



National Joint Committee Of Senior Criminal Justice Officials  
Comité national mixte des représentants officiels de la justice pénale

## BYLAWS

### Article 1. Name

The name of this organization shall be "the National Joint Committee of Senior Criminal Justice Officials" which shall be hereinafter referred to as the "NJC."

### Article 2. Administration

The Executive Body of the NJC shall be comprised of a Chair, Vice-Chair and a National Coordinator who will manage the business of the NJC in accordance with the guidelines and regulations of the Government of Canada. The Executive Body of the NJC is responsible for the overall coordination of the work of the regional, district/zone committees and for the preparation of the annual reports, manuals, etc.

### Article 3. Officers

The Chair presides over the NJC activities and over the national meetings.

The Vice-Chair, in the absence of or disability of the Chair, performs the duties and exercises the authority of the Chair.

The National Coordinator, in collaboration with the National Chair, ensures effective and efficient management of the program, administers financial resources of the NJC and represents Public Safety Canada (PS) at the NJC fora.

### Article 4. Finance

On behalf of Public Safety Canada, which finances NJC activities, the National Coordinator supervises the organization's expenditures and financial activities.

**Regional and District Chairs must obtain the National Coordinator's approval** before authorizing any NJC expenditure which includes PS expenditures. A Request to Hold a Function Form must be used for those purposes. After the event, the Hospitality Expenses Form, original receipts, a list of participants and minutes must be submitted directly to the National Coordinator.

Persons outside the Public Service who plan on attending the NJC meeting and intend to submit a Travel Expenses Claim Record Form must obtain a Letter of Agreement from PS before making any travel arrangements. The travel expenditures shall be made in accordance with the Treasury Board Travel Policy and Guidelines. Only non-federal employees who receive a Letter of Agreement will be reimbursed for travel expenses. After the event, the Travel Expense Claim Record Form and original receipts should be sent directly to the National Coordinator.

#### **Article 5. Meetings**

The NJC shall hold two general meetings per year, in the spring and fall. Special meetings shall be called if deemed necessary by the Executive body of the Committee. The meetings of the Committee shall take place on the days determined by the Executive body upon notification by the National Coordinator. Thirty days prior written notice shall be given to each member of any regular or special meeting. A majority of members shall constitute a quorum. The purpose of the general meeting is to further the mandate of the NJC.

#### **Article 6. Attendance – Approval of Executive Body**

Chairpersons of regional committees shall attend the general meetings of the NJC. If a Chairperson of a regional committee is unable to attend the general meeting they shall designate a member of the regional committee to attend. Members of the regional committees and/or district or zone committees shall be invited to attend where practical and feasible. Observers shall be invited to attend at the discretion of the Chair. Resource persons who will contribute significantly to the content of the agenda shall be invited to attend. Any member of the NJC unable to attend a national meeting may be replaced by a representative of their respective organization with prior approval of the Executive Body.

#### **Article 7. Order of business**

##### **a) Responsibility**

In consultation with all members, the National Coordinator is responsible for the preparation and distribution of a proposed agenda. The Chair, in consultation with the Vice-Chair and the National Coordinator, are responsible for establishing the agenda six weeks prior to the meeting.

##### **b) Format**

The order of business at general meetings shall include:

- Call to order and opening remarks;
- Introduction of members and participants;
- Approval of the agenda;
- Approval of minutes;
- Follow-up on issues in the minutes;
- Tabling of correspondence;
- Financial status report;
- Discussion/presentation on issues of concern to police, corrections, parole and the prosecution;
- Regional reports: five regions;
- New Business;
- Next meeting of the National Joint Committee;
- Meeting evaluation; and
- Adjournment.

**c) Input**

Any of the members or any of the agencies represented within the NJC can submit topics for discussion at general meetings through the National Coordinator. Approximately 10 weeks prior to the fall meeting, a letter signed by the Chair or on his behalf shall be forwarded to the Deputy Minister and Assistant Deputy Minister of PS, the Agency Heads, the Executive Director of the Canadian Association of Chiefs of Police, the Head of the Canadian Association of Crown Counsel, the Executive Director of the First Nation Association of Chiefs of Police, the Regional Chairs and any other concerned party, advising them of the proposed meeting and inviting input to the agenda.

**d) Time limit**

The tentative agenda shall be circulated to all concerned five weeks prior to the meeting. Supporting documentation may be submitted to the National Coordinator at any time but not later than two weeks prior to the meeting.

The proposed agenda shall be circulated to all concerned two weeks prior to the meeting.

**Article 8. Minutes**

The Region hosting a semi-annual general meeting will be responsible for the preparation of minutes of the meeting which shall be transmitted to the National Coordinator for translation and dissemination. Minutes will be prepared after each meeting and will be distributed to all members. They are approved at the next meeting. Amendments are distributed to all concerned.

## **Article 9. Registry**

Records shall be kept in the Department of Public Safety in Ottawa. A central registry of active members and current committees will be kept and will be used as the basis for compiling mailing lists for notices, newsletters, annual reports, etc.

## **Article 10. Resolutions and recommendations**

All resolutions and recommendations will be formulated by consensus. Consensus is used for all matters and it is the responsibility of the chair to recognize consensus. The Chair will assume general consent unless someone objects.

Where there is no consensus, the resolutions and/or recommendations shall reflect the supporting agencies or associations, and opportunity shall be given for any dissenting views to be reported with the resolution or recommendation. Any member representing an agency or association may also abstain from the decision-making process and those abstentions shall be reflected in the resolutions and/or recommendations.

## **Article 11. Regional and district/zone committees**

The NJC may carry out its objectives through the existing regional, district/zone committees. Regional committees may carry out their objectives through existing district/zone committees or through the formation of new district/zone committees.

A district/zone committee shall operate within a defined area and shall elect its officers. Every district/zone committee shall conduct its affairs in harmony with the aims and practices of the NJC, its statutes and bylaws.

Regional committees shall submit a written annual report to the National Coordinator before April 1. The minutes of the Regional Committee meeting shall be directed to the National Coordinator of the NJC.

## **Article 12. Special committees**

With respect to some issues and if there is general consensus, the NJC may decide to organize a special committee to investigate certain matters. The special committee shall submit its findings to the NJC.

When individual members of a special committee disagree with the findings, they shall be authorized to present a report to the NJC on their position.

### **Article 13. Nominations and elections**

All members of the NJC are eligible for election to the position of Chair and Vice-Chair.

Elections to the position of Chair and Vice Chair shall be held every two years. The Chair and Vice-Chair position may be renewed at a general meeting of the NJC.

The Chair of the NJC shall be elected at the spring general meeting on even numbered years.

The Vice-Chair shall be elected at the spring general meeting on odd numbered years.

The National Coordinator shall send to each member of the NJC an invitation to submit nominations for the Chair or Vice-Chair no later than three months before the spring general meeting. The invitation for nomination shall include a list of all members of the NJC. A member may submit only one person for office by sending their nomination to the National Coordinator in advance of the spring general meeting or at the meeting itself. Nominations need not be seconded.

At the spring general meeting, the National Coordinator shall present the name of the nominees and request any further nomination for the position. When the nominations are completed the National Coordinator shall proceed to take a vote by show of hands for each nominee. The National Coordinator shall announce the results of the vote.

Where a Chair or Vice-Chair in function is nominated without other nominations at a general meeting, they shall be deemed to have been re-elected for an additional two years unless they have expressed their wish not to be nominated. The National Coordinator shall announce their re-election after a call for nominations results in no new nominees.

### **Article 14. Modifications**

Bylaws may be promulgated or amended by two-thirds of a duly constituted general NJC meeting.

### **Article 15. Rules of procedures**

The procedures at NJC meetings shall follow the rules and practices as set out in *Robert's Rules of Order* in English and in the *Code Morin* in

French, as far as applicable, in all cases not covered by the statutes or bylaws of the NJC.



National Joint Committee  
Of Senior Criminal  
Justice Officials

Comité national mixte  
des représentants  
officiels de la justice pénale