

CHAPTER 2: BOARD MEETINGS AND PROCEDURAL RULES

2.1 Role of Chair at Board meetings

- 2.1.1 The Chair of the Board presides over meetings of the Board. Should the Chair not be present, or vacate the chair temporarily or permanently, the Vice-Chair will act in the Chair's place, subject to the *Police Act*.
- 2.1.2 Should neither Chair or Vice-Chair be present or available, the Board shall elect an Acting Chair for the meeting until such time the Chair or Vice-Chair is available.
- 2.1.3 The duties of the Chair with respect to the Board meetings shall include:
- (1) calling the meeting to order;
 - (2) announcing items of business;
 - (3) deciding, subject to appeal, all questions of order and procedure; and
 - (4) preserving order and decorum
 - (5) developing the Board meeting agenda, in consultation with the Chief Constable
 - (6) managing difficult issues in Board meetings to ensure consensus
- 2.1.4 Terms of reference for the Board Chair are at B.

2.2 Role of Vice-Chair

- 2.2.1 The Board shall elect a Vice-Chair at the first meeting of each calendar year, or as soon as is practicable thereafter, following these procedures:
- (1) Nominations for the Vice-Chair shall require a mover and seconder from the Board.
 - (2) Where more than one nominee stands for election, a ballot vote shall be taken.
 - (3) Prior to the vote being taken, each nominee shall be given five minutes to speak to the nomination. Nominees shall be called upon in alphabetical order of their surname.
 - (4) After all the nominees have completed their speeches, a ballot vote shall be taken.
 - (5) If nominees are tied on the first vote, a second ballot vote shall be taken. If on the second vote the nominees remain tied, the election for a Vice-Chair shall be decided by lot drawn by the Chair.
- 2.2.2 In addition to the requirement of s. 2.1.1, when the Chair is unavailable due to holidays or business travel, or absent because of illness, the Vice-Chair, subject to the *Act*, shall act in his or her place until such time as the Chair returns and is able to resume his/her responsibilities.
- 2.2.3 While presiding over a meeting of the Board or acting during an absence of the Chair, the Vice-Chair has and may exercise all the same rights, powers, and authority of the Chair.

2.3 Quorum at meetings

- 2.3.1 A majority of Members of the Board holding office constitutes a quorum. A meeting of the Board, where notice has been given, and at which a quorum is present, is competent to exercise all or any of the authorities, powers and discretion vested in or exercisable by the Board generally.
- 2.3.2 The Chair will call the meeting to order after the hour fixed for the meeting, once quorum is present.
- 2.3.3 At the Chair's direction, but no sooner than half an hour after the fixed time for the meeting, should no quorum be present, the Board Executive Director will call the roll and record the names of the Members present and the meeting shall be adjourned.
- 2.3.4 If a quorum should be lost during a meeting and is not regained within fifteen minutes, the meeting must stand adjourned until the next meeting.
- 2.3.5 Whenever there is a matter of urgency which requires the immediate attention of the Board, the Chair may, via telephone conference and e-mail polling, solicit a motion from the Members dealing with the matter. The motion shall be valid and in effect if passed by a majority of the Board. It shall be recorded in the Minutes of the Board at the next meeting.

2.4 Procedural rules at meetings

- 2.4.1 The Board shall adhere to the following meeting procedural rules:
- (1) After the meeting of the Board is called to order, the business of the Board shall be dealt with in the order set out in the meeting agenda or notice, unless the order is amended by resolution of the Board.
 - (2) Every Member, before speaking to a question or motion shall first receive recognition from the Chair and then the Member shall speak through the Chair.
 - (3) When a Member wishes to speak to any question, motion, or item, they shall in an orderly fashion attempt to obtain the Chair's attention to indicate that such Member wishes to speak, and the Chair shall keep a list of those Members who wish to speak in the order in which their intentions come to the Chair's attention and appear on the list.
 - (4) All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.
 - (5) The Chair shall maintain order and decide all questions of order at meetings.
 - (6) A Member may appeal the decision of the Chair on a question of order, or on a question on how the business of a meeting should be conducted.

- (7) The Chair's decision will be voted on by the Board, with a majority determining the appeal. Once the Board has voted on the appeal, the decision is final and cannot be reconsidered.
- (8) All motions shall have a mover and a seconder.
- (9) All notices of motion and motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.
- (10) All substantive motions and resolutions shall be in writing.
- (11) All substantive amendments shall be in writing.
- (12) Any Member can request a recorded vote immediately prior or immediately subsequent, to the taking of the vote. Otherwise, voting shall be by a show of hands.
- (13) Pursuant to s. 25(3) of the *Act*, in case of a tie vote at a meeting of the Board, the Chair may cast the deciding vote. Other than a tie vote, the Chair shall not vote.
- (14) Repealing, rescinding or altering any decision of the Board shall require a two-thirds (2/3) majority.
- (15) Corrections of the Minutes require a majority vote of the Board.
- (16) If a question of procedure should arise during the course of a meeting that is not specifically covered by these rules, it shall be determined by the Chair with reference to Robert's Rules of Order.
- (17) A direction to the Chief Constable shall be authorized by the majority of the Members present.
- (18) Actions to be pursued by the Board arising from the agenda shall be clearly identified at the meeting.

2.5 Regular and *in camera* meetings

- 2.5.1 Pursuant to s. 69(1) of the *Act*, meetings and hearings of the Police Board shall be open to the public. The Board shall not exclude a person therefrom, except for improper conduct or public safety.
- 2.5.2 Pursuant to s. 69(2) of the *Act*, the Board may hold meetings in absence of the public (*in camera*), if the subject matter being considered concerns:
 - (1) A matter concerning public security, the disclosure of which could be reasonably be expected to seriously impair effective policing or law enforcement.
 - (2) A matter concerning a person's financial or personal affairs, if the person's interest in the matter outweighs the public interest in the matter.

- (3) A matter concerning labour contract discussions, labour management relations, layoffs or another personnel matter.
- (4) A matter concerning information that a person has requested that he or she be allowed to provide in private to the Board.

2.5.3 No person other than Board Members, Board Executive Director, Chief Constable, Deputy Chief Constables and other persons invited by the Board for specific agenda items shall attend *in camera* meetings. Persons shall leave the meetings if requested to do so by the Chair.

2.5.4 Attendance at the closed *in camera* meetings of the Board is at the sole discretion of the Board.

2.5.5 Any and all information obtained at an *in camera* meeting shall be treated as confidential by any and all persons in attendance.

2.6 Notice of meetings

2.6.1 Notice of regular or *in camera* meetings of the Board shall be given at least five calendar days prior to the meeting, accompanied by the proposed agenda and any supporting materials.

2.6.2 On an exigency basis, the notification period may be reduced.

2.7 Special meetings

2.7.1 The Chair, Vice-Chair, Committee Chair, Standing Committee Chair or authorized Board delegate may, at any time, call a special meeting of the Police Board and the Board Executive Director may call a special meeting whenever requested by a majority of the Members of the Board.

2.7.2 Written notice of a special meeting shall be given to each Member of the Board at least 24 hours prior to the meeting, setting out the time and place of the meeting and the matters to be considered. The notice may be made by personal service, or by leaving a copy at the Member's recorded address as submitted by the Member, or by sending the notice to the Member's facsimile number or e-mail address as submitted by the Member.

2.7.3 A special meeting of the Board may be called by verbal notice provided that at least two-thirds (2/3) of the Board consent to the time, the place and the matter to be considered and that the decision to call the meeting is later ratified by the Board.

2.7.4 Notice of a special meeting shall state the business to be considered and no business other than that stated shall be considered, except if all Members of the Board are present.

2.8 Agenda

- 2.8.1 As a general rule, the Board shall deal with matters in the order established by the order of business and as shown on the agenda. The Chair may, at his/her discretion, alter the order established to facilitate the business of the meeting.
- 2.8.2 The general order of business for Board Meetings is as follows:
- a) Call the meeting to order
 - b) Regrets
 - c) Conflict of interest/Pecuniary Interest Disclosure
 - d) Adoption of the Agenda
 - e) Approval of Minutes
 - f) Delegations
 - g) Decision Items
 - h) Discussion Items
 - l) Presentations & Reports
 - j) Information and Correspondence
 - k) Closing question period
 - l) Enquiries and Other Business
 - m) Adjournment
- 2.8.3 Prior to each meeting, the Board Executive Director shall prepare a draft agenda of all business to be brought before the Board. Decisions on the inclusion or exclusion of agenda items shall be made by the Chair of the Board or designate, in consultation with the Chief Constable or designate.
- 2.8.4 Wherever possible, Members shall give notice regarding a matter to be added to the agenda prior to the agenda review with the Chair.
- 2.8.5 Under “Enquiries and Other Business”, a Member may introduce new business with the consent of the majority of the Members present at the meeting.
- 2.8.6 The Board Executive Director shall be responsible for the initial placement of all items on either the regular or *in camera* agenda. The placement may be adjusted following the Chair and Chief review in the agenda development process.
- 2.8.7 The Chief shall suggest on which agenda the reports prepared by Police Department staff or Department presentations should be placed. All *in camera* items directed to the Board must be clearly marked on the title page as being *in camera/confidential*.
- 2.8.8 Board members may request that additional discussion on a regular agenda item take place *in camera* if this discussion falls under s. 69(2) of the *Police Act*.
- 2.8.9 During consideration of an *in camera* item by the Board, the Board may direct that the decision on that item, or the item in its entirety, be reported back to the regular meeting.

2.9 Delegations

- 2.9.1 Any person or persons (a “delegation”), not being a Member or employee of the Board, wishing to address a regular Meeting of the Board, shall make a request to the Board Office and include the agenda item or topic that the delegation is speaking to. There may be a limit on the number of delegations able to appear at a given Board meeting.
- 2.9.2 Speaking time for a delegation shall be limited to a maximum of five minutes. A time extension may be given by agreement of the Board.
- 2.9.3 A written submission by the delegation and a list of persons attending, wherever possible, shall be filed with the Board Office for distribution with the meeting agenda.
- 2.9.4 Members shall not enter into debate with the delegation upon the completion of their presentation. Members should only ask questions for clarification and obtaining additional, relevant information.
- 2.9.5 No delegation at either a regular Meeting or Special Meeting of the Board shall:
- (1) speak disrespectfully of any person;
 - (2) use offensive words or unparliamentary language;
 - (3) speak on any subject other than the subject for which they have received approval to address the Board; or
 - (4) disobey the rules of procedure or a decision of the Chair.
- 2.9.6 The Chair may curtail any delegation, any questions of a delegation or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the delegation shall immediately withdraw.
- 2.9.7 The Board will not hear any delegation concerning a conduct complaint against officers of the Vancouver Police Department, but will refer the delegation to the appropriate oversight body, which is the Office of the Police Complaint Commissioner.

2.10 Closing question period

- 2.10.1 At the end of each Board meeting, there shall be a period during which members of the public may ask questions related to the business discussed at the meeting.
- 2.10.2 The closing question period shall be limited to a maximum of ten minutes. A time extension may be given by agreement of the Board.
- 2.10.3 The Chair will recognize members of the public wishing to ask questions, and where appropriate will direct the question to an individual member of the Board or a member of the VPD present for response or follow-up.
- 2.10.4 No member of the public shall:
- (1) speak disrespectfully of any person;
 - (2) use offensive words or unparliamentary language; or
 - (3) disobey the rules of procedure or a decision of the Chair.

2.10.5 The Chair may curtail any questions for disorder or any other breach of this policy and the questioner shall immediately withdraw.

2.11 Meeting schedule and location

2.11.1 The Board shall by the end of November approve its annual meeting schedule for the next year, unless otherwise decided by the Board.

2.11.2 The Board shall hold some of its meetings in community locations, which will be determined by the Board when setting the annual meeting schedule.

2.11.3 The Board may, by majority vote of Members present at a scheduled meeting, direct that the date, time or location of a subsequent meeting be changed.

2.11.4 The Board may cancel any meeting, if the circumstances require.

2.11.5 The annual regular Meeting schedule shall be available on the Police Board website (www.vancouverpoliceboard.ca) or upon request from the Board Office.

2.12 Minutes of meetings

2.12.1 The Minutes of the Board shall be retained by the Board Executive Director in the Board Office or under Board Office control in a designated archive storage facility.

2.12.2 The Minutes of the Vancouver Police Board meetings shall contain a record of the formal actions undertaken at the meeting. The Minutes of the regular, *in camera*, closed *in camera* and special meetings of the Board shall be distributed to the Members of the Board prior to the next meeting, at which time they are considered for approval.

2.12.3 Any action of the Board shall be upheld by resolution of the Board, and entered in the Minutes of the Board.

2.12.4 The Board is required by s. 71 of the *Act* to keep minutes of its meetings and hearings, and records of its inquiries. Further, in accordance with s. 28(2) and s. 69(3) of the *Act*, the Board shall file copies of its approved Minutes with the Police Services Division of the Ministry of Public Safety and Solicitor General.

2.13 Community and media information

2.13.1 The public shall be notified of the time and place of the public board meetings by the schedule posted on the Board's website (www.vancouverpoliceboard.ca) and by notification included on the monthly meeting agenda.

2.13.2 Wherever possible, on the Friday before a Board meeting, the regular agenda, supporting reports, and *in camera* agenda (together with s.69 reasons for holding each agenda item *in camera*) will be posted on the Board website. These materials will also be available for pick-up at the information counter at Police Headquarters and at the meeting. The media may pick up copies at the VPD Public Affairs and Marketing Unit.

- 2.13.3 The Board's regular minutes and *in camera* decisions, once approved by the Board, will be posted on the Board's website and provided to the Vancouver Public Library.