

MANITOBA CITIZENS ON PATROL PROGRAM BY-LAW #1

This by-law being the organizational structure and operational guideline of the Manitoba Citizens on Patrol Program (COPP) Provincial Board.

Section 1: MEMBERSHIP

The membership of the Manitoba COPP Provincial Board (herein PB) shall consist of members as outlined in Article VII of the Manitoba COPP Constitution.

- a) In Good Standing – PB 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 PB.
- c) Termination – The COPP Board may terminate the membership of any PB 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 percent (50%) or more of PB 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 PB 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 PB 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 and the Provincial Board.
- c) Develop and revise policies and procedures to guide the program and its groups.

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d) Develop and implement a strategic plan to develop and enhance the program.

Section 3: COMPOSITION

The PB will consist of:

- a) One or more Regional Representatives from each of the identified regions in Manitoba.
- b) One or more representatives from each supporting agency.

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 or from a PB member or from two members in good standing of the local COPP.
- c) Nominations will be reviewed and decided upon by the PB based on the qualifications as outlined in Policy and Procedure #2.
- d) The deadline for receipt of nominations will be 90 days prior to the Annual General Meeting. The PB is under no obligation to accept nominations after the deadline.
- e) Nominations will not be accepted from the floor at the AGM.

Section 5: ELECTIONS

- a) Members of the PB shall be elected by the general membership to the region they stand to represent according to COPP policies and procedures.
- b) Should no representative be elected, the current governing PB may appoint a regional representative.
- c) An additional PB representative may be appointed to a region at the discretion of the PB.

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 PB 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 a staggered rotation.

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Section 7: MEETINGS

- a) PB meetings shall be held four times each year, or as determined by the PB.
- b) Location of the meetings to be determined by the PB in consultation with the Chairperson.
- c) A quorum of the PB will not be less than 51% of the total number of its elected representatives.
- 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 Vice-Chairperson shall carry out the duties of the Chairperson.
- g) If the Chairperson, and 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 PB may fill a vacant position where there is no regional representative or a current PB position becomes vacant during a term of office.

The PB:

- a) May appoint a representative for the vacant position from the PB or by following Section 4: Nominations, until an election can be held.
- b) A nominee shall have an opportunity to participate in a PB meeting(s) prior to accepting a PB appointment to fill the vacant term until the next Annual General Meeting where their name may stand for election.

Section 9: EXECUTIVE POSITIONS

Part 1

- Executive members of the PB will be elected by the PB 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 PB.
- Members may be re-elected to the same executive position.
- Each Regional Representative may only cast one vote.

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Note – Constitution ref. – (More than one PB member may be elected in a region, and a PB member may represent more than one region.)

Part 2 - Executive Roles and Responsibilities

Chairperson:

- Shall preside over all PB meetings.
- Assist in setting the agenda for all meetings.
- Approve the minutes for distribution by Manitoba COPP to all PB members before the next regularly scheduled meeting
- Sign all official documents adopted by the PB.
- Correspond with PB members between meetings as necessary.
- Assist in developing committee policy.
- Serve as an ex-officio member on all committees.
- Other duties as required.

Vice Chairperson:

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

Secretary:

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

Executive members:

- Responsible to provide or delegate administrative / operational services normally provided by the Program Administrator during a vacancy of the position.

Section 10: REGIONAL REPRESENTATIVES

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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 PB 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 PB will be determined by a majority vote of the Manitoba COPP Board members.

Section 12: PROGRAM ADMINISTRATOR

The Program Administrator shall work with the PB to Achieve the goals and objectives of Manitoba COPP as outlined in the Constitution. The Program Administrator shall be a non-voting member of the PB. The Program Administrator detailed roles and responsibilities will include the services outlined in the contract agreement with the Provincial Board. Including financial management, board administrative services, website monitoring and updates.

Outline of role and responsibilities of a PA

- Administrative services to the Board including planning, directing and coordinating
- Liaise and foster partnerships with supporting agencies.
- Assist in establishing new groups in co-ordination with the Regional Representatives
- Assist Regional Representative with coaching and management of existing COPP groups
- Assist the Board with planning and logistics to organize an annual conference /AGM
- Liaise with representatives of organizations.
- Assist with preparation of by-laws and policy and procedures
- Assist PB with mediation where required
- Prepare meeting analysis, background briefings with options for the Board

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- Ensure payment of all bills relating to MB COPP
- Bookkeeping preparing detailed financials, budgeting, facilitate Financial Audit, file CRA Non-Profit Information
- Maintain Incorporation status, submitting annual returns to the MB Companies Office
- File Non-Profit GST Input Tax Credit with CRA
- Facilitate distribution of equipment according to COPP policies
- Ordering, tracking, pick up inventory, boxing equipment, shipping and receiving
- managing the requirements of sponsoring agencies, and obligations for a renewed funding agreement
- Arrange meeting facilities (Hybrid & In person) including hotel guest rooms
- Maintaining the website with updated documents and member logins

Section 13: EXPENSE RECOVERY

It is expected that in the course of exercising duties, expenses may be incurred by directors of the Board. Eligible expenses will be reimbursed by Manitoba COPP for:

- Trainer's transportation to and from COPP training sessions.
- Transportation to and from PB meetings and other COPP-related meetings.
- Accommodation for members attending PB meetings and other COPP-related meetings.
- Transportation representing MB COPP at conferences, gatherings, meetings.
- Transportation required to undertake certain specified activities for the Board.
- Transportation required to participate in Provincial or Municipal / City Community events in their capacity as a director.
- Transportation and all reasonable expenses incurred in exercising their responsibilities as a director
- Reasonable incidental office and business expenses, including photocopies, courier charges, telephone calls, and mail services will be reimbursed.
- Other relevant expenses resulting from activities that are appropriate to fulfilling their role as a director.
- meals (related expenditures that are incurred in the course of conducting the business of the Board or where the director is entertaining a guest of the Board)
- Meals and parking, submitted with the original receipts, at the rates set by resolution of the Board.

All expenses must be reasonable and necessary to the business of the MB COPP and must be within the budgetary parameters established by the Board of Directors. All expenses by directors must be properly submitted with receipts attached and retained in a format which may be reviewed by the Board, or designate.

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Section 13: VOTING by CONSENSUS DECISION

- Members of the Provincial Board will be expected to work together to find a mutually acceptable solution on operational and administrative matters as they pertain to Manitoba COPP.
- Broad engagement and commitment of all participants to make decisions by consensus agreement rather than by majority vote.
- All attempts at achieving consensus begin with a good faith attempt at generating full-agreement, regardless of a decision rule threshold.
- Consensus-Based Decision-Making Directives shall be observed to come to agreement.
- The members of the Resource Council are participating members of the consensus process to assist in offering guidance to PB but unable to block consensus.
- Constitution reference, Article VII – Sc. 3 – (More than one PB member may be elected in a region, and a PB member may represent more than one region.)
- Proportional representation is achieved by using Consensus Decision Directives

Elements of a Consensus-Based Decision

- a) All parties agree with the proposed decision and are willing to carry it out;
- b) No one will block or obstruct the decision or its implementation; and
- c) All generally support the decision and implement it

Levels of Consensus

- a) I can say an unqualified “yes!”
- b) I can accept the decision.
- c) I can live with the decision
- d) I do not fully agree with the decision, however, I will not block it and will support the decision.
- e) silence on decisions is agreement.

Variations if Consensus cannot be achieved

- If consensus cannot be achieved the dissenting party or parties are required to present an alternative proposal for consideration by the group that they believe to be more agreeable.
- The decision rule threshold “Consensus-Minus-One” may be used only if full consensus is unachievable. What this means is that it takes more than one dissenting member to block consensus.
- When the timing of a decision critical to the organization does not allow for consensus to be developed, a vote may be taken to decide the proposal.

ADMT – February 21, 2014 / ADMT – May 7, 2016 / ADMT – September 10, 2016

ADMT – April 26, 2019 / ADMT – October 27, 2019 / ADMT – May 28, 2020

ADMT – Mar 27, 2021 / ADMT- April 29, 2023