

**ULCC | CHLC**

**UNIFORM LAW CONFERENCE OF CANADA  
CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA**

**ULCC Guide**

**PROTOCOL FOR JOINT SESSIONS AND PROJECTS  
OF THE CIVIL AND CRIMINAL SECTIONS**

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## PROTOCOL FOR JOINT PROJECTS OF THE CIVIL AND CRIMINAL SECTIONS

A joint project may be proposed by either Section. When a joint project is being suggested, the Chairs of the Civil and Criminal Sections should discuss the proposal to determine how it should be presented at a joint session at the annual meeting. Following presentation of the proposal, and any resulting discussion, a clear resolution should be tabled to seek support to proceed with the joint project.

The procedures and timelines governing Civil Section projects apply to joint projects, including the [Policy on the Distribution of Materials to the Civil Section for its Annual Meeting](#) and the [Policy on Reports Presented to the Civil Section Annual Meeting](#).

Once a resolution to support a joint project has been adopted, a number of steps need to be taken to ensure the success of the joint project.

### **The Chairs of the Criminal and Civil Sections:**

- have the overall responsibility for joint projects. For each joint project, they will decide who will oversee the activities of the working group. In most, if not all, cases support will be provided by the Advisory Committee on Program Development and Management (ACPDM).
- will ensure that the work is progressing well, on time, and that reports are submitted in the required ULCC format.
- will create working groups and select the project leaders for the working groups.
- where required, will facilitate the preparation of letters of understanding to be signed by the project leaders. The letters will:
  - outline what is expected from the working groups,
  - summarize and annex the applicable Civil Section policies relating to procedures and timelines for submitting final documents, and
  - indicate whether the project leaders or another member of the working group will be required to attend the annual meeting to present the paper.
- will report to the Executive Committee on the status of the projects.
- will consult and agree on the timing for joint sessions at the annual meetings.
- will collaborate in drafting joint resolutions and arrange for their translation.
- if they are notified that no offers of translation were received from members of the working groups, will notify the Executive Director who will canvass the various jurisdictions for offers to translate the papers.
- will distribute the papers and joint resolutions to their respective Sections.

- will determine whether the papers need to be considered by their respective Sections before they are considered at the joint session.
- will co-chair the joint sessions at the annual meeting.

#### **JOINT PROJECT LEADERS**

##### **Joint Project Leaders:**

- will select, in collaboration with the Chairs of the Civil and Criminal Sections, the other members of the working groups. If a legislative drafter is required, the project leaders will advise the Chair of the Civil Section to have a drafter appointed to the working group. This should be done early in the process.
- will sign any letters of understanding and provide them to the originator of the letter.
- will report periodically to the Chairs of the Civil and Criminal Sections on the status of the project.
- will ask the members of the working groups if any jurisdictions that are part of the working groups are willing to translate the research papers. If no offers are received, then the project leaders will advise the Chairs of the Civil and Criminal Sections that translation is required.
- will send their papers in electronic format to the Section Chairs by the stated deadline.

#### **PROTOCOL FOR JOINT SESSION MINUTES OF PROCEEDINGS**

##### **Joint Session Minutes:**

- will be recorded in both official languages in the minutes of both the Civil and Criminal Sections. The Secretary to the Criminal Section and the recording secretary for the Civil Section will consult to ensure that the reporting is identical in both sets of minutes.
- should reflect a short summary of the topic with a focus on the main points discussed during the joint session.
- should not contain recommendations found in a discussion paper or working group report and should not contain the names of working group members. These types of information can be easily found in each of those papers and reports.
- should reflect resolutions for each paper and report.