

**PROVINCIAL ADVISORY COMMITTEE
BY-LAW # 1**

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 COPP Provincial Advisory Committee may terminate the membership of any PAC member if:
 - i. 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;
 - or
 - ii. A member is absent from fifty per cent (50%) or more of PAC events in a year, which includes quarterly meetings, in-services and the annual conference.
- d) Conflict of interest –
Members shall abide by the conditions of the *Manitoba Municipal Council Conflict of Interest Act*.
- e) Resignation –
Members must provide confirmation of their resignation in writing to the Chairperson.

***Reference:** Manitoba COPP Constitution Article VIII (a) and (b) **AND** Manitoba COPP Volunteer Letter of Agreement. The *Municipal Council Conflict of Interest Act* - <https://web2.gov.mb.ca/laws/statutes/ccsm/m255e.php>

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) Develop and revise policies and procedures to guide the program and its groups with assistance from the Provincial Coordinator.
- d) Develop and implement a strategic plan to develop and enhance the program with assistance from the Provincial Coordinator.

Section 3: COMPOSITION

The PAC will consist of:

- a) One or more Regional Representative from each of the identified regions in Manitoba.
- b) One or more representative 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 and decided upon by the Provincial Advisory Committee, with assistance from the Provincial Coordinator.

Section 5: ELECTIONS

- a) Members of the PAC shall be elected by the members of the region they stand to represent according to COPP policies and procedures.

- b) Should no representative be elected, the current governing PAC may appoint a regional representative.
- c) An additional PAC representative may be appointed to a region at the discretion of the PAC.

Section 6: TERMS OF OFFICE

- a) Each Regional Representative will be elected or appointed for one term equaling three (3) years.
- b) Each Regional Representative may be re-elected or appointed 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 or appointment.
- d) The terms of Regional Representatives shall be vacated in rotation.

Section 7: MEETINGS

- a) PAC meetings shall be held four times each year, as determined by the PAC, in consultation with the Provincial Coordinator.
- 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.
- 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 fifteen minutes after the time scheduled for the meeting but a quorum is present, the 1st Vice-Chairperson shall carry out the duties of the Chairperson.
- g) If the Chairperson and 1st Vice-Chairperson are not present fifteen minutes after the time scheduled for the meeting but a quorum is present, the 2st Vice-Chairperson shall carry out the duties of the Chairperson.
- h) If the Chairperson, 1st and 2nd Vice-Chairperson are not present fifteen minutes after the time scheduled for the meeting but a quorum is present, the members shall designate one of the voting members present to chair the meeting.

Section 8: 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 9: EXECUTIVE POSITIONS

Part 1

- Executive members of the PAC will be elected by the PAC membership.
- Each Executive member will serve for a period of one (1) year, following the annual general meeting.
- Executive members may serve on the Executive for the period they are a member in good standing with Manitoba COPP and with the PAC
- Members may be re-elected to the same Executive position.
- Each Regional Representative may cast one vote.

Part 2 - Executive Roles and Responsibilities

Chairperson:

- Shall preside over all PAC meetings.
- Assist in setting the agenda for all meetings.
- Approve the minutes for distribution by Manitoba COPP Coordinator to all PAC members no later than two weeks after the meeting.
- Liaise with the Provincial Coordinator.
- Sign all official documents adopted by the PAC.
- Correspond with PAC members between meetings as necessary.
- Assist in developing committee policy.
- Serve as an ex-officio member on all committees.
- Other duties as required.

1st Vice Chairperson:

- Draft by-laws and policy and procedures.
- Conduct program evaluation.
- Support the Chairperson and act in their absence

2nd Vice Chairperson:

- Recruit members 18 years of age and older.
- Preside over PAC and Committee meetings in the absence of the Chair and 1st Vice Chair

Secretary:

- Assist in updating and archiving existing PAC documents, including recording PAC minutes and recording AGM changes and motions.
- In the event that the secretary is not available, a member of the executive or the Provincial Coordinator will record the minutes for the PAC meeting.

Section 10: REGIONAL REPRESENTATIVES

The roles and responsibilities shall include:

- Assisting in maintaining current COPP groups within designated region
- Assisting in establishing new groups within the designated region.
- Assisting with training of COPP members as required.
- Liaising between COPP groups within a designated region and law enforcement representatives within the designated region through regular contact with groups by phone, in person or email.
- Representing all COPP groups in designated region at the Provincial Advisory Committee level.
- Providing input into policy and procedures pertaining to Manitoba COPP Constitution, By-Laws, and Policies and Procedures.
- To support the provincial network of the Citizens on Patrol Program in Manitoba
- To believe in and support the principles of volunteer management

Section 11: 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.

Section 12: 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:

- Liaise with supporting agencies.
- Serve as a member on all committees.
- Promote COPP through new groups in co-ordination with the Regional Representatives.
- Organize the annual conference with assistance from the Provincial Advisory Committee.
- Ensure payment of all bills relating to COPP.
- Assist PAC with mediation where required.
- Liaise with representatives of organizations.
- Assist with preparation of by-laws and policy and procedures.
- Distribute equipment according to COPP policies.
- Assist Regional Representative with coaching and management of existing COPP groups
- Foster partnerships which may include but are not limited to:
 - Manitoba Public Insurance
 - Manitoba Justice
 - Winnipeg Police Service
 - Royal Canadian Mounted Police
 - Brandon Police Service
 - Manitoba Housing
 - Canadian Citizens on Patrol Association

Section 13: EXPENSE RECOVERY

Eligible expenses will be reimbursed by Manitoba COPP for:

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

Section 14: VOTING

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

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

ADMT – February 21, 2014

ADMT – May 7, 2016

ADMT – September 10, 2016