

CONSEIL DE LA JUSTICE ADMINISTRATIVE

RULES OF INTERNAL MANAGEMENT

Version updated on June 2, 2015

Carried by the December 7, 2000 resolution of the Conseil de la justice administrative, and varied by the resolutions of January 30, 2003, September 8, 2004, March 16, 2006 and June 2, 2015.

ARTICLE 1 OBJECT

The object of these rules is to manage the functioning of the Conseil de la justice administrative (the council) to maximize its effectiveness and promote the participation of all of its members.

ARTICLE 2 PLACE OF MEETING

The council shall hold its meetings at the head office of the council or at any other place in Québec as determined in the notice of meeting.

ARTICLE 3 NUMBER OF MEETINGS

The council shall meet as often as required by the performance of its duties. At least four meetings shall be held annually.

ARTICLE 4 MEETING SCHEDULE

Every year the council shall set up a schedule of the meetings it plans to hold and release it to the public.

ARTICLE 5 CALL TO MEETING

Council meetings shall be called by the chairperson or by a person appointed by the latter.

ARTICLE 6 PROCEDURE AND NOTIFICATION PERIOD

A written notification shall be forwarded to the members of the council at least three working days before the meeting is to be held. This notification shall specify the date, time and place of the meeting. It shall be accompanied by the agenda, the minutes of the previous meeting and relevant documents available at the time of notification.

In a case of emergency the notification can be made by telephone, fax or any other means of communication. The notification period is then of only 24 hours.

ARTICLE 7 WAIVER OF THE NOTIFICATION PROCEDURE

There shall be a waiver of the notification procedure if all council members agree.

ARTICLE 8 WAIVER OF THE NOTICE OF MEETING

A member can waive the notice of meeting. His or her participation in a meeting shall be equivalent to a waiver on his or her part.

ARTICLE 9 SPECIAL MEETING

The council shall hold a special meeting at the request of the chairperson, of a majority of the members or of the Minister of Justice.

In this case, discussions shall only deal with items on the agenda unless all members agree otherwise.

ARTICLE 10 TECHNICAL MEANS

The council shall hold meetings by any means that allow its members to communicate with each other, especially by teleconference, visioconference or by other technological means.

ARTICLE 11 QUORUM

The quorum of the council consists of seven (7) members.

If a quorum has not been established after a half-hour following the time specified in the notice of meeting, the meeting shall be postponed. The chairperson can extend this waiting period.

ARTICLE 12 CHAIRMANSHIP OF MEETING

Meetings shall be presided over by the chairperson or, in his or her absence, by a member appointed by the council.

ARTICLE 13 ADJOURNMENT

Meetings can be adjourned without the need to send another notice of meeting.

ARTICLE 14 DECISION

The council's decisions shall be by a majority of the members present.

ARTICLE 15 VOTE

The vote is taken by a show of hands or, at the request of one of the attending members, by secret ballot.

The chairperson's declaration that a unanimous or majority decision has been reached shall be recorded in the minutes along with the result of the vote.

At the request of one of the members his or her vote shall be recorded in the minutes.

ARTICLE 16 DECIDING VOTE OF THE CHAIRPERSON

In the event of a tie-vote, the chairperson shall exercise the deciding vote.

ARTICLE 17 SPOKESPERSON

Only the chairperson or a person appointed by the latter shall act as the council spokesperson.

ARTICLE 18 CONFLICT OF INTEREST

Members shall refrain from taking part in the proceedings and from voting on matters liable to place them in a conflict of interest situation.

ARTICLE 19. COMPLAINT REVIEW BOARD

These rules shall apply to the meetings of the complaint review board by making the necessary adjustments.

ARTICLE 20 COMING INTO EFFECT

These modified rules of internal procedure come into effect on June 2, 2015.