

UNIFORM LAW CONFERENCE OF CANADA
CRIMINAL SECTION
RULES OF PROCEDURE

1. Delegations

- 1.1 Each province and territory, as well as the federal government, shall designate the number of delegates participating in the conference.
- 1.2 Each delegation shall submit a list of its delegates in writing to the Secretary on or before July 1, each year.
- 1.3 Each delegation shall be headed by a senior delegate for the purpose of these rules.
- 1.4 All senior delegates shall identify themselves to the Secretary at the beginning of the conference.

2. Agenda materials

- 2.1 Each senior delegate sponsoring an agenda item is responsible for preparing the agenda materials.
- 2.2 The agenda materials for each agenda item or supplementary agenda item shall consist of:
 - a) the resolution in the agreed upon format;*
 - b) briefing notes (if applicable); and*
 - c) such supporting materials as the senior delegate sponsoring the agenda item wishes to add.*
- 2.3 The resolution provided for in section 2.2(a) shall:
 - a) be limited to a maximum of (2) 8 ½ x 11 page
 - b) contain the following headings:
 - jurisdiction submitting*
 - subject*
 - statutory reference, if applicable*
 - summary*
 - recommendation*
- 2.4 The briefing notes provided for in section 2.2(b) shall not exceed two (2) legal-sized pages.

3. Agenda and supplementary agenda

3.1 Senior delegates shall direct the presentation of the agenda items sponsored by their delegations during the deliberations of the Criminal Section. A delegate moving a resolution shall orally state the resolution or amended resolution before a vote is taken.

3.2 The agenda shall be composed of agenda items submitted with the relevant agenda materials to the Secretary on or before April 30, or as otherwise directed by the Secretary.

3.3 Agenda materials shall be sent electronically to the senior delegates by the Secretary before July 1.

3.4 The supplementary agenda shall be composed of additional agenda items submitted with the relevant materials to the Secretary after May 1 but before July 1.

3.5 The Secretary may request any senior delegate who adds an item to the supplementary agenda to be responsible for distributing the relevant agenda materials to the other delegations, in both official languages.

3.6 Supplementary agenda items shall be considered during the deliberations of the Criminal Section only if permission is granted by means of a majority vote of the delegates.

3.7 Each senior delegate may, with a majority vote, submit items for addition to the agenda or supplementary agenda.

3.8 Each delegation may present up to six (6) resolutions for consideration and may present additional resolutions for consideration with the permission of a majority vote of the delegates after all delegations have had an opportunity to present six resolutions.

4. Resolutions

4.1 Resolutions from Canada and the Provincial and Territorial delegations received by the Secretary of the Section by the annual deadline for submission of resolutions, which will be April 30 unless otherwise set by the Secretary, will be presented to the Section in the order described below.

a) The Resolutions will be presented in alphabetical order by the Provincial and Territorial delegations commencing with Alberta in 2001. The order of rotation will change from year to year with the lead delegation from the immediately preceding conference presenting resolutions last in rotation at the next conference, and in like fashion the rotation will change from year to year thereafter.

- b) The delegation from Canada will present Resolutions for consideration after the Resolutions received from the Provincial and Territorial delegations have been presented.
- c) Papers, Committee Reports and other Business of the Section shall be presented to the Conference after the resolutions from Canada have been presented.
- d) Resolutions received by the Secretary after the deadline will be presented in the order in which they were received after the regular business of the Section has been completed if permission is granted by means of a majority vote of the delegates.
- e) Resolutions from the floor will be presented after the regular business of the Section has been completed if permission is granted by a majority vote of the delegates.
- f) Where the chair of the wishes to present a resolution on behalf of the delegation of which he or she would ordinarily be a member, the nominated chair of the section shall assume the responsibilities of the chair while that resolution is being debated and voted upon. If the nominated chair is unable to perform this function, the immediate past chair of the section shall assume this role.
- g) A resolution that has been considered by the section within the past five years shall not be submitted for reconsideration without leave of the chair.

4.2 The order of discussion by delegates shall be at the recognition of the chair.

4.3 Where the resolution or amended resolution is different from that contained in the agenda materials, the senior delegate shall provide the Secretary with a written copy.

5. Individual voting

5.1 The resolving of agenda items and supplementary agenda items shall be carried out by means of resolutions put to a vote of the delegates.

5.2 A majority vote shall determine if a resolution is carried or defeated.

5.3 The delegates may, by majority vote, decide that an item is to be carried over for another year or that no action is to be taken in regard to an item.

6. Delegation vote

6.1 A delegation vote may be called for any agenda item or supplementary agenda item where:

- a) the chair declares that the item shall be so decided;
- b) any senior delegate requests that the item shall be so decided.

6.2 A delegation vote may be requested in accordance with section 6.1 before or after a vote of individual delegates.

6.3 Where a delegation vote is called, each delegation is entitled to cast three votes which may be unanimous or in any of the following combinations:

- a) for the resolution
- b) against the resolution; or
- c) as an abstention.

6.4 The votes of the delegation shall be cast by a representative selected beforehand by the delegation.

6.5 Votes not cast shall be counted as abstentions.

6.6 The resolution is carried if it receives a majority of votes.

6.7 Where a delegation vote is called, this vote takes precedence over the vote of individual delegates.

7. Report of the Senior Federal Delegate

The senior federal delegate shall report on the status of the resolutions passed in prior years.