

**ULCC | CHLC**

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

ULCC Guide

**THE ROLE AND RESPONSIBILITIES  
OF THE  
CHAIR AND SECRETARY  
OF THE  
THE CRIMINAL SECTION**

## **ACKNOWLEDGEMENT**

**The Uniform Law Conference of Canada (ULCC) is delighted to welcome you as the Chair of, or Secretary to, the Criminal Section.**

**In this capacity, you will play a key role in the overall activities of the ULCC.**

**Your willingness to serve as the Chair of, or Secretary to, the Criminal Section is much appreciated.**

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## THE CHAIR OF THE CRIMINAL SECTION

### YOUR TERM

The Chair of the Criminal Section is appointed for a one-year term and is eligible for an additional one-year term in accordance with the Bylaws.

### YOUR ROLE

The Chair of the Criminal Section serves as a member of the Executive Committee and the Budget and Finance Committee. In these capacities, the Chair plays a key role in the affairs of the ULCC. The Chair participates in the decision-making process, establishes policies relating to the ULCC's activities and is involved in approving the list of projects and expenditures for the upcoming annual meeting. The Chair also oversees the activities of the Criminal Section.

### YOUR RESPONSIBILITIES

Your responsibilities as Chair of the Criminal Section include:

- Working closely with the Section Secretary throughout the year.
- Contacting the previous Chair for a briefing on current and ongoing projects.
- Following up on existing projects.
- Evaluating and following up on project suggestions as they are received and, when necessary, being proactive in soliciting project suggestions to ensure that there is an orderly flow of new projects as old ones are completed.
- Establishing, with the assistance of project leaders, working groups of experts for the larger projects.
- Creating and chairing a Steering Committee consisting of representation from different members of the Criminal section, in accordance with s. 11(1) of the By-Laws.
- Working with the Secretary of the Section to schedule meetings and to prepare agendas and minutes of the Steering Committee. Meetings of the Steering Committee take place throughout the year to plan for the annual meeting, and to review the status of each project to ensure that they are on track.
- Ensuring that all research papers and the Section minutes are available in both official languages.
- Sending a letter to all jurisdictions advising them of the deadline for submitting resolutions for the upcoming annual meeting.
- Contacting the Chair of the Civil Section and the Legal Project and Research Coordinator to determine whether there is a need to have a joint Criminal/Civil Section meeting during the annual meeting.

- Ensuring that the host jurisdiction has all the information it requires to organize the Earl Fruchtmann Memorial Seminar, which is held during the annual meeting.
- With the assistance of the Secretary, setting the agenda for the annual meeting.
- Participating at the Jurisdictional Representatives (JRs) meetings to provide a Criminal Section update.
- Being a member of the Executive Committee, the Budget and Finance Committee, and the Advisory Committee on Program Development and Management (ACPDM).
- Examining resolutions identified by the Secretary as being similar to a resolution that was presented in the last five years to determine if the resolution is admissible pursuant to the *Rules of Procedure*.
- With the assistance of the Secretary, ensuring that resolutions and reports are received within the timelines established by the *Rules of Procedure*.
- Applying the procedure found in Appendix A of the *Rules of Procedure* if there are uncertainties about whether or not a resolution falls within the scope of the Criminal Section's mandate.
- Welcoming any new JRs, including, if appropriate, by helping establish mentoring relationships.
- Chairing the Section meetings during the annual meeting.
- During the annual meeting, attending a reception and dinner hosted by the Executive Committee.
- Following up on resolutions passed during the annual meeting, where necessary.
- Sending out introductory letter(s) to newly formed working groups, if any.
- Reviewing the minutes of the Section meetings.
- Making requests to have documents added to the ULCC website, where necessary.
- Giving interviews or written information in respect of Criminal Section activities, resolutions and working groups, where necessary.
- Preparing reports on the activities of the Section for the spring and fall issues of the *ULCC Communiqué*.
- Participating in the preparation of the annual ULCC press release.
- Reviewing the *Rules of Procedure* periodically and ensuring that any amendments are translated and that the revised Rules are forwarded, in both official languages, to the Executive Director so that they may be published on the website.
- As immediate past Chair, establishing and serving as Chair of the Selection Committee responsible for selecting an incoming Chair of the Criminal Section in accordance with s. 9 of the By-Laws.

## THE SECRETARY OF THE CRIMINAL SECTION

### YOUR TERM

The Secretary of the Criminal Section is appointed for an indefinite term. A new Secretary is appointed upon the resignation of the current Secretary.

### YOUR ROLE

As Secretary of the Criminal Section, you play an important role in the overall affairs of the Section. The Secretary ensures the smooth operation of the Section and is a major contributor to the overall success of the section meetings at the annual meeting. This important role is one that is recognized and much appreciated by the ULCC.

### YOUR RESPONSIBILITIES

- Working closely with the Chair of the Section throughout the year.
- Being a member of the Steering Committee.
- Preparing all documents to convene Steering Committee meetings, the call-out letter to receive resolutions from Jurisdictional Representatives, etc.
- Receiving the resolutions from the jurisdictions for consideration at the annual meeting.
- Ensuring that all resolutions are admissible pursuant to the *Rules of Procedure* and submitting issues to the Chair of the Section for decision.
- Making the necessary arrangements for the translation of the resolutions and research papers.
- Following up with those jurisdictions that have not submitted their resolutions by the specified deadline and reporting any major delays to the Chair for further action.
- Working with the Chair to develop the agenda for the annual meeting.
- Preparing and distributing the Criminal Section conference documents electronically to the delegates and copying the Executive Director.
- Assisting the Section Chair during the annual meeting, both generally to ensure the smooth functioning of the meeting and specifically with the recording of votes on resolutions and reports.
- Facilitating resolution amendments throughout the annual meeting.
- Preparing the minutes of the Section meetings.

- Sending one copy of the minutes, in both official languages, to the Executive Director for posting on the ULCC website.

<b>CRIMINAL SECTION RULES OF PROCEDURE</b>
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The Criminal Section *Rules of Procedure* are available on the ULCC website at the following link:  
<https://www.ulcc-chlc.ca/Criminal-Section/Rules-of-Procedure>