

PROCEDURAL BY-LAW TPSB

TABLE OF CONTENTS

1.	<u>PREAMBLE</u>	2
2.	<u>INTERPRETATION</u>	2
3.	<u>DEFINITIONS</u>	3
4.	<u>APPLICATION</u>	4
5.	<u>ELECTION OF CHAIR AND VICE-CHAIR</u>	5
6.	<u>DUTIES OF THE CHAIR</u>	6
7.	<u>DUTIES OF THE VICE-CHAIR</u>	7
8.	<u>AGENDA</u>	7
9.	<u>MINUTES</u>	8
10.	<u>COMMITTEES OF THE BOARD</u>	9
11.	<u>REGULAR MEETINGS OF THE BOARD</u>	10
12.	<u>SPECIAL MEETINGS OF THE BOARD</u>	10
13.	<u>PUBLIC AND CONFIDENTIAL MEETINGS</u>	11
14.	<u>CALLING MEETINGS TO ORDER</u>	11
15.	<u>QUORUM</u>	11
16.	<u>CONFLICT OF INTEREST DISCLOSURE</u>	11
17.	<u>HEARING OF PUBLIC DEPUTATIONS AT BOARD MEETINGS</u>	12
18.	<u>CONDUCT OF THE PUBLIC</u>	14
19.	<u>CONDUCT OF MEMBERS</u>	14
20.	<u>RULES OF DEBATE AT THE BOARD</u>	14
21.	<u>VOTING</u>	15
22.	<u>RECONSIDERATIONS</u>	16
23.	<u>POINTS OF ORDER AND PROCEDURE</u>	16
24.	<u>BY-LAWS</u>	17
25.	<u>RECORDING DEVICES</u>	17
26.	<u>AMENDMENTS TO BY-LAW</u>	17
27.	<u>ADMINISTRATION</u>	17
28.	<u>EFFECTIVE DATE</u>	18

TORONTO POLICE SERVICES BOARD

BY-LAW NUMBER 161

A By-Law to Govern the Proceedings of the Toronto Police Services Board and its Committees

1. PREAMBLE

- 1.1 Subsection 27(1) of the Police Services Act provides that there will be a police services board for every municipality that maintains a police force.
- 1.2 Section 37 of the Police Services Act provides that a board will establish its own rules and procedures in performing its duties under the Act.
- 1.3 The Toronto Police Services Board wants to establish rules governing the conduct of its meetings and other related matters.
- 1.4 The Toronto Police Services Board wants to ensure that those rules reflect the principles of accessibility, responsiveness and accountability to the community, fairness, respect and full debate in the conduct of its meetings and flexibility in responding to changing circumstances at meetings of the Board.
- 1.5 The Toronto Police Services Board wants to ensure that the application and interpretation of the procedural rules contained in this by-law are consistent with the principles set out above.

NOW THEREFORE, the Toronto Police Services Board hereby enacts as follows:

2. INTERPRETATION

- 2.1 This By-law will be interpreted to be consistent with the following principles:
 - (a) The majority of Members have the right to decide;
 - (b) The minority of Members have the right to be heard;
 - (c) All Members have the right to information to help make decisions, unless otherwise prevented by law;
 - (d) Members have a right to an efficient meeting;
 - (e) All Members have the right to be treated with respect and courtesy; and
 - (f) All Members have equal rights, privileges and obligations, subject to additional rights, privileges and obligations granted to the Chair under this By-law.

3. DEFINITIONS

3.1 In this By-law:

- (a) “Act” means the Police Services Act, R.S.O. 1990, c.P.15, as amended;
- (b) “Agenda Deadline” means the time by which reports or requests must be received in order to be considered by the Chair as a potential matter for an upcoming Board meeting agenda;
- (c) “Board” means the Toronto Police Services Board;
- (d) “Board Administrator” means the administrator of the Board;
- (e) “Business Days” means calendar days exclusive of Saturdays, Sundays and statutory holidays in the Province of Ontario;
- (f) “By-law” means this by-law as amended from time to time;
- (g) “Chair” means the Member elected as Chair of the Board pursuant to subsection 28(1) of the Act;
- (h) “Chief” means the Chief of the Toronto Police Service;
- (i) “Committee” means a committee of the Board which is established by the Board in accordance with section 10;
- (j) “Consent Agenda” means a listing of reports on an agenda which are considered routine, non-contentious and self-explanatory;
- (k) “Council” means the Council of the City of Toronto;
- (l) “Deputation” means an address to the Board or its Committees at the request of a person or representative of a group or organization wishing to speak;
- (m) “Executive Director” means the Executive Director of the Board;
- (n) “Improper Conduct” means behaviour which causes any obstruction to the deliberations or proper conduct of a meeting;
- (o) “Member” means a member of the Board;
- (p) “motion to defer” means a motion made for the purpose of disposing of a matter with or without any proposed amendment, by delaying its consideration indefinitely or until some specified time or event;

- (q) “motion to receive” means a motion made for the purpose of acknowledging receipt of a particular item and placing the item in the records of the Board for future reference;
- (r) “motion to refer” means a motion made for the purpose of disposing of a matter under consideration, with or without any proposed amendment, by referring it and seeking its consideration by any designated Committee, body or official;
- (s) “point of order” means the raising of a question for the purpose of calling attention to any departure from the terms of this By-law or the customary modes of proceedings in debate or in the conduct of the Board’s business;
- (t) “point of procedure” means a question directed to the Chair to obtain information on the rules of the Board bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order or understand the effect of a motion;
- (u) “Presentation” means an address to the Board or Committee at the request or invitation of the Board or a Committee;
- (v) “Quorum” means a majority of the Members of the Board and this means four members of the Board pursuant to section 35(2) of the Act;
- (w) “Recorded Vote” means a vote for which the Board Administrator records all Members present and how they voted; and
- (x) “Vice-Chair” means the Member elected as the Vice-Chair of the Board pursuant to subsection 28(1) of the Act.

3.2 In this By-law, words importing the singular number include the plural and vice-versa, and all references to gender will be read as gender neutral.

4. APPLICATION

4.1 Subject to section 4.3, the rules of procedure set out in this By-law will be observed in all proceedings of the Board, other than in proceedings conducted pursuant to Part V of the Act, and will govern the order and dispatch of business conducted by the Board.

4.2 The rules of procedure contained in this By-law, with necessary modifications, are likewise applicable to a Committee.

4.3 All points of order or procedure for which rules have not been provided in this By-law will be decided by the Chair, as far as is reasonably possible,

first, in accordance with the established rules of City of Toronto Council and second, in accordance with the rules of parliamentary procedure as contained in Robert's Rules of Order.

- 4.4 The Board may waive any rules of procedure established by this By-law as it considers appropriate.
- 4.5 Notwithstanding section 4.4, the Board cannot waive the following rules:
 - (a) Meetings open to the public (section 13);
 - (b) Quorum necessary for Board and committee meetings (section 15);
 - (c) Reconsidering decisions (section 22); and
 - (d) Amending the procedure by-law (section 26).

5. ELECTION OF CHAIR AND VICE-CHAIR

- 5.1 In accordance with subsections 28(1) and (2) of the Act, the Members of the Board will, at the first public meeting of the Board in each calendar year, elect from amongst its Members present, a Chair and Vice-Chair for the year, in the following manner:
 - (a) The election of Chair and Vice-Chair will be conducted by the Board Administrator;
 - (b) The Board Administrator will call for nominations;
 - (c) Nominations will require a mover and seconder;
 - (d) Prior to the vote being taken, when there is more than one nominee, each nominee will be given an opportunity to speak to the nomination for up to five (5) minutes. Candidates will be called upon in alphabetical order of their surname;
 - (e) Where more than one nominee stands for election, a vote will be taken;
 - (f) After the nominees have completed their speeches, a vote will be taken;
 - (g) If there are more than two nominees who choose to stand and upon the first vote no nominee receives the majority required for election, the name of the nominee receiving the least number of votes will be dropped and the Board will proceed to vote again and continue to do so until either,
 - (i) A nominee receives the majority required for election; or

- (ii) It becomes apparent by reason of an equality of votes that no nominee can be elected.
- (h) Where the votes cast in a vote under this section are equal for all the candidates:
 - (i) if there are three or more candidates nominated or remaining, the Board Administrator will by lot select one such candidate to be excluded from subsequent voting; or
 - (ii) if only two candidates remain, the tie will be broken and the position of Chair filled by the candidate selected by lot conducted by the Board Administrator.
- (i) For the purpose of subsection (i), "lot" means the method for determining the candidate to be excluded or the candidate to fill the position, as the case may be, by placing the names of the candidates on equal size pieces of paper placed in a box and one name being drawn by the Board Administrator.

6. DUTIES OF THE CHAIR

6.1 The Chair of the Board will:

- (a) preside at all meetings of the Board;
- (b) open the meeting of the Board by taking the chair and calling the Members to order;
- (c) receive and submit all motions presented by the Members;
- (d) put to vote all questions which are duly made and announce the result;
- (e) decline to put to a vote, motions which infringe upon the rules of procedure or which are beyond the jurisdiction of the Board;
- (f) ensure that the Members, when engaged in debate, act within the rules of procedure;
- (g) enforce, on all occasions, the observance of order and decorum at a meeting;
- (h) call by name, any Member persisting in breach of the rules of procedure and order him or her to vacate the room in which the meeting is being held;
- (i) advise the Board on any point of order as necessary;
- (j) adjourn the meeting upon motion duly made when the business is concluded;

- (k) adjourn the meeting or suspend or recess the meeting for a time to be specified by him or her, if considered necessary;
- (l) act as the spokesperson for the Board;
- (m) represent the Board at public or official functions or designate another Member to do so;
- (n) sign all documents for, and on behalf of, the Board including but not limited to, by-laws, resolutions, orders, and agreements which have been approved by the Board;
- (o) perform any and all other duties when directed to do so by motion of the Board; and
- (p) where appropriate, expel or exclude from a meeting any person for Improper Conduct.

7. DUTIES OF THE VICE-CHAIR

- 7.1 When the Chair is absent or refuses to act, the Vice-Chair will act in his or her place, and, while acting, will have the authority, rights, duties and powers of a Chair.
- 7.2 If the position of Chair becomes vacant, the Vice-Chair, if willing, will act in his or her place and assume the position of Chair for the remainder of the term until an election is held at the first meeting in the calendar year. If the Vice-Chair assumes the position of Chair, an election will be held for the position of Vice-Chair at the next regular meeting. If the Vice-Chair declines to assume the position of Chair, the Members will elect an interim Chair in accordance with the procedures set out in section 5 of this By-law.

8. AGENDA

- 8.1 The Board Administrator will prepare an agenda, for approval by the Chair, in the following order, for the use of the Members at the meetings of the Board:
 - 1. Call to Order
 - 2. Declarations of Interest
 - 3. Confirmation of the Minutes from the Previous Meeting
 - 4. Presentations
 - 5. Deputations
 - 6. Consent Agenda

7. Reports Deferred from the Previous Meeting
 8. Items for Consideration
 9. Correspondence Arising from Previous Business
 10. Adjournment
- 8.2 Each regular meeting will include a public and confidential agenda, as prepared by the Board Administrator and approved by the Chair.
 - 8.3 Information on a confidential agenda of the Board will be marked "Confidential".
 - 8.4 Any Member may submit an item to be put on an agenda provided that it is received by the Executive Director prior to the Agenda Deadline.
 - 8.5 The agenda for each regular meeting will be available to each Member at least five (5) clear Business Days preceding the day appointed for the holding of the meeting.
 - 8.6 The main public agenda for regular board meetings will be posted on the Board's website no later than five (5) clear Business Days prior to the Board meeting.
 - 8.7 The Board will deal with matters in the order established by the order of business as shown on the agenda. The Chair may, at his or her discretion, alter the established order to facilitate the business of the meeting.
 - 8.8 Any Member may add new business to the agenda after the Agenda Deadline if it relates to an urgent matter and the Board consents to the addition.
 - 8.9 The Chair will use his or her reasonable efforts to satisfy the notice provisions set out in this section. Failure to satisfy any of the notice provisions contained in this section does not invalidate the meeting or any proceeding at the meeting.
9. MINUTES
- 9.1 The Board Administrator will cause minutes to be taken of each meeting of the Board, which will include:
 - (a) the place, date and time of the meeting;
 - (b) the name of the Chair and the attendance of the Members, the Executive Director, senior staff of the Toronto Police Service, names of presenters and persons making deputations;

- (c) the confirmation and correction, if required, of the minutes of the previous meeting;
 - (d) declarations of interest; and
 - (e) all other proceedings of the Board.
- 9.2 Unless otherwise decided by the Board, the minutes of each Board meeting will be submitted for confirmation or amendment to the Board at its next regular meeting or as soon thereafter as is reasonably practicable.
- 9.3 The draft public minutes of the Board, as approved by the Chair, will be posted on the Board's website.

10. COMMITTEES OF THE BOARD

- 10.1 The Board may, at any time, appoint two or more Members to a Committee to exercise any authority conferred on the Board in order to address any matter within the jurisdiction of the Board.
- 10.2 The rules governing the procedures of the Board and the conduct of Members will be observed in all Committee meetings so far as they are applicable.
- 10.3 The Chair will be an ex-officio Member of any Committee appointed pursuant to section 10.1 and will be entitled to vote as a Member of any such Committee.
- 10.4 The Board will appoint Members to Committees for a specified period of time.
- 10.5 The Board will appoint a Chair of each Committee.
- 10.6 Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of that Committee, take part in the discussion, but will not be counted in the quorum or entitled to make motions or to vote at these meetings.
- 10.7 Committee members may deal directly with the Chief or his or her designates, the Deputy Chiefs or their designates, or the CAO, when the Committee requires the assistance of the Toronto Police Service.
- 10.8 The Committee will report on its work to the Board as directed by the Board.
- 10.9 The Board may establish ad hoc Committees of limited duration, to inquire and report on a particular matter or concern. An ad hoc Committee will dissolve automatically upon submitting its final report to the Board.

11. REGULAR MEETINGS OF THE BOARD

- 11.1 The regular meetings of the Board will be held at least four times each year pursuant to subsection 35(1) of the Act or more frequently at the direction of the Board.
- 11.2 The Board will hold its regular public meetings at Police Headquarters according to the schedule set annually and approved by the Board, or at such other place or time as may be determined by the Board.
- 11.3 Regular meetings will not be scheduled for a time which conflicts with a regular meeting or a meeting previously called of the Council of the City of Toronto or any of its committees on which Members sit.
- 11.4 The Chair will preside at all Board meetings. In the event the Chair does not attend a meeting at which he or she is to preside within thirty (30) minutes after the time appointed for the meeting, the Vice-Chair will call the Members to order and will preside until the arrival of the Chair. If the Chair and Vice-Chair are not in attendance, then those Members in attendance will, by resolution, appoint one of themselves to act as Acting Chair for that meeting or until the arrival of the Chair or Vice-Chair.
- 11.5 The Board may alter the meeting schedule as it considers necessary.

12. SPECIAL MEETINGS OF THE BOARD

- 12.1 The Chair may, at any time, call a special meeting of the Board on twenty-four hours' notice and will do so whenever requested in writing by a majority of the Members of the Board.
- 12.2 The Board Administrator may give notice of special meetings to the Members of the Board by electronic means.
- 12.3 The notice calling a special meeting of the Board will state the business to be considered at the special meeting and no business may be considered at a special meeting of the Board other than that specified in the notice, unless approved by the Board.
- 12.4 Special meetings will not be called for a time which conflicts with a regular meeting or a meeting previously called of the Council of the City of Toronto or any of its committees on which Members sit, unless all City Councillors who are also Members consent to the time of the special meeting.
- 12.5 Notwithstanding any other provision contained in this section, the Chair may cancel a special meeting if he or she called the meeting. The Chair may only cancel a special meeting that was requested by the Members if a majority of the Members consent to the cancellation.

13. PUBLIC AND CONFIDENTIAL MEETINGS

- 13.1 Meetings of the Board will be open to the public except as authorized by subsection 35(4) of the Act or as may be legally permitted or required.
- 13.2 No people other than Members and those permitted by the Board will attend confidential meetings, and all others will vacate the meetings when asked by the Chair.
- 13.3 All information pertaining to a confidential meeting will be treated as confidential by all persons in attendance unless the Board agrees to disclose it publicly.
- 13.4 During a confidential meeting, the Board may move any item from the confidential agenda to a public agenda.

14. CALLING MEETINGS TO ORDER

- 14.1 As soon as possible after the hour fixed for a meeting of the Board, and where a quorum is present, the Chair will take the chair and call the meeting to order.

15. QUORUM

- 15.1 If a Quorum for either a regular or special Board meeting is not present within thirty (30) minutes of the time fixed for the commencement of the meeting, or the resumption of a meeting after an adjournment or recess, the Board Administrator will record the names of the Members present and the meeting will stand adjourned until the time identified in a motion to “fix the time to which to adjourn”, or the next regular meeting of the Board.
- 15.2 If Quorum is lost during a meeting of the Board, the Chair will, upon determining that a Quorum is not present, request the Board Administrator to call for a Quorum period of fifteen (15) minutes, or until a Quorum is present, whichever is sooner.
- 15.3 If there is still no Quorum of the Board after fifteen (15) minutes, the meeting will stand adjourned and the Board Administrator will record the names of the Members present. In this case, all unfinished business will be carried forward to the next meeting of the Board.

16. CONFLICT OF INTEREST DISCLOSURE

- 16.1 Members will be governed by the Municipal Conflict of Interest Act, R.S.O 1990, c. M.50, as amended.
- 16.2 To fulfill the Board’s function pursuant to Part V of the Act (Complaints and Disciplinary Procedures), Members should not take part in the administration of Part V matters if they have a personal interest or where they may be perceived as having a personal interest or bias.

16.3 The Board Administrator will record in reasonable detail, the particulars of any disclosure of conflict of interest made by a Member, and the particulars will appear in the minutes of that meeting of the Board.

17. HEARING OF PUBLIC DEPUTATIONS AT BOARD MEETINGS

Items on the Agenda

17.1 Persons wishing to make a deputation to the Board regarding an item on the meeting agenda may be heard with the permission of the Chair provided the following requirements are met:

- (a) the request must be received no later than noon on the business day preceding the day of the meeting;
- (b) the request must be made to the Board Administrator in a form prescribed by the Board;
- (c) the request must set out the particulars of the matter and include a copy of any materials that will be presented; and
- (d) the request must indicate the name, telephone number and email address of the person who will speak to the matter.

Items not on an Agenda

17.2 Persons wishing to make a deputation to the Board regarding an item not on a meeting agenda will only be heard at regular meetings, provided the following requirements are met:

- (a) the request must be received no later than five (5) Business Days before the Agenda Deadline for the meeting;
- (b) the request must be made to the Board Administrator in writing or by email;
- (c) the request must set out the particulars of the matter and include a copy of any materials that will be presented;
- (d) the request must indicate the name, telephone number and email address of the person who will speak to the matter; and
- (e) the request must pertain to a matter that falls within the jurisdiction of the Board.

Assessment of Request for items not on an Agenda

17.3 Upon receipt of the notice requesting a deputation and provided the requirements in section 17.2 are met, the Chair in consultation with the Executive Director may decide to:

- (a) list the deputation on the agenda of any future meeting;
- (b) direct the Executive Director to respond in writing and not put the matter which is the subject matter of the deputation before the Board; or
- (c) refuse the request.

General Rules for Deputations

- 17.4 Unless otherwise directed by the Board, deputations will be restricted to five (5) minutes and will be addressed only to the stated business. The time allotted for any deputation may be extended or reduced as considered necessary at the discretion of the Board.
- 17.5 A deputation on behalf of any organization or group may be made by more than a single representative but the entire submission on behalf of an organization or group will be limited to five (5) minutes. If a person is speaking both on his or her own behalf and as a representative of an organization or group, the entire submission will be limited to five (5) minutes.
- 17.6 Upon the completion of a deputation to the Board, any discourse between Members and the persons making the deputation will be limited to Members asking questions for clarification for up to five (5) minutes. Members of the Board will not enter into debate with the person making the deputation.
- 17.7 Requests to make a deputation will not be considered once the meeting has commenced.
- 17.8 A person making a deputation will not:
- (i) speak disrespectfully of any person;
 - (ii) use offensive words or language;
 - (iii) speak on any subject other than the subject for which they have received approval to address the Board;
 - (iv) speak concerning the conduct of a police officer or make a complaint against a police officer or member of the Toronto Police Service, staff and Members of the Board; or
 - (v) disobey the rules of procedure or a decision of the Chair.
- 17.9 The Chair may curtail any deputation or debate during a deputation for Improper Conduct or any other breach of this By-law and where, after giving a caution, the Chair rules that the deputation is concluded, the person or persons appearing will immediately withdraw.

18. CONDUCT OF THE PUBLIC

18.1 Members of the public in attendance at a meeting will not:

- (a) address the Board without permission;
- (b) bring signage, placards or banners into meetings and will refrain from any activity or behaviour that would interfere with Board deliberations; or
- (c) engage in Improper Conduct.

19. CONDUCT OF MEMBERS

19.1 No Member will:

- (a) use offensive words or language in meetings of the Board;
- (b) speak on any subject other than the subject in debate;
- (c) criticize any decision of the Board at a meeting except for the purpose of moving that the question be reconsidered; or
- (d) disobey the rules set out in this By-law or a decision of the Chair on questions of order or procedure as set out in this By-law or resolution of the Board, or on the interpretation of the rules of the Board.

19.2 If a Member persists in a breach of section 19.1 after having been called to order by the Chair, the Chair shall without debate put the question, "Shall the member be ordered to leave for the rest of the meeting?"

19.3 If the Board votes in the affirmative, the Chair shall order the Member to leave for the rest of the meeting.

19.4 If the Member apologizes, the Chair, with the approval of the Board, may permit the Member to return to the meeting.

20. RULES OF DEBATE AT THE BOARD

20.1 Before speaking to a question or motion, every Member will first receive recognition from the Chair and then the Member will address the Chair.

- (a) When two or more Members wish to speak, the Chair will designate the Member who, in his or her opinion, first requested to speak as the Member who speaks first.
- (b) For each matter under consideration, the Chair will maintain a list of Members who have requested to speak and will designate Members to speak in accordance with that list.

- (c) No Member will speak more than once until every Member who wishes to speak has done so.
 - (d) A Member may speak more than once on the same matter.
- 20.2 When a Member is speaking, no other Member will interrupt him or her except to raise a point of order.
- 20.3 Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.
- 20.4 A Member may ask a question only for the purpose of obtaining information relating to the matter then under discussion.
- 20.5 Questions may only be asked of:
- (a) a Member who has already spoken on the matter under discussion;
 - (b) the Chair;
 - (c) an official of the Toronto Police Service or the City of Toronto Legal Division and Board staff; and
 - (d) any other person in attendance who may be able to assist the Board.
- 20.6 The following matters may be introduced by Members at a meeting of the Board without written notice and without the consent of the Board:
- (a) a point of order or procedure;
 - (b) a motion to suspend or not follow a rule of procedure;
 - (c) a motion to adjourn the meeting;
 - (d) a motion that the vote on a matter be taken; and
 - (e) other motions of a purely procedural nature.

21. VOTING

- 21.1 The Chair will ensure that all Members who wish to speak on a matter have spoken and that the Members are ready to vote and will then put the matter to a vote.
- 21.2 Every Member present at a meeting of the Board when a question is put will vote on the question, unless legally prohibited, in which case the fact of the prohibition will be recorded in the Minutes of the meeting.

- 21.3 The matter put to a vote will be in the form of a motion addressing the matter then under consideration.
- 21.4 Any Member may propose a motion in writing on the matter then under consideration and submit it to the Board Administrator who will receive it.
- 21.5 If there is more than one motion with respect to a matter, the Board Administrator will receive all motions and read the various motions to the Members prior to the vote being taken.
- 21.6 When a vote is taken, and a Member requests a Recorded Vote, the Board Administrator will record each Member's vote, and a failure to vote by a Member will be deemed to be a negative vote.
- 21.7 Any motion on which there is an equality of votes will be deemed to be lost.

22. RECONSIDERATIONS

- 22.1 Subject to section 22.2, after any matter has been decided, any Member may move a motion for reconsideration of the matter.
- 22.2 In the case of a Recorded Vote, after any matter has been decided, any Member who voted with the majority may move a motion for a reconsideration of the matter.
- 22.3 No discussion of the matter will occur until the motion for reconsideration is carried.

23. POINTS OF ORDER AND PROCEDURE

- 23.1 Subject to being overruled by a majority vote of the Members, which vote will be taken without debate, the Chair
 - (a) will maintain order and preserve decorum of the meeting;
 - (b) will rule upon points of order and points of procedure without debate or comment, other than to state the applicable rule;
 - (c) will rule as to whether a motion or proposed amendment is in order or out of order; and
 - (d) may call a Member to order.
- 23.2 When a Member raises a point of order or procedure, he or she will ask leave of the Chair to do so, and after leave is granted, will state the point of order to the Chair and request the Chair's ruling on the point.
- 23.3 A Member may further address the Chair on the same point of order or procedure for the purpose of appealing to the Board from the Chair's decision.

- 23.4 If no Member appeals, the decision of the Chair will be final.
- 23.5 The Board, if appealed to, will decide the question without debate and its decision will be final.
- 23.6 Whenever any point of order or point of procedure is raised by a Member, it will be immediately taken into consideration and ruled upon by the Chair, and subject to appeal in accordance with section 23.3, the Chair's ruling is final.
- 23.7 When the Chair considers that the integrity of the Chief of Police or other official has been impugned or questioned by a Member, the Chair may permit the Chief or other official to make a statement to the Board on the matter.

24. BY-LAWS

- 24.1 Every by-law when introduced, will be in typewritten form and will contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act, and will be complete with the exception of the number and the date of the by-law.
- 24.2 Every by-law which has been passed by the Board will be numbered, dated and signed by the Chair and Executive Director, and will be filed in the Board office.

25. RECORDING DEVICES

- 25.1 The use of cameras, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for recording the proceedings of a meeting by Members of the public, including the news media, must be used in accordance with the directions of the Board.

26. AMENDMENTS TO BY-LAW

- 26.1 To pass a motion to amend or repeal this By-law requires a two-thirds vote of Members present.
- 26.2 The Board will only consider amendments or repeal of this By-law at a Board meeting if a previous regular Board meeting received notice of the proposed amendment or repeal.

27. ADMINISTRATION

- 27.1 That By-law No 107 is hereby repealed.
- 27.2 This By-law will come into force upon the date immediately following the Board meeting at which it is enacted.

28. **EFFECTIVE DATE**

This by-law is hereby enacted by the Toronto Police Services Board on this 23rd day of February, 2017.

Chair

Executive Director