) Motions Arising from Closed Session
- (p) Date of Next Meeting
- (q) Adjournment

<i>Delivery of Agenda</i>	14.4	The Executive Assistant shall cause the agenda to be delivered to each Member at least seventy-two (72) hours before the scheduled time for a meeting the agenda and copies of related materials.
<i>Order of Business</i>	14.5	The business of the Board shall, in all cases, be taken up in the order in which it appears on the agenda, unless otherwise decided by the Board. Any matter on the agenda not decided by the Board shall be placed on the agenda of the next regular meeting of the Board.
<i>Communications/ Correspondence</i>	14.6	Every item of communication/correspondence intended to be presented to the Board or its Committees must be legibly written and must contain the signature and contact address of at least one person and preferably the addresses and contacts of all signatories. For all communications submitted, there shall be a designated contact person to whom the Executive Assistant can communicate on behalf of the Board or a Committee. Communication/correspondence containing hate speech will not be accepted or presented to the Board.
<i>Consent Agenda</i>	14.7	All or several items on the agenda for a meeting containing a recommendation to “receive as information” may be adopted by a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.
<i>Introduction of Business Not Included on Agenda</i>	14.8	No business shall be introduced at a meeting which has not been included on the agenda for such meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board present at the meeting.

**15. BOARD MINUTES**

<i>Minutes</i>	15.1	The Executive Assistant shall cause minutes to be taken of each meeting of the Board, which shall include: <ul style="list-style-type: none"> <li>(a) The place, date and time of the meeting;</li> <li>(b) The name of the Chair and the attendance of the Members, the Executive Assistant, senior staff of the Woodstock</li> </ul>
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Police Service, names of presenters and external delegations;

- (c) The confirmation and correction of the minutes of the previous meeting;
- (d) Declarations of conflicts of interest;
- (e) All other proceedings of the Board without note or comment.

<i>Approval</i>	15.2	The minutes of each Board meeting shall be presented to the Board for approval at the next regular meeting.
<i>Signature</i>	15.3	After the Board minutes have been approved by the Board, they shall be signed by the Chair and Vice-Chair or In their absence, by the Acting Chair.
<i>Posting of Minutes on Internet</i>	15.4	The approved public minutes of the Board shall be posted on the Board's web page.

## **16. DISCLOSURES OF CONFLICTS OF INTEREST**

<i>Method of Disclosure</i>	16.1	Subject to the <i>Conflict of Interest Act</i> , where a Member has any conflicts of interest in any matter and is present at an open or closed session Board meeting or Committee meeting at which the matter is the subject of consideration, the Member shall: <ul style="list-style-type: none"><li>(a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;</li><li>(b) Not take part in the discussion, leave the meeting and not vote on, any question in respect of the matter; and</li><li>(c) Not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question.</li></ul>
<i>Absence – Disclosure at Next Meeting</i>	16.2	Where the interest of a Member has not been disclosed by reason of their absence from the particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.
<i>Record of Disclosure</i>	16.3	The Executive Assistant shall record the declaration of any conflicts of interest and the general nature thereof, where the meeting is open to the public, in the minutes of that particular meeting. Where the meeting is not open to the public, solely the declaration of any conflicts of interest shall be recorded in the minutes of the next meeting that is open to the public.
<i>Conflict of Interest Declaration Form</i>	16.4	Conflicts of Interest must be filed in writing to the Executive Assistant of the Board.

*Conflict of Interest Registry* 16.5 The Board will be required to establish a Conflict of Interest Registry administered by the Executive Assistant.

**17. RULES OF DEBATE**

*General* 17.1 All Members of the Board shall exercise their right to debate within the framework set out in these rules.

*Recognition of Member* 17.2 To address the Board, a member shall raise their hand and be recognized by the Chair and direct all comments through the Chair.

*Order of Speakers* 17.3 When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.

*Addressing the Chair* 17.4 Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.

*Relevancy* 17.5 All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.

*Interruptions* 17.6 When a Member is speaking, no other Member shall interrupt the Member except to raise a point of order, privilege or personal privilege.

*Read Motion* 17.7 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.

*Speaking to a Question* 17.8 No Member shall speak more than once to the same question or motion without leave of the Board Chair.

*Reply* 17.9 Notwithstanding section 17.8, 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.

*Speaking Time* 17.10 No Member shall speak to the same question or motion, or in reply, for more than five (5) minutes, without leave of the Board Chair.

*After Question Put by Chair* 17.11 After the question has been put by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

*Points of Order* 17.12 When a Member desires to address a point of order, the Member shall ask leave of the Chair to raise a point of order and, after leave is granted, the Member shall state the point of order to the Chair and the point of order shall be forthwith decided by the Chair.

<i>Chair to Rule on Point of Order</i>	17.13	Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
<i>Decision Final</i>	17.14	If no Member appeals, the decision of the Chair is final.
<i>Idem</i>	17.15	The Board's decision is final if the Chair is challenged.

## **18. RULES OF VOTING**

<i>General</i>	18.1	All voting, except with respect to the election of the Chair and Vice-Chair, shall be conducted in the manner prescribed by the rules in this section.
<i>Put Question to Vote</i>	18.2	When the Chair is putting a question to vote, no Member of the Board may leave the room or cause any disturbance.
<i>Every Member Votes</i>	18.3	Every Member of the Board, including the Chair, who is present when a question is put shall vote thereon, unless disqualified by a conflict of interest.
<i>Failure to Vote</i>	18.4	The failure to vote by a Member who is not disqualified by a conflict of interest shall be deemed to be a negative vote.
<i>Manner of Vote</i>	18.5	The manner of determining the decision of the Board on a question shall be at the discretion of the Chair and may be by show of hands, voice or otherwise.
<i>Equality of Votes</i>	18.6	Where there is an equality of affirmative and negative votes on any decision, the question shall be deemed to be lost.
<i>Three Members Present</i>	18.7	In the event of conflict of interest when only three (3) Members are present, the matter under consideration will be postponed to the next regular meeting.
<i>By-law Amendment Vote</i>	18.8	A by-law can only be approved when more than fifty percent (50%) of the Board vote in favour of the amendment.

## **19. MOTIONS AND NOTICES OF MOTIONS**

<i>Introduction of Additional Items</i>	19.1	No Member shall introduce any item to the Board for its consideration unless: <ul style="list-style-type: none"> <li>(a) The item relates to a matter on the agenda for that meeting;</li> <li>(b) The matter is of an urgent nature; or</li> <li>(c) Leave is granted on a majority vote.</li> </ul>
<i>Must be Seconded</i>	19.2	A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.

<i>Wording</i>	19.3	All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.
<i>Emergency Motion</i>	19.4	Notwithstanding the above, any motion may be introduced for consideration by the Board in a situation deemed to be an emergency by the Chair.
<i>Substantive Motion</i>	19.5	There may be only one substantive motion before the Board at any time.
<i>Motion to Amend</i>	19.6	A motion may be amended during debate provided that the motion to amend is relevant and not in direct opposition to the main question.
<i>Withdrawal</i>	19.7	After a motion has been seconded, it may be withdrawn by the mover and the seconder at any time before a vote is taken.
<i>Refer to Question</i>	19.8	A motion to refer a question shall include the name of the Committee, body or official to whom the question is to be referred.
<i>Direction to Chief</i>	19.9	A direction to the Chief of Police by the Board shall be authorized by resolution of the majority of the Members present.
<i>Deemed Carried</i>	19.10	A motion is deemed carried where a majority of the votes are in the affirmative.
<i>Procedure on Motions</i>	19.11	The procedure on a motion is as follows: <ul style="list-style-type: none"> <li>(a) The motion shall be read, moved and seconded, whereupon the motion shall be deemed to be in the possession of the Board. The Chair shall then open debate;</li> <li>(b) The motion shall be debated in accordance with section 17;</li> <li>(c) The question shall be put to the Board by the Chair;</li> <li>(d) Vote shall be taken in accordance with section 18;</li> <li>(e) The motion shall be declared carried or lost.</li> </ul>
<i>Chair to Refrain as Mover</i>	19.12	The Chair shall refrain from moving motions.

**20. OUTSTANDING INQUIRIES AND MOTIONS**

<i>General</i>	20.1	Inquiries made at a meeting of the Board may be introduced orally or in writing and shall be recorded in the minutes of the meeting.
<i>Follow-Up</i>	20.2	Following each Board meeting, the Executive Assistant will forward in writing any inquiries or motions requiring action or a

subsequent report to the Chief of Police or other person assigned responsibility for responding.

*Written Response* 20.3 The response shall be submitted in writing to the Executive Assistant for inclusion in an upcoming Board agenda.

## **21. PUBLIC ACCESS TO MEETINGS**

*Meetings Open to Public* 21.1 Meetings of the Board shall be open to the public except as provided for in section 44(2) of the *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.

*Closed Sessions* 21.2 A meeting may be conducted in Closed Session pursuant to section 44(2) of the *Act* if the Board is of the opinion that the subject matter being considered is:

- (a) The security of the property of the Board;
- (b) Personal matters about an identifiable individual, including members of the police service or any other employees of the Board;
- (c) A proposed or pending acquisition or disposition of land by the Board;
- (d) Labour relations or employee negotiations;
- (e) Litigation or potential litigation affecting the Board, including matters before administrative tribunals;
- (f) Advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
- (g) Information explicitly supplied in confidence to the Board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
- (h) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosure, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (i) A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value;
- (j) A position, plan, procedure criteria, or instruction to be

applied to any negotiations carried on or to be carried on by or on behalf of the Board;

(k) Information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclosure if it were contained in a record; or

(l) An ongoing investigation respecting the Board.

## **22. DELEGATIONS AND PRESENTATIONS**

<i>Delegation</i>	22.1	This portion of the agenda is to allow anyone desiring to address the Board in person on behalf of themselves or otherwise.
<i>Timeline for Request in Writing</i>	22.2	Delegations wishing to address the Board shall make a request in writing to the Executive Assistance ten (10 ) business days prior to the date of the next regular Board meeting.
<i>Subject Matter on Agenda</i>	22.3	If after the agenda is made available to the public seven (7) days prior to the Board meeting, any person who wishes to address the Board on behalf of themselves or otherwise with respect to a subject matter listed on the agenda shall make a request to the Executive Assistant five (5) days prior to the date of the next regular Board meeting.
<i>Written Brief</i>	22.4	A person or delegation desiring to address the Board shall attach to their written request a submission with sufficient details to reveal the nature of the presentation, including but not limited to any slideshows or PowerPoint presentations, relevant documentation, etc., and decision or action being requested of the Board, so that the request and the brief may be circulated to the members of the Board;
<i>Request for Financial Assistance</i>	22.5	Any delegation making a request for financial assistance of any kind shall submit such request in writing accompanied by sufficient information to enable senior administration to be fully informed for the purpose of assisting the Board. If in the opinion of the Chief of Police, sufficient information is not available in time for the meeting of the Board, the matter may be postponed until sufficient information becomes available for preparation of a senior administration report.
<i>Five Minute Limit</i>	22.6	Any person permitted to address the Board shall be limited to five (5) minutes unless otherwise authorized by the Board not including the time required to respond to questions of the Board.
<i>One Spokesperson</i>	22.7	A delegation shall address the Board through one (1) spokesperson. This person may express different points of view on any matter, but in order to avoid repetition, the Board may decline to hear a repetition of a point of view already expressed.

<i>Same Subject Matter</i>	22.8	No person shall be allowed to appear before the Board a second or subsequent time to address the same subject matter unless; the person is providing new information.
<i>Motion of Majority of Board Members to Speak</i>	22.9	When any person, not being a member of the Board nor an appointed official, desires to address the Board, and has not notified the Executive Assistant in accordance with the provisions of this by-law, they shall advise the Executive Assistant prior to the meeting and may be permitted to speak if a motion to that effect is carried by a majority vote of the members present.
<i>Subject Matter of Delegation</i>	22.10	No person or delegation shall be permitted to address the Board with respect to a subject matter that the Board, in accordance with section 44(2) of the <i>Act</i> determines should be considered in a Board meeting that is closed to the public.
<i>Agenda – Delegations</i>	22.11	Each request, submission or presentation received by the Board under delegations shall be dealt with under delegations.
<i>Next Board Meeting – New Business</i>	22.12	The Board may, with unanimous consent, consider the matter requested by the delegation or if unanimous consent is not provided, consideration will be given at the next meeting of the Board under “new business.”

**23. MEDIA RELATIONS**

<i>Board Spokesperson</i>	23.1	Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Board.
<i>Executive Assistant as Resource</i>	23.2	On matters of factual information, administration of the Board, or communicating a decision of the Board in response to any enquiry, the Executive Assistant may act as a resource person on behalf of the Board.
<i>Special Circumstances</i>	23.3	No Board Member shall purport to speak on behalf of the Board unless they are authorized by the Board to do so, pursuant to section 12 of <i>Ontario Regulation 408/23</i> .
<i>Communication by Board Members</i>	23.4	A Board Member who expresses disagreement with a decision of the Board shall make it clear that they are expressing a personal opinion pursuant to section 13 of <i>Ontario Regulation 408/23</i> .
<i>Media Releases</i>	23.5	Media releases shall be approved by the Chair or the Vice-Chair prior to release. Board Members shall receive a copy of the release as soon as possible, once it has been approved.
<i>News Conferences</i>	23.6	News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice-Chair. Whenever possible, Board Members shall be advised of the event prior to its taking place.

## **24. COMMITTEES**

<i>Committees</i>	24.1	Subject to the provisions of section 42(1)(a) of the <i>Act</i> , Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
<i>Ad Hoc Committees</i>	24.2	The Board may establish Ad Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
<i>Board's Role</i>	24.3	The Board shall determine the appropriate number of Committees, their membership, mandate and reporting practices.
<i>General Rules of Committees</i>	24.4	The role of the Committees shall generally be to make recommendations to the Board on matters which are in their jurisdiction.
<i>Committee Chair</i>	24.5	Each Committee shall be Chaired by a Board Member.
<i>Committee Proceedings</i>	24.6	The rules governing the procedure of the Board and the conduct of Members shall be observed in all Committees so far as they are applicable.
<i>Committee Membership</i>	24.7	Members shall be appointed to Committees by the Board and confirmed on an annual basis.
<i>Members' Rights</i>	24.8	Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that 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. The Chair, as ex-officio, is a member of every Committee.
<i>Sub-Groups</i>	24.9	No sub-groups of Committees shall be established without approval by the Board.

## **25. BY-LAWS**

<i>One Motion</i>	25.1	Every by-law shall be introduced upon motion by a Member, and any number of by-laws may be introduced together in one motion, but the Board may, at the request of a Member, deal separately with any by-law.
<i>Form</i>	25.2	Every by-law, when introduced, shall be in typewritten form and shall comply with the provisions of any relevant legislation.
<i>Reading</i>	25.3	Every by-law of the Board requires only one reading before it may be passed.



*Authentication*      25.4      Every by-law which has been passed by the Board shall be numbered and dated and signed by the Chair and the Vice-Chair and shall be deposited in the files of the Board.

**26.                      ENACTMENT**

*Repeal*                      26.1      All previous by-laws, sections of by-laws, and procedural policies of the Board that are inconsistent with the provisions of this by-law are hereby repealed.

*Effective Date*            26.2      This by-law shall come into effect on the date of its enactment.

**ENACTED AND PASSED THIS** 9th day of September 2024.

**WOODSTOCK POLICE SERVICE BOARD**

Chair                                      “Original Signed By”  

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Ken Whiteford

Vice-Chair                                      “Original Signed By”  

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Leslie Farrell