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**APPENDIX C – EDMONTON POLICE  
COMMISSION MEETING PROCEDURES**

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## EDMONTON POLICE COMMISSION MEETING PROCEDURES

The Edmonton Police Commission adopts the following rules of procedure in accordance with City of Edmonton Bylaw 14040 as amended.

### PART 1 - PURPOSE AND DEFINITIONS

- PURPOSE            1.     The purpose of this manual is to establish rules for Meetings of the Edmonton Police Commission.
- DEFINITIONS       2.     The following words and phrases mean:
- a.    Chair – the person elected by the members of the Commission to act as Chair and to preside over meetings;
  - b.    Vice-Chair – the person elected by the members of the Commission to act as Vice-Chair and to preside over meetings in the absence of the Chair;
  - c.    Challenge – an appeal of a ruling of the Chair;
  - d.    Commission – the Edmonton Police Commission;
  - e.    Committee – any committee of the Commission;
  - f.    Executive Director – the person appointed by the Commission to provide executive management to the Commission;
  - g.    Member – means a member of the Commission;
  - h.    Municipal – the Municipal Government Act S.A. 1994, c. M-26-1, Government Act as amended, or any replacement legislation;
  - i.    Point of Order – a demand that the Chair enforce the rules of procedure;
  - j.    Point (or Question) of Privilege – a request made to the Chair or Commission member on any matter related to the rights and privileges of the Commission or individual members which include the:
    - i.    comfort of members;
    - ii.   conduct of members, employees or members of the public in attendance at the meeting; and,
    - iii.  accuracy of the reports of the Commission’s proceedings;
  - k.    Executive Assistant – the person employed by the Commission to prepare the agenda material, circulate the agenda, and maintain minutes of the meetings;
  - l.    Public Complaint Director – the person designated by the Executive Director, on behalf of the Commission, to act in the capacity of Public Complaint Director under the provisions of the Police Act, R.S.A. 2000, c.P-17 as amended or any replacement legislation; and
  - m.   Table – a motion to delay consideration of any matter in order to deal with more pressing matters.

### PART 2 - INTERPRETATION AND APPLICATION

- REFERENCE SOURCE       3.     If a question relating to the procedures of the Commission or Committees is not answered by the Rules of Procedure, the answer to the question is to be determined by referring to the most recent revision of Robert’s Rules of Order Newly Revised.

SUSPENSION OF RULES 4. The Commission may suspend any provision of the Rules of Procedure.

### PART 3 - MEETINGS OF THE COMMISSION

ELECTION OF OFFICERS 5. The Commission at its first meeting in January shall elect a Chair and Vice-Chair for that year.

REGULAR PUBLIC MEETINGS 6. The dates, times and locations for the Commission’s regular public meetings will be established at the first Commission meeting of the year in January. This information will subsequently be posted on the Commission website. Meetings will take place monthly, except in the month of August. The preferred meeting locations are the Heritage Room on the main floor of City Hall, or a designated community location. When the venue is to be changed, notification shall be given to the public one month prior to the meeting in the changed location.

CRITERIA FOR CLOSED MEETINGS 7. Meetings of the Commission shall be open for the public; however, subject to section 18 of AR 200/95, *Freedom of Information and Protection of Privacy Regulation*, matters relating to discipline, personnel administration, contract negotiations, security of police operations, or other similar matters may be held in camera.

CRITERIA FOR IN CAMERA MEETINGS 8. The Commission may meet in camera whenever the members vote to do so.

CHANGING TIME, DATE, LOCATION 9. The Commission may change the time, date or location of any meeting.

CANCELLATION 10. The Commission may cancel any meeting.

SPECIAL MEETINGS 11. The rules governing special meetings of the Commission are as follows:  
a. The Chair may call special meetings of the Commission, whenever he or she considers it expedient to do so, but shall do so when required in writing by a majority of the members;  
b. Written notice shall be given of any special meeting, stating the time and place, and in general terms, the nature of the business to be transacted, and shall be sent to each member’s residence or place of business not less than twenty four hours prior to the meeting;  
c. The Chair may call a special meeting, upon shorter verbal notice, if all of the members give their written consent before or at the commencement of the meeting, or if all members are present and resolve to dispense with written consent. This consent must be in writing unless the members unanimously resolve to dispense with the requirement that it be in writing; and,  
d. Where a special meeting is called, no business other than the business indicated in the notice may be transacted without the consent of all members.

QUORUM REQUIREMENTS 12. Quorum for a meeting of the Commission is a majority of the existing appointed members. Councillors who are members shall be counted as “existing appointed members” for the purposes of determining quorum only if they are in attendance at that meeting.

WHEN NO QUORUM 13. If there is no quorum within half an hour after the time set for the meeting, the secretary will record the names of the members present, and the meeting will be adjourned to the time of the next regular meeting. The agenda for the adjourned meeting will be dealt with at the next regular meeting, unless a special meeting is called to deal with the business of the adjourned

meeting.

ESTABLISHED TIMES FOR ITEMS 14. The Commission may establish a specific time for discussion on any matter

#### PART 4 - AGENDAS AND RECORDS OF MEETINGS

AGENDA FORMAT 15. (a) The agenda orders the business for a meeting unless as otherwise determined by the Commission.  
(b) A Consent Agenda format may be used. This format brings together a series of reports under the heading of Consent Agenda. One motion is made to accept all of these reports for information, including those reports requiring a specific motion that does not require discussion. At the request of any member, an item that requires discussion will be exempted from the Consent Agenda.  
(c) The agenda will be formatted so that matters involving the Edmonton Police Service will be dealt with at one time.

ESTABLISHMENT OF AN AGENDA 16. The Executive Director is responsible for establishing the monthly agenda, including prioritizing items, and determining whether items should be placed on the open or closed portion of the meeting agenda, bearing in mind the Commission’s mandate of ensuring public accountability. The draft agenda shall be submitted to the Chair of the Commission for approval prior to its distribution to the Chief of Police and the members of the Commission.

DISTRIBUTION OF AGENDA 17. The agenda materials for the monthly meeting of the Commission shall be distributed 5 days prior to the meeting date, requiring that the items to be included on the agenda must be submitted to the Commission Executive Assistant a minimum of 7 days in advance of the meeting. Any additions to the agenda, after this deadline, shall be submitted to the Commission at the commencement of the Commission meeting, and the Commission shall vote on whether the item shall be approved for inclusion on the agenda.

ADOPTION OF AGENDA 18. The Commission must vote to adopt the agenda prior to transacting other business and may:  
a. add new items to the agenda; or  
b. delete any matter from the agenda by unanimous vote.

PREPARATION OF MINUTES 19. The secretary must prepare all Commission minutes which will include:  
a. all motions;  
b. the names of the members present at and absent from the meeting;  
c. the names of the members voting for and against all motions, and of those who are absent for the vote, and a brief outline of the issues being voted on.  
d. any declarations of pecuniary interest made under the Municipal Government Act, or any other legislation or bylaw by any member, or any resolutions excusing a member from voting.

ADOPTION OF MINUTES 20. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If there are errors or omissions, the Commission must:  
a. pass a motion to amend the minutes; and  
b. adopt the minutes as amended,  
and if there are no errors or omissions, the Commission must adopt the minutes as circulated.

- ACCESS TO MEETING 21. All agendas, minutes, and reports for public meetings will be posted on the Commission's website, [www.edmontonpolicecommission.ca](http://www.edmontonpolicecommission.ca).
- MINUTES ITEM DUE LIST AND DUE DATES 22. The Executive Assistant shall ensure that all outstanding items from the previous meeting are included on the following agendas at the appropriate time.

## PART 5 – MOTIONS

- MOTIONS 23. All directions or recommendations adopted by the Commission will be put forward as a motion.
- NOTICE OF MOTION 24. A Commissioner may make a motion introducing any new matter only if
- a. notice is given at a Commission meeting held at least seven clear days before the meeting and a copy of the content of the notice is made available to the Executive Director; or
  - b. the Commission passes a Special Resolution dispensing with notice.
- DETAILED NOTICE OF MOTION 25. A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made.
- DELAY IN PRESENTING MOTION 26. If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two regular meetings.
- RECOMMENDATIONS ARE NOT MOTIONS 27. A recommendation in a report does not constitute a motion until a member has expressly moved it.
- SECONDING AND STATING MOTIONS 28. All motions must be seconded prior to debate.
- DEBATE ON A MOTION 29. Debate proceeds when a motion has a mover and seconder. Commissioners may speak only twice on any motion, once in debate and once to ask questions. Each Commissioner may speak for only five minutes. No Commissioner may speak a second time until all Commissioners wishing to speak have had an opportunity. The Commission may give permission to speak again or to ask additional questions.
- WITHDRAWAL 30. Once a motion has been moved, and seconded, it may not be withdrawn without unanimous consent of all the members present at the meeting.
- AMENDMENTS 31. An amendment proposed to a motion must be relevant to its subject matter and must not propose a direct negative of the motion. Only one amendment to a motion may be before the meeting at any time.
- MOTION TO TABLE 32. A motion may be tabled to enable the Commission to deal with it at a later time.
- POINT OF ORDER 33. A Point of Order which requires immediate attention may interrupt a speaker. The Chair must rule on a Point of Order and no vote will be taken unless there is a Challenge.
- DIVIDING MOTIONS INTO PARTS 34. A member may request that a motion be divided if it contains parts which stand as complete propositions. The Commission must then vote separately on each proposition.

## **PART 6 - VOTING**

- MOTION CARRIED 35. Each member has one vote. A motion will be carried when a majority of members present at a meeting vote in favor of the motion. The Chair must declare the result of the vote.
- TIE VOTE 36. A motion is lost when the vote is tied.
- LOSS OF QUORUM 37. If a motion cannot be voted on because there would be no quorum due to:
- a. a member being excused from voting by the Commission; or
  - b. any abstention allowed or required by statute,
- then the matter will be dealt with as unfinished business and proceeded with at the next regular meeting of the Commission.

## **PART 7 - RULES GOVERNING DEBATE**

- ORDER OF SPEAKERS 38. The Chair will determine the speaking order when two or more members wish to speak.
- ADDRESS PRESIDING OFFICER 39. Members must address the Chair when speaking.
- INTERRUPTIONS 40. Members who have been assigned their turn to speak may only be interrupted by other members, including the Chair:
- a. when a member is discussing a subject and no motion is on the floor;
  - b. by a Point of Order;
  - c. by an objection to the consideration of a motion.
- MEMBER CALLED TO ORDER 41. A member who is called to order must immediately stop talking.
- PROHIBITED ACTS 42. Members must not:
- a. use offensive words in Commission meetings or against any member;
  - b. discuss a vote of the Commission, unless to move to reconsider, renew, or rescind;
  - c. break the rules of the Commission or disturb the proceedings; or
  - d. disobey the decision of the Chair or of the Commission on any question of order, practice or interpretation.
- OPPORTUNITY TO BE HEARD 43. Each member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit or end debate.

## **PART 8 - DUTIES OF THE CHAIR**

- CHAIR TO MAINTAIN ORDER 44. The Chair must preserve order and decorum and decide all questions of procedure.

- GRANTING PERMISSION TO MAKE FORMAL PRESENTATIONS TO THE COMMISSION
45. (a) All requests to make presentations to the Commission shall be in writing and forwarded to the Executive Director of the Commission. The Chair has the discretion to decide if the presentation will be heard and if so, the date at which it may be heard.
- (b) The Executive Director will notify the applicant of the date, time, and place of presentation or rejection of request.
- (c) Persons will be allowed 5 minutes to speak per presentation.
- (d) After the presentation, any member may ask the speaker(s) relevant questions.
- (e) Any member may then ask the Chief of Police relevant questions.
- (f) After the presentation and questions, the Commission will receive the presentation for information. No decision will be made with regard to any request in a presentation until a subsequent meeting.
- CALLING MEMBER TO ORDER
46. The Chair may call to order any member who is out of order.
- REQUEST FOR PUBLIC TO LEAVE MEETING ROOM
47. At the conclusion of the open meeting of the Commission, if the Commission requires to go to a closed session, or an in camera session, the Chair shall ask all members of the public to leave the meeting room. If members of the public refuse to leave, the Chair may request building security, the Chief of Police, or both, to remove the person(s).
- DUTIES OF VICE-CHAIR
48. The Vice-Chair shall preside over meetings when the Chair is absent. In the absence of the Vice-Chair the Commission may elect one of its members to preside over the meeting.

## **PART 9- PRESENTATIONS**

- INFORMAL PRESENTATIONS
49. During the Public Input Item of the Commission Meeting agenda members of the public may make a presentation to the Commission. In total, up to 30 minutes will be allowed for presentations. The maximum time allowed for any one presenter or spokesperson for a group of presenters is 5 minutes. A brief outline of the presentation will be reflected in the minutes. A written response from the Commission will be provided to the presenter, if requested.

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