



# PERTH COUNTY OPP DETACHMENT BOARD DÉTACHEMENT DE LA OPP PERTH COMTÉ CONSEIL

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## PERTH COUNTY OPP DETACHMENT BOARD

### PROCEDURE BY-LAW 01

#### Article 1: Name and Definitions

1.1 This Bylaw shall be known as the "Procedure Bylaw" of the Perth County OPP Detachment Board ("the Board").

#### 1.2 Definitions:

- "Act": Community Safety and Policing Act, 2019 (CSPA).
- "Board": Perth County OPP Detachment Board.
- "Chair": The Chairperson of the Board.
- "Detachment Commander": The head of the OPP detachment for Perth County.
- "Member": A member of the Board.
- "Municipal Act": Municipal Act, 2001, as amended.

#### Article 2: Purpose and Scope

2.1 The purpose of this bylaw is to regulate the conduct of the Board, ensuring transparency, accountability, and effective governance over policing within Perth County, as per the Act and the Municipal Act.

2.2 Every municipality and local board is required to pass a procedure bylaw governing the calling, place, and proceedings of meetings. This Procedure Bylaw fulfills that requirement for the Perth County OPP Detachment Board.

#### Article 3: Meetings

3.1 **Regular Meetings:** The Board shall hold a minimum of four (4) regular meetings per calendar year.

3.2 **Special Meetings:** Special meetings may be called by the Chair or upon request of a majority of the Members.

3.3 **Notice of Meetings:** At least five (5) days' notice shall be given for all meetings, except in emergencies. Notice shall be provided in writing and include the date, time, and location.

3.4 **Quorum:** A majority of the Members shall constitute a quorum for Board meetings.

3.5 **Agenda and Minutes:**

- The agenda shall be prepared by the Chair or Secretary and distributed to Members at least 7 days before the meeting.
- Minutes shall be recorded and approved at subsequent meetings.

**3.6 Open to the Public:** All regular meetings are open to the public, except when matters discussed are eligible for closed sessions in accordance with the Act.

**3.7 Meeting format and Location:** Meetings may be conducted either in-person or via electronic participation. The board shall determine the meeting format and location from time to time.

**3.8 Meeting Duration:** No meeting shall extend beyond 3 hours in duration unless a motion is passed by the Board to extend the meeting at intervals of ½ hour.

#### **Article 4: Roles and Responsibilities**

##### **4.1 Chair:**

- Preside over all Board meetings.
- Maintain order and decorum.
- Recognize Members who wish to speak before they address the Board.
- Act as the primary spokesperson for the Board.

##### **4.2 Vice-Chair:**

- Fulfill the duties of the Chair in their absence.

##### **4.3 Members:**

- Attend meetings regularly.
- Act in the public interest, in compliance with the Act, and represent the community.
- Speak only after being recognized by the Chair.

##### **4.4 Detachment Commander:**

- Provide regular reports to the Board on policing activities and operations within Perth County.
- Attend Board meetings as required.

#### **Article 5: Code of Conduct**

**5.1** All Members must adhere to the Code of Conduct outlined in the Act, acting honestly, ethically, and in the best interests of the community.

**5.2** Members shall declare any conflicts of interest and recuse themselves from discussions or decisions where such conflicts exist.

#### **Article 6: Committees**

**6.1** The Board may establish standing or ad hoc committees as needed to carry out its duties effectively.

6.2 Committees shall report their findings and recommendations to the Board.

### **Article 7: Rules of Procedure**

7.1 **Motions:** All decisions of the Board shall be made by motion, which must be moved and seconded by Members.

#### **7.2 Speaking and Voting:**

- Members shall be recognized by the Chair before speaking.
- Each Member shall have one vote. In the event of a tie, the motion is defeated.

#### **7.3 Use of Robert's Rules of Order:**

- Robert's Rules of Order newly revised shall be used as a guideline to address procedural issues not explicitly covered by this bylaw.
- Where there is a conflict between this bylaw and Robert's Rules of Order, the provisions of this bylaw shall prevail.

7.4 **Closed Sessions:** The Board may meet in a closed session to discuss matters as permitted under the Act. No decisions shall be made in closed sessions except to give direction or instructions.

### **Article 8: Amendments to the Bylaw**

8.1 This By-law may be amended by a majority vote of the Board, provided that notice of the proposed amendment is given at least one regular meeting prior to the vote.

### **Article 9: Adoption and Effective Date**

9.1 This By-law shall come into force and take effect immediately upon its adoption by the Board.