



GREATER SUDBURY POLICE SERVICE BOARD BY-LAW BY-LAW NUMBER 2025-001

A By-Law of the Greater Sudbury Police Service Board to govern the proceedings of meetings of the Board.

WHEREAS section 461 of the *Community Safety and Policing Act* provides that a Police Service Board shall establish its own rules and procedures in performing its duties under this *Act*;

AND WHEREAS the Board deems it expedient to pass such a By-Law to make rules and regulations governing the orders and procedures of the Board;

NOW THEREFORE, the Greater Sudbury Police Service Board hereby enacts as follows:

1.0 INTERPRETATION

ACT

Means the *Community Safety and Policing Act*, as amended, or any successor legislation.

ACTING CHAIR

Means the person appointed by the Board to act in the place and stead of the Chair in the absence of the Chair and Vice Chair.

AGENDA

Means the document prepared for distribution as prescribed by Section 11.3 of this By-Law.

BOARD

Means the Greater Sudbury Police Service Board.

CHAIR

Means the Member elected as Chair of the Board, pursuant to Section 36(1) of the Act.

CHIEF

Means the Chief of Police of the Greater Sudbury Police Service.

COMMITTEE

Means a Standing or Special Committee of the Board.

COUNCIL

Means the Council of the City of Greater Sudbury.

DEPUTATION

Means an address to the Board or its Committees at the request of a person wishing to speak.

BOARD ADMINISTRATOR

Means the Secretary of the Board.

IN CAMERA SESSION

Means a meeting that is closed to the public in accordance with the Act.

MAJORITY VOTE

Means an affirmative vote of more than one-half of the Members present and voting.

MEMBER

Means a Member of the Board and includes the Chair and Vice Chair.

MOTION TO DEFER

Means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of the Board or a Committee.

MOTION TO RECEIVE

Means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of the Board with no additional action being taken.

MOTION TO REFER

Means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from the Chief of Police, Chief Administration Officer or other official or committee.

MOTION TO TABLE

Means a motion to postpone without setting a definite date as to when the matter will be considered again.

NOTICE OF MOTION

Means an oral notice or written motion received by the Board Administrator, moved by a Member, and seconded by another Member, for inclusion on the agenda of a meeting of the Board or a Committee.

POINT OF ORDER

Means a question by a Member with the view to calling attention to any issue relating to this By-Law or the conduct of the Board's business or in order to assist the Member in understanding the Board's procedures, making an appropriate motion, or understanding the effect of a motion.

POINT OF PRIVILEGE OR PERSONAL PRIVILEGE

Means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that their integrity or that of a Member or City official has been impugned or questioned by a Member.

QUORUM

Means a majority of the Members of the Board in accordance with section 43(2) of the Act.

RECORDED VOTE

Means a written record of the name and vote of every Member voting on any matter or question.

SPECIAL MEETING

Means a meeting other than a regularly scheduled meeting, called pursuant to section 8.10 of this By-Law.

VICE CHAIR

Means the Member elected as Vice Chair of the Board, pursuant to Section 36(2) of the Act.

2.0 APPLICATION

- 2.1 Subject to section 22.1 of the By-Law, the rules of procedure set out in this By-Law shall govern all proceedings of the Board, other than disciplinary proceedings conducted pursuant to Part X of the Act.
- 2.2 The rules of procedure contained in this By-Law shall be observed, with necessary modifications, in proceedings of all Committees of the Board.
- 2.3 Should any provision of this By-Law be or become in contravention of any legislation of the Province of Ontario, the provincial legislation shall prevail.
- 2.4 Notwithstanding anything in this By-Law, where the Board or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the *Statutory Powers Procedure Act* shall govern the proceedings.

3.0 ELECTION OF THE CHAIR AND VICE CHAIR

- 3.1 Pursuant to Sections 36(1) and 36(2) of the Act, the Board shall elect a Chair and Vice Chair from its Members at the first public meeting of the Board in each calendar year. If an In Camera session is held prior to the first public meeting, an Acting Chair shall be appointed by the Board for that meeting.
- 3.2 The election of the Chair and Vice Chair shall only be held at a meeting where the majority of all Members of the Board are present.
- 3.3 The Board Administrator shall conduct the election of the Chair and upon their election the Chair shall conduct the election of the Vice Chair, or as otherwise agreed by the Board.
- 3.4 Each nomination shall be made openly and shall have the consent of the nominee and be seconded by a Member present at the first meeting of the Board in the year.
- 3.5 A nominee is a person whose candidacy for the position of Chair or Vice Chair has been moved and seconded by Members present at the first meeting of the Board in the year.
- 3.6 Where it appears to the Board Administrator, by asking for further nominations and receiving no response, that there are no further nominations, the Board Administrator shall call for a motion declaring nominations closed.
- 3.7 After nominations have been closed, no motion shall be in order except a motion to recess for a specified time period.
- 3.8 After nominations have been closed, each mover of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination of the candidate for not more than five (5) minutes in total.
- 3.9 The speakers shall be called upon to address the Board in alphabetical order of the nominees' surnames.
- 3.10 A nominee may withdraw their name at any time prior to a vote being called.
- 3.11 A vote shall be taken regardless of the number of nominations. No vote shall be taken by ballot or any other form of secret voting.
- 3.12 If there are two or more nominees, each Member shall announce their vote and no Member shall abstain from voting.
- 3.13 To be elected as Chair or Vice Chair, a nominee must obtain the vote of a majority of the Members present.

- 3.14 If there are more than two nominees who elect to stand and, if upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped and the Board shall proceed to vote again and continue until either:
- a. A nominee receives the majority required for election at which time such nominee shall be declared elected; or
 - b. It becomes apparent by reason of an equal number of votes that no nominee can be elected. In this case, each nominee shall address the Board for a maximum of 5 minutes, followed by a 10-minute recess, and another vote. If no nominee is elected at this time, the Board shall rely on the greatest seniority as a Board Member i.e. from the date of appointment. to elect the Chair.
- 3.15 The Board Administrator shall record the votes of each Member on each vote.
- 3.16 Each of the Chair and the Vice Chair shall hold their position for a one-year term until their successors are elected in accordance with the Act and this By-law, or until they resign.
- 3.17 The Chair and Vice Chair may be elected for more than one term.

4.0 CHAIR

- 4.1 The Chair shall act as chair of all meetings of the Board. In the absence of the Chair, the Vice Chair shall act in the place and stead of the Chair at that meeting. The Chair shall be entitled to all the rights of a Member of the Board, including the right to vote.
- 4.2 In the absence of the Chair and the Vice Chair, the Members present at a meeting of the Board shall appoint an Acting Chair from Members present and the Acting Chair shall preside in the place and stead of the Chair at that meeting until the arrival of the Chair or the Vice Chair.
- 4.3 It shall be the duty of the Chair to:
- a. Open the meeting by taking the chair and calling the Members to order, as soon as a quorum is present;
 - b. Receive and submit, in the proper manner, all motions presented to the Members;
 - c. Put to a vote all motions, which are moved and seconded, or which necessarily arise in the course of the proceedings, and to announce the result;
 - d. Decline to put to a vote motions which do not comply with this By-Law, or which are not within the jurisdiction of the Board;

- e. To sit ex-officio as a Member of all Committees of the Board and be entitled to vote at the meetings;
 - f. Enforce on all occasions the observance of order and decorum among the Members;
 - g. Receive all reports and other communications directed to the Board by the Chief of Police or others and announce them to the Members;
 - h. Authenticate by signature, when necessary, all by-laws, resolutions, minutes, agreements and other documents authorized by the Board;
 - i. Rule on all procedural matters, without debate or comment;
 - j. Designate the Member who has the floor when two or more Members wish to speak;
 - k. Expel or exclude from any meeting any person whom the Chair determines, in their sole discretion, has exhibited improper conduct at the meeting;
 - l. Adjourn or suspend the meeting if they determine, in their sole discretion, it necessary because of serious disorder; and
 - m. Close the meeting when business is concluded or recess the meeting as required.
- 4.4 The Chair, after three (3) warnings, shall call by name any Member persisting in behavior that is breach of this By-Law and, subject to a majority vote of Members present authorizing it, order them to vacate their seat and leave the meeting forthwith.

5.0 ACTING CHAIR

- 5.1 In case the Chair does not attend within fifteen (15) minutes of the time a quorum is present after the scheduled commencement time for a meeting of the Board, or after the resumption after an adjournment or recess, the Vice Chair shall serve as Acting Chair. In the absence of the Chair and the Vice Chair, the Board Administrator shall call the Members to order, and an Acting Chair shall be appointed from among the Members present and they shall preside until the arrival of the Chair or the Vice Chair.
- 5.2 The Chair may designate the Vice Chair, or in the absence of the Vice Chair, another Member as Acting Chair during any part of a Board meeting when they leave the Chair for any reason.
- 5.3 The Acting Chair shall have and may exercise all the rights, power, and authority of the Chair under this By-Law.

6.0 DUTIES OF MEMBERS

- 6.1 No Member shall:
- a. Speak disrespectfully of any member of the Royal Family, the Governor General, the Lieutenant Governor of any Province, the City Council, any

- member municipality, any member or any official or employee of the City, the Board, or the Greater Sudbury Police Service;
- b. Use offensive words or unparliamentary language;
 - c. Engage in private conversation while in the Board meeting or use electronic devices including mobile phones, laptops, tablets, etc., in a manner which interrupts the proceedings of the Board;
 - d. Leave their seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
 - e. Speak on any subject other than the subject under debate;
 - f. Where a matter has been discussed in an In Camera session, and where the matter remains confidential, disclose the content of the matter or the substance of deliberation of the In Camera session;
 - g. During a Board meeting, challenge any decision of the Board except for the purpose of moving that the question be reconsidered.
 - h. Disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board. In case a Member persists in any such disobedience, after having been called to order by the Chair, the Chair shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at that meeting or any subsequent meeting.

7.0 BOARD ADMINISTRATOR

- 7.1 The Board Administrator is the person appointed by By-Law of the Board to that position from time to time.
- 7.2 The Board Administrator shall perform all tasks assigned to the Board Administrator under this By-Law, and as assigned by the Board from time to time.
- 7.3 It is the duty of the Board Administrator:
 - a. To serve as the administrative link between the Board, the Chief, the Board's legal counsel and labour negotiator, committees of the Board, the media and members of the community;
 - b. To organize meetings, prepare agendas for the meetings, in consultation with the Chair and the Chief, and ensure their timely distribution;
 - c. To record the minutes of the proceedings at the meetings, in consultation with the Chair and the Chief, and ensure their timely distribution;
 - d. To receive all communications addressed to the Board;
 - e. To prepare and issue all communications arising from the proceedings of the Board;
 - f. To maintain a current record of Board resolutions requiring further or future actions and to keep the Board informed of these matters; and
 - g. To organize and maintain an annual calendar of monitoring and other reports to be received by the Board.

- 7.4 All material being distributed before or during a meeting of the Board will be done so through the Board Administrator at the Chair's direction.
- 7.5 The Board Administrator shall record the minutes of each meeting and present the minutes at the following meeting for adoption. The minutes shall record:
- a. The place, date and time of the meeting;
 - b. The names of the Members and staff present;
 - c. The correction and adoption of the minutes of the previous meeting; and
 - d. All resolutions, decisions and other proceedings of the Board.
- 7.6 Board Minutes shall be posted in a draft form, along with a notice and agenda for the meeting seven (7) days before a meeting in accordance with section 43(5), (6), and (7) of the Act.
- 7.7 The approved public minutes of the Board shall be posted on the Board's web page.

8.0 CALLING OF MEETINGS

- 8.1 The Board Administrator, in consultation with the Chair and the Chief, shall establish the schedule of meeting dates and meeting rooms for the Board's meetings.
- 8.2 The regular meetings of the Board shall be held in a meeting room at Police Headquarters at 190 Brady Street, Sudbury, in accordance with the schedule adopted annually by the Board, except:
- a. When otherwise directed by resolution of the Board; or
 - b. When the Chair advises otherwise upon a minimum of 48 hours (2 days) notice to Members, provided that this notice shall not be required in an emergency.
- 8.3 The Board Administrator, upon the direction of the Chair, may:
- a. Cancel a regularly scheduled meeting; or
 - b. Reschedule a meeting to a date other than as specified on the Notice of Meeting.
- 8.4 The Board shall hold at least four (4) meetings each year as stated under section 43(1) of the Act.
- 8.5 The Board, by its first meeting of the calendar year, shall approve the schedule of regular Board meetings, subject to any amendments approved by the Board.

- 8.6 A Member of the Board may partake in a meeting by videoconference software. If the Member participates in the meeting by such means, the Member shall be deemed to have been present at the meeting for the purposes of the Act.
- 8.7 Notice to Members of all meetings, agendas, agenda items, cancellations and postponements shall be provided by the Board Administrator to a Member's residence or place of business, as directed by the Member. It may be sent by first-class mail, courier, facsimile, or electronic mail as requested by the Member. It may also be provided by telephone or personal contact in the case of an emergency.
- 8.8 Notice of all public meetings, agendas, cancellations and postponements shall be provided to the public and the media by issuing a media release and posting a listing of these items on the Board's web page, seven (7) days before the meeting is to be held. These postings shall be updated as required.
- 8.9 The Board Administrator, in consultation with the Chair and the Chief, shall prepare agendas, with supporting material, to be delivered to the Members no less than 48 hours (2 days) prior to the time set for the meeting. Any item not included on the agendas can only be introduced at the meeting with the consent of the majority of the Members present.
- 8.10 The Chair may at any time, or upon receipt of a petition of the Majority of the Members, call a Special Meeting of the Board by providing written direction to the Board Administrator to issue a Notice of Special Meeting.
- 8.11 Written notice of all Special Meetings of the Board or its Committees, detailing the matters to be considered at the meeting, shall be delivered to all Members not less than 48 hours (2 days) before the time set for the meeting. Notice of all Special Meetings shall be provided in accordance with section 8.7 of this By-Law.
- 8.12 A Special Meeting may be summoned by verbal notice provided that the majority of the Members of the Board consent to the time, the place, the manner and the matter to be considered and that the decision to summon the Special Meeting is later ratified by the Board.
- 8.13 At Special Meetings of the Board, the Board shall not decide upon any matter unless the matter has been specified in the Notice calling the Special Meeting. This provision may be waived only by majority vote of the Board where all Members are present to vote upon the motion.
- 8.14 Meetings shall not be scheduled for a time which conflicts with a regular meeting or a meeting previously called of Council or any of its committees on which Members sit.

- 8.15 The Board Administrator shall use their best efforts to satisfy the notice provisions set out in this section. Failure of the Board Administrator to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceedings at the meeting.

9.0 MEETING PROCEDURES

- 9.1 After the Chair has called the meeting to order, the meeting shall proceed as follows under the direction of the Chair. All questions shall be asked through the Chair.
- 9.2 The Chair shall call for any Member of the Board required to do so by the provisions of the *Municipal Conflict of Interest Act*, to disclose any direct or indirect pecuniary interest in accordance with the *Municipal Conflict of Interest Act*. If any such interest is declared, the Member shall:
- a. Prior to any consideration of the matter at the meeting, state the general nature of such interest;
 - b. Not take part in the discussion of, or vote on, any question in respect of the matter; and
 - c. Not attempt in any way, whether before, during or after the meeting, to influence the voting on the matter.
- 9.3 Where a meeting is not open to the public, in addition to complying with the requirements of the *Municipal Conflict of Interest Act*, the Member shall forthwith leave the In Camera session for that part during which the matter is under consideration. The Board Administrator shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member and, if necessary, the time when the Member left and returned to the meeting. The Board Administrator shall also record the time period when the matter was under discussion. This record shall appear in the minutes of the meeting.
- 9.4 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose their interest at the next meeting at which such Member attends.
- 9.5 The Chair shall ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and shall then put the matter to a vote by a show of hands.
- 9.6 Any Member may propose a motion on the matter then under consideration which the Board Administrator shall record in writing. A motion shall require a seconder.

10.0 QUORUM

- 10.1 A majority of Members of the Board, counting the Chair, constitutes a quorum.
- 10.2 As soon as there is a quorum after the scheduled commencement time of the meeting of the Board, and before thirty (30) minutes have passed after the scheduled commencement time, the Chair shall call the Members to order.
- 10.3 If no quorum is present at a scheduled meeting of the Board thirty (30) minutes after the scheduled commencement time, the Board Administrator shall record the names of the Members present, and the meeting shall stand adjourned until the next regular meeting called by the Board Administrator. If the Members who are present at the time remain until a quorum is present, then the meeting shall proceed.
- 10.4 If a quorum is lost during a meeting of the Board, then the Chair shall, upon determining that a quorum is not present, request the Board Administrator to call for a quorum for a period of fifteen (15) minutes, or until a quorum is present, whichever is sooner.
- 10.5 If there is still no quorum of the Board after fifteen (15) minutes, the meeting shall stand adjourned, and the Board Administrator shall record the names of the Members present. In this case, all unfinished business shall be carried forward to the next meeting of the Board.
- 10.6 If, during the course of a Special Meeting of the Board, a quorum is lost or a quorum is not present when required to enable the Special Meeting to start or resume, then the Meeting will stand adjourned to convene or reconvene at such time and place as the Chair will announce.
- 10.7 A declaration of pecuniary interest does not constitute Lost Quorum.

11.0 AGENDAS

- 11.1 Except as otherwise provided by this By-law, all correspondence, notices of motion, and other communication addressed to the Board which are received by the Board Administrator at least ten (10) days prior to a regular meeting shall be placed on the Agenda and shall be dealt with at the next regular monthly meeting.
- 11.2 Where, in the opinion of the Board Administrator, the subject matter of any communication is properly within the jurisdiction of the Greater Sudbury Police Service, such communication shall be referred to the Chief for the necessary action without prior referral to the Board.

- 11.3 The Board Administrator shall prepare for distribution, under the direction of the Chair, an Agenda with the routine order of business for regular meetings of the Board to be as follows:
- a. In Camera Session;
 - b. Roll Call;
 - c. Declarations of Conflicts of Interest;
 - d. Adoption of Previous Minutes;
 - e. Presentations/Deputations;
 - f. Consent Agenda;
 - g. Discussion Agenda;
 - h. Chiefs Report;
 - i. Other/New Business; and
 - j. Close of Meeting
- 11.4 The Board Administrator shall cause to be delivered to each Member at least 48 hours (2 days) before the scheduled time for a meeting the Agenda and copies of related materials.
- 11.5 Notice and Agenda may be provided to the media, and other persons requesting same, by electronic mail a set number of days prior to the meeting being held; the number of days to be set by the Board in both instances, but not less than 48 hours (2 days).
- 11.6 The business of the Board shall, in all cases, be taken up in the order in which it appears in the Agenda, unless otherwise decided by the Board. Any matter on the Agenda not decided by the Board shall be placed on the Agenda of the next regular meeting of the Board.
- 11.7 As soon as the Agenda information is published and distributed by the Board Administrator to the Members and, the information may be made available to the public except for information relating to matters to be considered in the In Camera session.
- 11.8 Every communication intended to be presented to the Board or its Committees must be typed and must contain the signature and contact address of at least one (1) person and preferably the addresses of all signatories. For all communications submitted, there shall be designated a contact person with whom the Board Administrator can communicate on behalf of the Board or a Committee.
- 11.9 All or several items on the Agenda containing a recommendation to “receive for information” may be adopted in a single motion. Any specific items of business will be provided individual deliberation and debate upon the request of any Member.

- 11.10 No business shall be introduced at a meeting which has not been included on the Agenda for such a meeting unless the person seeking to introduce the business obtains the approval of a majority of the Members of the Board.

12.0 OPEN TO PUBLIC

- 12.1 All meetings of the Board shall be open to the public except as otherwise provided under sections 44(2) and 44(3) of the Act, as these sections may be amended or replaced from time to time, and no person shall be excluded from a meeting open to the public except for improper conduct or for breach of this By-Law.
- 12.2 A meeting may be conducted in a private In Camera session pursuant to section 44(2), (3), or (6) of the Act if the Board is of the opinion that:
- 12.3 A meeting shall not be closed to the public during the taking of a vote in a public meeting.
- 12.4 Meetings which are not closed to the public may be taped, televised or otherwise electronically or mechanically recorded so long as the taping, televising or recording is carried out in a manner that does not interfere with proceedings at the meeting, and provided that the people involved receive the permission of the Chair.
- 12.5 No person, except Members and authorized Board and Greater Sudbury Police Service staff shall be allowed to come within the bar of the Board during a Board meeting without the permission of the Chair or the Board.
- 12.6 Members of the public who constitute the audience at a meeting shall not:
- a. Address the Board without permission;
 - b. Interrupt any speech or action of the Members of the Board or any other person addressing the Board;
 - c. Bring food or beverages into the meeting room unless so authorized; and
 - d. Bring signage, placards or banners into such meetings and shall refrain from any activity or behavior that would interfere with Board deliberations.
- 12.7 The Chair may cause to be expelled and exclude any member of the public who creates any disturbance or acts improperly during a Meeting of the Board. If necessary, the Chair may call upon the Chief to seek the appropriate assistance from security or police officers.

13.0 DEPUTATIONS

- 13.1 Subject to the following provisions of this section, any person may either on their own behalf or as a representative of an organization or group appear at any public meeting of the Board and address the Board with respect to any matter relating to policing under consideration by it or being raised for consideration by such person.

- 13.2 Every person wishing to address the Board shall advise the Board Administrator in writing providing an outline of the nature of the deputation at least seven (7) days prior to the commencement of the meeting. All deputants at the meeting shall only be heard upon the consent of the Board.
- 13.3 Unless otherwise permitted by the Board, deputants shall be limited to a total of fifteen (15) minutes to address the Board, of which ten (10) minutes will be allotted to make a presentation to the Board, and the remaining five (5) minutes will be allotted to a question period. If there is a group of people wishing to address the Board with respect to a particular position on a particular issue, then the Board may determine that the group shall be represented by one (1) person or that the time limit shall be other than as stated above.
- 13.4 At the conclusion of the presentation, the Board may receive the presentation, discuss it at that point or at a later time in the meeting, or defer the matter to a subsequent meeting for the purpose of receiving further information.
- 13.5 No deputant shall:
- a. Speak disrespectfully of any person;
 - b. Use offensive words or unparliamentarily language;
 - c. Speak on any subject other than the subject for which they have received approval to address the Board;
 - d. Disobey this By-Law or a decision of the Chair or the Board.
- 13.6 The Chair may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this By-Law, and, if the Chair rules that the deputation is concluded, the person or persons appearing shall withdraw.

14.0 RULES OF DEBATE

- 14.1 All Members of the Board shall exercise their right to debate within the framework set out in these rules.
- 14.2 To address the Board, a Member shall raise their hand and be recognized by the Chair and direct all comments through the Chair.
- 14.3 When two or more Members indicate their desire to speak at the same time, the Chair shall designate the order of speakers.
- 14.4 Every Board Member, prior to speaking, must address the Chair, and all remarks must be directed through the Chair.
- 14.5 All remarks and comments must be relevant to the question under consideration and the Chair shall be the judge of such relevancy.

- 14.6 When a Member is speaking, no other Member shall interrupt the Member speaking except to raise a point of order, privilege or personal privilege.
- 14.7 Any Member may require that a motion or question under discussion to be read at any time during the debate but not as a means to interrupt the Member speaking.
- 14.8 No Member shall speak for longer than five (5) minutes on a question without the Board's permission.
- 14.9 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion, and the question shall be stated succinctly.
- 14.10 After the question has been put to the Chair, no Member shall speak to the question, nor shall any other motion be made until after the vote is taken and the results have been declared.
- 14.11 When a Member rises on a Point of Order, Point of Privilege or Point of Personal Privilege, they shall ask leave of the Chair to raise the point. After leave is granted, the Member shall state the point with a concise explanation to the Chair and then remain silent until the Chair has ruled upon the point.
- 14.12 Thereafter, a Member shall only address the Chair for the purpose of appealing the Chair's decision to the Board.
- 14.13 The Chair's ruling is final unless it is challenged. Any Member may challenge the ruling of the Chair immediately following the ruling.
- 14.14 The Board, if appealed to, shall call a vote, without debate, on the following question: "Shall the Chair be sustained?", and the Board's decision shall be final.

15.0 MOTIONS AND NOTICES OF MOTION

- 15.1 A motion or Notice of Motion in respect of a matter which is not within the jurisdiction of the Board shall not be in order and shall not be considered by the Board.
- 15.2 Whenever the Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair shall rule the motion or resolution out of order.
- 15.3 No Member shall introduce any item to the Board for its consideration unless:
 - a. The item relates to a matter on the Agenda for that meeting; or
 - b. The matter is of an urgent nature; or
 - c. Leave is granted on a majority vote.

15.4 The following may be introduced orally without written notice and without leave of the Board:

- a. A point of order or privilege;
- b. Presentation of petitions;
- c. A motion to waive or suspend the rules of procedure;
- d. A motion to recess;
- e. A motion to adjourn;
- f. A motion to call the question;
- g. A motion to retire into an In Camera Session;
- h. A motion to receive an item;
- i. A motion to table an item;
- j. A motion to refer;
- k. A motion to defer;
- l. A simple amendment;
- m. A motion to adopt a recommendation; or
- n. The motion relates to a report which was distributed with the Agenda.

15.5 Except as provided in Section 15.4 of this By-Law, all motions and Notices of Motion shall be in writing. The Chair may require that any amendment be signed by the mover and the seconder.

15.6 A motion shall be moved and seconded before the Chair shall put the question and the motion is recorded in the minutes of the meeting.

15.7 All motions or notice of motions shall be worded in the affirmative, where possible, and shall express fully and unambiguously the intention of the mover.

15.8 A Member may move a motion in order to initiate discussion and debate and that Member may vote in opposition of the motion. A seconder of a motion may vote against the motion.

15.9 After a motion is moved at the Board meeting or placed on the Agenda as a Notice of Motion, it shall be deemed to be in the possession of the Board and may not be withdrawn without the consent of the mover and seconder and a majority vote.

16.0 SPECIFIC MOTIONS

16.1 A motion to recess is not debatable, shall specify the length of the recess, and may only be amended with respect to the proposed length of the recess.

16.2 A motion to adjourn:

- a. A motion to adjourn the Board meeting is not debatable and shall always be in order except:
 - i. When another Member is in possession of the floor;

- ii. When a vote has been called;
- iii. When the Members are voting; or
- iv. When a Member has indicated to the Chair their desire to speak on the matter before the Board.

- b. A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate.

16.3 A motion to call the question:

- a. A motion to call the question is not debatable.
- b. A Member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.
- c. A motion to call the question shall be put immediately without debate.

16.4 A motion to table:

- a. A Motion to table is not amendable or debatable and shall apply to the motion and any
- b. Amendments under debate when the Motion to table is made.
- c. If the Motion to table carries, in the absence of any direction from the Board, the matter may not be discussed until the Chief, or a Member through a Notice of Motion, brings it forward to a subsequent meeting.

16.5 A Motion to refer and any amendment to it is debatable and shall include:

- a. The name of the official to whom the motion or amendment is to be referred;
- b. The terms upon which it is to be referred and the time or period, if any, within which the matter is to be returned.

16.6 A Motion to defer and any amendment to it is debatable and shall include:

- a. The time to, or period within which, consideration of the matter is to be deferred; and
- b. Whatever explanation is necessary to demonstrate the purpose of the motion to defer.

16.7 A motion to amend:

- a. A motion to amend is debatable; and
- b. Only one motion to amend a motion shall be on the floor at any one time.

16.8 A Motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.

- 16.9 An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment.
- 16.10 An amendment which, in effect, is nothing more than a rejection of the main motion is not in order.
- 16.11 A motion that the Board consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Board so decides, by a majority vote.
- 16.12 Subject to sections 16.13 and 16.14 of this By-Law, after a question has been decided, it shall not be reconsidered within twelve (12) months following the decision of the Board unless the Board decides to do so by a majority vote. Any reconsideration that occurs after this 12-month period also requires a majority vote.
- 16.13 After any question has been decided, any Member who voted thereon with the majority may make a motion to reconsider the question.
- 16.14 A motion to reconsider may not be introduced without notice, unless the Board, without debate, dispenses with notice on a majority vote.
- 16.15 A motion to reconsider is debatable.
- 16.16 No discussion of the main question shall be allowed until the motion for reconsideration is carried.
- 16.17 Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise.
- 16.18 If the question is reopened, all previous decisions of the Board remain in force unless the Board decides otherwise.
- 16.19 No motion to reconsider may, itself, be the subject of a motion to reconsider.

17.0 NOTICES OF MOTION

- 17.1 A Notice of Motion shall be in writing and shall include the name of the mover and seconder. It must be received by the Board Administrator prior to 4:00 p.m. on the seventh business day preceding a regular meeting for inclusion in the Agenda for that meeting of the Board and, subject to section 17.3 of this By-Law, for each succeeding meeting until the Motion is considered or otherwise disposed of.
- 17.2 The Board Administrator shall include in the Agenda materials any reports from the Chief relating to the Notice of Motion submitted in accordance with section 17.1 of this By-Law.

- 17.3 All Notices of Motions on the Agenda and not disposed of shall be placed on the Agenda for the next regular meeting of the Board.
- 17.4 When a Notice of Motion has been on the Agenda for two consecutive meetings after notice has been given, and not proceeded with, it shall be dropped from the Agenda and deemed withdrawn unless the Board decides otherwise.

18.0 VOTING

- 18.1 Motions relating to an item under consideration shall be voted on in the following order:
- a. A motion to waive or suspend the rules of procedure;
 - b. A motion to recess;
 - c. A motion to adjourn;
 - d. A motion to call the question;
 - e. A motion to receive an item;
 - f. A motion to table an item;
 - g. A motion to refer;
 - h. A motion to defer;
 - i. A motion to amend the amendment;
 - j. A motion to amend, in reverse order of its being placed; and
 - k. The main motion.
- 18.2 Every Member present at a meeting of the Board where a question is put shall vote on the question, unless prohibited by statute, in which case the Board Administrator shall so record.
- 18.3 A Member shall vote by raising a hand, except where a recorded vote is requested. In the case of a recorded vote, the Board Administrator shall call out the names of the Members and Members shall announce their vote alphabetically in order of their surnames, but beginning with the Member who requested the recorded vote. The Chair shall announce the result of all votes taken.
- 18.4 A request by a Member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.
- 18.5 When the Chair calls for the voting on a question,
- a. Each Member shall occupy their seat and shall remain in place until the result of the vote has been declared by the Chair, and
 - b. During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.

- 18.6 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.
- 18.7 A vote on the main motion, as amended, may be split only for the purpose of complying with the *Municipal Conflict of Interest Act*.
- 18.8 The Chair may vote on any matter before the Board.
- 18.9 Each Member of the Board, including the Chair, has one vote only.
- 18.10 If a Member doubts the results of a vote by a show of hands as announced by the Chair, the Member may call for the vote to be taken again and the Chair may request that the Members shall vote again
- 18.11 A failure to vote shall be deemed to be a negative vote.
- 18.12 All decisions of the Board shall require a majority vote except as otherwise set out in this By-Law.
- 18.13 The following decisions of the Board require a majority vote:
- a. A motion to consider a report or By-Law that does not relate to a matter on the Agenda under section 15.3 of this By-Law;
 - b. A motion to consider a matter previously deferred indefinitely or to a time or eventuality that has not been reached or occurred under section 16.11 of this By-Law;
 - c. A motion to reconsider a question decided within the previous twelve (12) months under section 16.12 of this By-Law;
 - d. A motion to suspend the provisions of this By-Law under section 22.1 of this By-Law.
- 18.14 Any motion that receives a tie vote shall be deemed to have been decided in the negative.

19.0 BY-LAWS

- 19.1 The adoption of every By-Law presented to the Board shall be the subject of a motion.
- 19.2 Every By-Law shall only require one reading to be passed. The actual reading of the By-Law may be dispensed with where the By-Law has been circulated to Members prior to the meeting as part of the Agenda.
- 19.3 By request of any Member, any By-Laws may be discussed or voted on individually.

- 19.4 Every By-Law, when introduced shall be in typewritten form and shall comply with the provisions of any relevant legislation.
- 19.5 No By-Law shall be presented to the Board unless its subject matter has been previously approved by the Board.
- 19.6 All amendments to any By-Laws approved by the Board shall be deemed to be incorporated into the By-Law and if the By-Law is enacted by the Board, the amendments shall be inserted by the Board Administrator.
- 19.7 Every By-Law enacted by the Board shall be signed by the Chair or by the Vice Chair in the Chair's absence, and by Board Administrator. Each By-Law shall be numbered, dated, and deposited in the Office of the Board.

20.0 COMMITTEES

- 20.1 Subject to the provisions of Section 42 of the Act, Committees may be established by the Board at any time as is deemed necessary for the consideration of matters within the jurisdiction of the Board.
- 20.2 The Board shall determine the appropriate number of Committees, their membership, mandates, and reporting practices.
- 20.3 The Board may establish Ad-Hoc Committees of limited duration, to inquire and report on a particular matter or concern. An Ad-Hoc Committee shall dissolve automatically once the matter or issue has been resolved.
- 20.4 The role of Committees shall generally be to:
 - a. Make recommendations to the Board on matters which are in their jurisdiction; and
 - b. Guide and request the Chief to provide reports on the direction and nature of policy development, fact finding, analysis, generation of alternatives, and other matters within the Board's jurisdiction.
- 20.5 Committees make recommendations to the Board unless specific authority is delegated to a committee to make a decision.
- 20.6 Each Committee shall appoint a Chair of the Committee.
- 20.7 Members shall be appointed to Committees by the Board for a specific period of time.
- 20.8 Members who are not members of a specific committee may attend meetings of that Committee and may, with consent of the Chair of that Committee, take part in

the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these meetings.

20.9 No sub-groups of Committees shall be established without approval by the Board.

20.10 The general principles contained in this By-Law apply to any group that is formed by Board action, whether or not it is called a committee and regardless of whether the group includes non-Board members. It does not apply to committees formed under the authority of the Chief.

21.0 MEDIA RELATIONS

21.1 Unless otherwise specified, the spokesperson for the Board is the Chair of the Board. Should the Chair be unavailable, the Vice Chair shall be the spokesperson for the Board.

21.2 On matters of factual information, administration of the Board, or communicating a decision of the Board in response to an enquiry, the Board Administrator may communicate or act as a resource person on behalf of the Board.

21.3 In special circumstances, such as labour relations, or where a Board subcommittee has been established on a specific issue, the Board may designate the Member leading the negotiations, or the Chair of the Committee, to act as spokesperson for the Board.

21.4 The Board Administrator is responsible for informing the local media of the date and time of future Board meetings and news conferences held by the Board. They are also responsible for arranging news conferences and for coordinating joint events with the Police Services Corporate Communications Section when both the Board and the Police Service are affected.

21.5 When required, the Board Administrator will serve as the liaison between the media and the Board spokesperson when requests are received for interviews or comments.

21.6 The Board's spokesperson shall be careful to speak only on matters within the Board's jurisdiction and mandate of the Board and to avoid speaking about matters that fall under the jurisdiction of the Chief or Council.

21.7 When operational matters under the jurisdiction of the Chief are likely to spark significant public interest or debate, the Chief will inform, where practicable, the Board before a public statement is made by the Chief or the Service.

21.8 If warranted by the significance and seriousness of the matter, the Chief and/or the Chair may consult with the Board before information is released to ensure public

release is appropriate and justified, and to receive advice on the format and tone of the communication from Members.

- 21.9 Board Members may communicate a position of the Board; however, should a Board Member publicly disagree with a position of the Board, or should a Board Member comment upon a matter not yet before the Board, they will clearly identify that they are speaking as an individual and not on behalf of the Board. Nor shall a Board Member state that the Board has taken a position on a matter, until the matter has been voted upon.
- 21.10 Media releases shall be approved by the Chair, or the Vice Chair, prior to release. Board Members shall receive a copy of the release as soon as possible once it has been approved.
- 21.11 News conferences on matters within the jurisdiction of the Board shall be called at the discretion of the Chair or the Vice Chair. Whenever possible, Board Members shall be advised of the event prior to it taking place.
- 21.12 Board Members will respect the confidentiality appropriate to issues of a sensitive nature and those items disclosed or discussed during In Camera sessions.

22.0 SUSPENSION OR AMENDMENTS TO BY-LAW PROVISIONS

- 22.1 A motion to suspend, waive, or not to follow a rule of procedure established by this By-Law shall not be passed without a majority vote.
- 22.2 This By-Law shall not be amended or repealed except for a majority vote of the Board.
- 22.3 No amendment or repeal of this By-Law shall be considered at any meeting of the Board unless notice of the proposed amendment or repeal was given at a previous meeting of the Board. The Board may not waive this notice requirement.

23.0 OTHER MATTERS

- 23.1 All procedural matters not specifically addressed in this By-Law shall be decided by the Chair first in accordance with the rules of procedure as set out in By-Law 2025-04 and 2023-04 of the City of Greater Sudbury, being By-Laws to regulate the proceedings of Council of the City of Greater Sudbury, and second in accordance with Robert's Rules of Order.

24.0 ENACTMENT

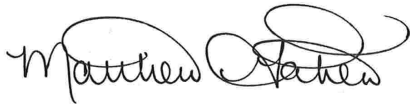
- 24.1 By-Law 2019-2, as amended, and all By-Laws, sections of By-Laws and procedural policies of the Board inconsistent with the provisions of this By-Law are hereby repealed.

24.2 This By-Law shall come into force on the date of its enactment.

BY-LAW passed by the Greater Sudbury Police Service Board, this 17th day of December 2025.



Gerry Lougheed, Jr., Chair



Matthew Gatien, Board Administrator