



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

ULCC Guide - Number 5

**GUIDANCE ON THE ROLE AND RESPONSIBILITIES  
OF THE CHAIR OF THE CIVIL SECTION**

## UNIFORM LAW CONFERENCE OF CANADA

### TERM

The Chair of the Civil Section ("Chair") is appointed for a one-year term and is eligible for an additional term in accordance with the bylaws.

### ROLE AND RESPONSIBILITIES

The Chair oversees the activities of the Civil Section, throughout the year and at the annual meeting as prescribed by the bylaws and set out below.

#### Throughout the year

- Participating in ULCC committees in accordance with the bylaws.
- Contacting the previous Chair for a briefing on current and ongoing projects.
- Following-up on projects with Legal Research and Project Coordinator.
- Establishing a Steering Committee in accordance with the bylaws.
- Scheduling meetings of the Steering Committee at regular intervals throughout the year to review the status of each project and to ensure that they are on track.
- Preparing and distributing meeting materials to the Steering Committee.
- Seeking new project ideas from the Steering Committee and consulting the Steering Committee on new project ideas and reporting the results to the Chair of Advisory Committee on Program Development and Management (ACPDM).
- Ensuring that updates on ongoing projects are provided to the Steering Committee at its meetings. These updates can be provided by working group chairs, Steering Committee members serving on working groups or the Legal Project and Research Coordinator.
- In cooperation with the ACPDM Chair and the Legal Project and Research Coordinator, ensuring working group chairs and members have the information they need to complete their work in time for the annual meeting.
- Inviting individuals to serve on working groups.

- Preparing bilingual minutes of Steering Committee meetings with the assistance of a minute taker (usually the incoming Civil Section Chair) and distributing them to Steering Committee members.
- Ensuring that Steering Committee digital records are kept up to date.
- Managing the mentorship program offered to new Jurisdictional Representatives.
- Preparing a report on the Civil Section's discussions and successes at its annual meeting for the Fall *Communiqué*.

### **The annual meeting**

- Participating in annual meeting planning as required.
- Preparing the agenda for the Civil Section annual meeting and presenting the draft agenda for approval by the Steering Committee.
- Providing information on the proposed annual meeting agenda in the Spring *Communiqué*.
- Discussing possible joint sessions with the Chair of the Criminal Section.
- Working with the Legal Project and Research Coordinator to ensure that documents presented to the Civil Section at the annual meeting conform with applicable policies (e.g. Policy on Reports Presented to the Civil Section Annual Meeting and Policy on Circulation of Materials to the Civil Section for its Annual Meeting).
- Considering requests to invite observers to the annual meeting in accordance with the bylaws.
- Ensuring that the host jurisdiction has assigned an individual to act as Secretary to the Civil Section during the annual meeting to prepare the minutes of the Civil Section in accordance with the Guidance on Minutes of the Civil Section.
- Considering draft resolutions (and any timelines they contain) submitted by working groups to the Civil Section at its annual meeting to assess whether they are achievable.
- Preparing and presenting reports on the work of the Civil Section to the Opening and Closing Plenaries.
- Chairing the Civil Section sessions and co-chairing joint sessions with the Chair of the Criminal Section.
- Providing input to the Executive Director for the annual meeting press release.
- Reviewing and approving the Civil Section's annual meeting minutes.
- Forwarding the approved annual meeting minutes and the Civil Section resolutions in French and English to the Executive Director for posting on the ULCC's website.

- Working with the Legal Project and Research Coordinator on the distribution of uniform acts adopted by the Civil Section and related materials to Jurisdictional Representatives with a request that they take the appropriate steps to have the uniform acts implemented in their jurisdictions.