

Policy & Procedure #2

**COPP PROVINCIAL
ADVISORY COMMITTEE**

**Policies and Procedures
Subject: Nominations for
PAC Membership
Date Issued: November 6, 2010
Amendment: September 10, 2016**

SECTIONS 4/5/6/8 and 11 of By-Law #1 provides for filling vacant Regional Representative positions on the COPP Provincial Advisory Committee.

1. The nominee may be nominated by a member of a registered COPP group who is in good standing for at least one year, along with a member of the local law enforcement agency.

2. Qualifications for Nomination

The nominee must:

- Have strong communication and interpersonal skills.
- Be able to work in a professional, diplomatic and consensus-building manner.
- Have demonstrated experience in volunteer management or in a leadership role.
- Be a team player and work towards the common goal of the program.
- Be respectful of program policy and procedures in committee discussion and decision making processes.
- Be prepared to commit a minimum of five (5) hours per month toward program activities.

NOTE: Nominees cannot nominate themselves.

3. Filling Open PAC Positions

Each spring, the COPP Provincial Coordinator will approach PAC representatives, to determine how many positions on the PAC will become vacant in the next year.

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

- a) Contact each group in their region and provide them with information and nomination forms.
- b) Receive the completed nomination forms.
- c) Follow up with the nominees to determine if they will accept the nomination

- d) Arrange for a nomination review committee consisting of the coordinator from each group (or alternate, if the coordinator is unavailable or is one of the nominees), the current regional representative and one police liaison officer. The nomination Committee will meet after the deadline for receipt of nominations, review the applications and make recommendations to be brought to the Provincial Advisory Committee. Nominations will be reviewed and decided upon by the Provincial Advisory Committee
- e) Upon decision, inform the nominee(s) that their name(s) will or will not stand for election at the next AGM.

4. Elections

Nominees will be elected by the members of the region they stand to represent at the next AGM.

5. Vacancy During a Term

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

- a) May appoint a representative to fill the vacant position, or
- b) An election may be held prior to the next Annual General Meeting.

Until a representative is in place, a current PAC representative will be appointed to fulfill the responsibilities of the representative.

6. Dismissal

In compliance with Section 11 of By-Law #1 and Article VIII of the Manitoba COPP Constitution:

- a) Whereby the conduct of a regional representative is in question, a recommendation for dismissal from the PAC will be determined by a majority vote of the PAC after consultation with the Provincial Coordinator.
 - i. To remain a member of the PAC, each regional representative must attend fifty per cent (50%) or more of PAC events in a year, which includes quarterly meetings, in-services and the annual conference.
- b) Failure to do so may result in the member being asked to step down. Extenuating circumstances will be taken into consideration by the PAC and the Provincial Coordinator when making a determination.
- c) The Provincial Coordinator may override any recommendation of the PAC for reasons related to legal or financial considerations.