



## BELLEVILLE POLICE SERVICE BOARD

### PROCEDURAL BY-LAW

#### Statement of Purpose

The purpose of this by-law is to define the procedures of the Belleville Police Service Board in alignment with the *Community Safety and Policing Act (CSPA)*, 2019, and other relevant legislation. This by-law ensures that the Board's operations are conducted in a transparent, accountable manner and promote effective governance.

#### BY- LAW NUMBER 001-2026

#### A By-law to Govern the Procedures and Proceedings of the Belleville Police Service Board

WHEREAS the Belleville Police Service Board (the "Board") is established pursuant to Part IV of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1* (the "Act");

AND WHEREAS Section 38 of the Act authorizes police service boards to pass by-laws governing their procedures and conduct of business;

AND WHEREAS the Board deems it necessary and desirable to establish rules to ensure transparency, accountability, consistency, and effective governance;

NOW THEREFORE BE IT ENACTED BY THE BELLEVILLE POLICE SERVICE BOARD AS FOLLOWS:

#### PART I – GENERAL

##### 1. Short Title

This by-law may be cited as the "**Board Procedural By-law.**"

##### 2. Purpose

The purpose of this by-law is to regulate the procedures, meetings, conduct, and governance of the Board in accordance with the Act, and other applicable legislation.



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### 3. Interpretation and Definitions

#### 3.1 Definitions

In this by-law:

- **“Act”** means the *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1, as amended.
- **“Acting Chair”** means a Member appointed temporarily to act in the place of the Chair.
- **“Agenda”** means the official list of items to be considered at a meeting.
- **“Board”** means the Belleville Police Service Board.
- **“Board Administrator”** means the Administrator of the Board.
- **“Chair”** means the Member elected pursuant to subsection 36(1) of the Act.
- **“Chief of Police”** means the Chief of the Belleville Police Service.
- **“Committee”** means a standing or special committee of the Board.
- **“Consent Motion”** means a single motion approving multiple routine items.
- **“Days”** means calendar days
- **“Deputation”** means an address to the Board respecting an agenda item.
- **“Majority Vote”** means more than one-half of the votes cast.
- **“Member”** means a Member of the Board.
- **“Quorum”** means a majority of the Members.
- **“Two-Thirds Majority Vote”** means at least two-thirds of Members present and eligible to vote.

### PART II – APPLICATION AND PROCEDURE

#### 4. Application of By-law

4.1 This by-law governs all meetings, proceedings, and committees of the Board.

4.2 The Board may suspend one or more provisions of this by-law by a Two-Thirds Majority Vote, except where prohibited by statute.

4.3 In matters not addressed herein, the Chair shall be guided by the most recent edition of *Robert’s Rules of Order*.

### PART III – OFFICERS OF THE BOARD

#### 5. Election of Chair and Vice-Chair



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5.1 At the first meeting of each calendar year, the Board shall elect a Chair and Vice-Chair from among its Members.

5.2 The Board Administrator shall conduct the election of the Chair.

5.3 The Chair shall conduct the election of the Vice-Chair.

5.4 Elections shall be conducted by open vote. Secret ballots are prohibited.

5.5 Where no nominee receives a Majority Vote, successive votes shall be taken or the matter decided by lot.

### **6. Removal and Replacement of Chair**

6.1 The Board may replace the Chair by Majority Vote for governance reasons.

6.2 Removal for misconduct shall comply strictly with the Act.

6.3 Upon removal, a new Chair shall be elected in accordance with Section 5.

### **7. Duties of Chair**

The Chair shall:

- a) Preside over meetings
- b) Enforce procedural rules
- c) Maintain order and decorum
- d) Decide points of order
- e) Act as official spokesperson
- f) Sign approved Board documents
- g) Adjourn meetings when business is complete
- h) Order the removal of disruptive individuals when required for safety

### **8. Vice-Chair and Acting Chair**

8.1 The Vice-Chair shall act in the absence of the Chair.

8.2 If both are absent, Members present shall appoint an Acting Chair.

## **PART IV – COMMITTEES**



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#### **9. Committees of the Board**

9.1 The Board may establish committees pursuant to section 42 of the Act.

9.2 Committee mandates shall be set by by-law or by motion.

9.3 Committee membership shall be reviewed annually.

9.4 Recommendations exceeding a committee's mandate shall be referred to the Board.

#### **PART V – MEETINGS**

##### **10. Regular Meetings**

10.1 The Board shall approve an annual schedule of regular meetings.

10.2 Meetings may be conducted in-person, virtually, or in hybrid format.

10.3 Public access shall be provided for open sessions.

10.4 Meeting notice shall be seven (7) days in advance of the meeting

##### **11. Special Meetings**

11.1 The Chair may call a special meeting at any time.

11.2 Minimum 24-hour notice shall be provided unless circumstances require otherwise.

11.3 Only business stated in the notice shall be considered.

##### **12. Quorum**

12.1 Quorum shall consist of a majority of Members.

12.2 Members participating electronically shall be deemed present.

12.3 Meetings lacking quorum shall be adjourned.

#### **PART VI – AGENDA AND BUSINESS**



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#### **13. Agenda**

13.1 The Board Administrator in consultation with the Chair and Chief of Police, shall prepare the agenda.

13.2 The standard order of business shall include:

- Roll call and Land Acknowledgement
- Chair and Chief of Police Opening Remarks
- Conflict of interest declarations
- Confirmation of the Agenda
- Deputations
- Recognitions
- Approval of Minutes
- Business Arising from the Minutes
- Business Arising from the In-Camera Session
- Correspondence
- New business
- Reports for Decision
- Board Information Matters
- Adjournment
- In camera session, where permitted, prior to or following the General Session, as needed.

13.3 Agendas shall be distributed at least seven (7) days prior to meetings.

#### **PART VII – CONDUCT AND DEBATE**

##### **14. Conflict of Interest**

14.1 Members declaring an interest shall not participate and shall leave the meeting, returning only when matter has been disposed of.

14.2 Members shall comply with CSPA, Ontario Reg 408/23 (2) Conflict of Interest.

##### **15. Deputations**

15.1 Deputations shall relate to agenda items only or be referred to the appropriate committee.

15.2 Deputation requests must be submitted two weeks (fourteen days) prior to the set meeting date of the Board and include any written material to be presented.



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15.3 Deputations are limited to five (5) minutes unless extended by the Chair.

15.4 Improper conduct shall result in termination of the deputation.

#### **16. Member Conduct**

16.1 Members shall comply with O. Reg. 408/23 – Members of Police Services Board Code of Conduct.

16.2 Disorderly conduct may result in expulsion from the meeting.

16.3 The Board will indemnify and save harmless all current and former members of the Board from any claims, judgments, costs, and/or reasonable legal expenses (including solicitor and client costs including disbursements) arising out of the members' good faith exercise of their duties as members of the Board.

#### **17. Rules of Debate**

17.1 Members shall speak only when recognized by the Chair.

17.2 Debate shall cease when a vote is called.

### **PART VIII – MOTIONS AND VOTING**

#### **18. Motions**

18.1 All motions shall be moved and seconded.

18.2 Motions may be withdrawn prior to a vote.

#### **19. Voting**

19.1 Members present shall vote unless prohibited by law.

19.2 Decisions are determined by Majority Vote unless otherwise stated.

19.3 Tied votes result in defeat of the motion.

### **PART IX – MINUTES AND RECORDS**

#### **20. Minutes**



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20.1 The Board Administrator shall record accurate and objective minutes. CSPA Sec.43 (4).

20.2 Minutes shall be approved by the Board and signed by the Chair and Board Administrator.

#### **PART X – OPEN AND CLOSED MEETINGS**

##### **21. Open Meetings**

21.1 Meetings shall be open to the public. CSPA Sec. 43 (1), (2), (3).

21.2 In-camera sessions shall comply with section 44 of the Act.

#### **PART XI – GENERAL**

##### **22. Severability**

If any provision of this by-law is found invalid, the remaining provisions shall continue in force.

##### **23. Repeal**

All previous procedural by-laws or policies inconsistent with this by-law are hereby repealed.

##### **24. Effective Date**

This by-law comes into force on the date of its passage.

**ENACTED AND PASSED** by the Belleville Police Service Board this 19th day of May, 2026.

This rescinds By-law B#2-2022, dated September 21, 2015.

Chair

Acting Board Administrator