

**TOWN OF THE BLUE MOUNTAINS
COMMUNITY POLICING COMMITTEE**

CONSTITUTION

MANDATE -- As a partner with the Community and the Blue Mountains detachment of OPP, the Community Policing Committee is constituted:

- **To provide a listening post and voice for the Community on policing issues**
- **To encourage citizen, and community and commercial organizations' participation in the identification and resolution of policing issues**
- **To help develop and encourage the application of Community Policing Principles for the OPP and the Communities within the Town of the Blue Mountains**
- **To liaise on a regular basis with the Town of the Blue Mountains' Police Services Board and to submit an annual report outlining the Committee's activities (to be submitted no later than January 10th of each year)**

MEMBERSHIP:

1. **The Committee shall consist of:**
 - i. **Volunteer members representing the Town's Community and Commercial Organizations**
 - ii. **Volunteer citizens of the Town**
 - iii. **Volunteer representative(s) of the OPP**
2. **Any person can be recruited as a member or can apply for Committee membership through any member of the Committee. All appointments to the Committee will be subject to the approval of the Committee**
3. **The Committee will encourage and receive submissions from non-member citizens (individuals or local organizations) on topics related to community policing issues**

EXECUTIVE:

1. **The Executive Committee shall consist of:**
 - i. **Chair**
 - ii. **Vice Chair**
 - iii. **Secretary**
 - iv. **Treasurer**
 - v. **Past Chair**
2. **Terms of Office shall be from January 1st to December 31st each year**
3. **The Committee shall have an annual Executive election at the January meeting**
4. **Those successful in the election will assume their duties no later than February 1st of that year. All members of the Committee shall have a single vote for each position. Ballots will be distributed and collected by those Committee members who are not seeking office.**

EXECUTIVE DUTIES:

1. Duties of the Chair:

- Shall preside at all meetings of the Community Policing Committee
- Shall only vote in the event of a tie, excluding the elections
- Shall call meetings as deemed necessary
- Shall attend or appoint a designee at all functions requiring a representative of the Committee
- Shall designate other Members to perform duties necessary to assure efficient functioning of the Committee
- Shall ensure appropriate liaison with the Town's Community and Commercial Organizations

2. Duties of the Vice-Chair:

- Shall assume the position of the Chair if a vacancy occurs in this office
- Shall assume the Chair in the absence of the Chair or when the Chair declares a conflict of interest on an issue
- Shall assist the Chair and perform any functions deemed necessary by the Executive

3. Duties of the Secretary:

- Shall record the minutes of the meeting and distribute copies to the Members
- Shall keep a calendar of events of the Committee
- Shall retain any files and correspondence from the Committee and Sub-Committees

4. Duties of the Treasurer:

- Shall be accountable for all receipts and disbursements of the Committee
- Shall establish and maintain a bank account for Committee funds, if required
- Financial signing authority will consist of the Treasurer and at least one of the following Executive Members: Chair, Vice-Chair or Secretary
- Shall present a statement of the Committee's finances to all Members, in writing, within 30 days of year end

5. Duties of the Past Chair:

- The immediate outgoing Chair shall assume the position of Past Chair for a term of one year
- Shall guide and counsel the Chair in his / her role

In the event of a vacancy on the Executive Committee, the vacancy shall be filled at the next meeting of the Committee.

March 21, 2007