

ULCC | CHLC

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

ULCC Guide

**THE ROLE AND RESPONSIBILITIES
OF THE ULCC PRESIDENT
AT THE ULCC ANNUAL MEETING**

THE ULCC'S ANNUAL MEETING

ONE MONTH PRIOR TO ANNUAL MEETING

One month prior to the annual meeting, the President and the Executive Director contact the Chairs of the Civil and Criminal Sections to request a first draft of content for the press release. A first draft of the press release should be finalized and translated, then approved by the President and Section Chairs, in advance of the annual meeting.

DAY 1

Morning Before the ULCC annual meeting begins, the President chairs an Executive Committee (EC) meeting. During this meeting, the EC reviews and approves the agendas for the opening and closing plenaries, the joint session(s), and the Jurisdictional Representatives' working luncheon. The President confirms which EC members will move and second the financial resolutions during the opening plenary. Other topics of relevance are also discussed, including an overview by the Section Chairs of the anticipated work for the week, as well as an overview of the scheduled social events.

Afternoon The President chairs the Opening Plenary.

During the Opening Plenary, the President:

1. Welcomes delegates and observers generally, and specifically welcomes those who are attending their first ULCC annual meeting.
2. Introduces the Executive Committee, the Executive Director and the Legal Project and Research Coordinator.
3. Introduces any dignitaries from the host jurisdiction who may be in attendance.
4. Introduces and welcomes the international guests.
5. Asks the senior delegate from each jurisdiction to introduce his/her delegation, as well as observers from their jurisdiction.
6. Presents the President's Report. This report may reflect on notable activities and achievements over the past year, as well as on challenges and issues that arose and that may be ongoing.
7. Invites the Host Committee to provide a brief overview of the social events for the week.
8. Presents the Audited Financial Statements (not for approval, but to be received only) and highlights any items that should be brought to the attention of the delegates.
9. Requests a Resolution for the Appointment of the Auditor for the current fiscal period.
10. Requests a Banking Resolution.
11. Requests a resolution to create a Nomination Committee, for the positions of incoming President and Vice-President.

12. Requests the Chair of the Criminal Section to present an outline of the business of the week.
13. Requests the Chair of the Civil Section to present an outline of the business of the week.
14. Presents any special items that should be considered by the delegates during the week.

Evening Clark W. Dalton, K.C. Reception

The Host Committee normally determines the timing and location of the Reception. The President should coordinate with the Host Committee to determine which dignitaries will be attending, who will make welcoming comments, and who will emcee the event.

Day 2

First full day of meetings. Attend Civil/Criminal/Joint sessions as appropriate. If there is a joint session, the President should work with the Chairs of the Civil and Criminal Sections to determine who will chair the session and what resolutions might be proposed. In addition, the President should confirm with the Chairs that a minute-taker has been identified.

Lunch Attend the ACPDM working luncheon.

Evening Normally, no events are scheduled on the evening of Day 2.

Day 3

Second full day of meetings. Attend Civil/Criminal/Joint sessions as appropriate.

Lunch Attend and chair the Jurisdictional Representatives' working luncheon. All EC members normally attend this working lunch as well. The purpose of the JRs' working lunch is to ensure that JRs are informed in relation to the work of the EC and to provide an opportunity for JRs to ask questions about ongoing or anticipated initiatives. The agenda of the meeting is flexible and is determined in advance by the President in consultation with the EC.

Evening Traditional East-West Softball Game, followed by a casual BBQ or meal. Time, location and other details are determined by the Host Committee. There is not usually a formal program or speeches during this event.

Day 4

Third full day of meetings. Attend Civil/Criminal/Joint sessions as appropriate.

Lunch Attend International Committee's working lunch.

Evening Traditional Reception and Closing Banquet. Time, location and other details are determined by the Host Committee.

The President should coordinate with the Host Committee to determine which dignitaries will be attending, who will emcee the event, and who the special speaker or entertainment will be.

Day 5

Morning Attend Civil/Criminal/Joint sessions as appropriate.

The President, Executive Director and Section Chairs discuss any necessary changes or revisions to the draft press release, and arrange for modifications and translation, as required.

Morning/Afternoon The President chairs the Closing Plenary.

1. The President makes a few comments on the deliberations of the week and thanks the delegates for their participation and important contributions.
2. The Chair of the Criminal Section presents a report of the work completed during the week.
3. The Chair of the Civil Section presents a report of the work completed during the week.
4. The President presents a “thank you” resolution for adoption. The purpose of this resolution is to thank those involved in preparing and running the annual meeting (including the host jurisdiction, the local organizing committee, and the Secretariat personnel). The Executive Director will prepare a draft resolution for the President’s review before the closing plenary begins. The President can read a shortened version of the thank you resolution identifying high level groups, which can be accompanied by the projection of slides containing all names of those being thanked.
5. The President thanks the members of the Executive Committee and any other persons who have helped throughout the year and welcomes the new Executive Committee.
6. The Nomination Committee presents its recommendation for incoming President and Vice-President. The Chair of the Nomination Committee makes a motion for adoption to be recorded in the minutes.
7. The incoming President addresses the delegates and takes over as Chair for the remainder of the Closing Plenary.
8. The incoming President may ask for an informal update on the next year’s annual meeting (dates, location) from the JRs from the next host jurisdiction.

Afternoon After the Closing Plenary is over, the incoming President presides over a meeting of the new EC. The immediate past President is a member of the new EC.