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UNIFORM LAW CONFERENCE OF CANADA

CONFÉRENCE POUR L'HARMONISATION DES LOIS AU CANADA

ULCC Guide

THE ROLE AND RESPONSIBILITIES

OF THE ULCC PRESIDENT

THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT AT THE ANNUAL MEETING AND THROUGHOUT THE YEAR

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As defined in the ULCC By-Laws

The role and responsibilities of the ULCC President include the powers and duties of the President, as defined in section 16 of the ULCC By-Laws.

The President is an ex officio member of all committees of the ULCC (subsection 16(6)), including:

- the Civil Section Selection Committee (Part 2) and the Criminal Section Selection Committee (Part 3);
- the Executive Committee (EC), which the President chairs (Part 5);
- the Budget and Finance Committee (Part 6);
- the International Committee (Part 7);
- the Advisory Committee on Program Development and Management (ACPDM) (Part 7).

Other responsibilities throughout the year

As needed throughout the year, the President:

- Initiates, leads, advances, or champions ULCC priority initiatives, including special projects.
- Oversees the work of the Executive Director and of the Legal Project and Research Coordinator.
- Reviews agendas and minutes of EC meetings, as drafted by the Executive Director, prior to their circulation for approval at EC meetings.
- Prepares articles for the spring and fall editions of the *Communiqué* and reviews the *Communiqué* prior to publication.
- Reviews and approves correspondence from the President to Deputy Ministers, international guests, banking institutions, and others, as may be drafted by the Executive Director.
- Serves as an authorized signatory of the ULCC, unless not permitted to do so by their employer*.
- Serves as a member of the annual meeting planning committee.
- Serves as a primary point of contact for the Executive Director for questions and activities relating to the ULCC.
- May represent the ULCC at the annual meeting of the Uniform Law Commission in the U.S., and other conferences, as may be the case.

* For greater certainty, the exercise of all powers, duties and functions is subject to the limitations of the President's employer.

THE ROLE AND RESPONSIBILITIES OF THE PRESIDENT REGARDING THE ANNUAL MEETING

Prior to the 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.

One to two months before the annual meeting, the President and Executive Director prepare the agendas for the opening and closing plenaries, as well as for the meeting of the Jurisdictional Representatives (JRs), and seek input from the EC members as appropriate.

During the annual meeting

DAY 1

Morning Before the ULCC annual meeting begins, the President chairs an EC meeting. During this meeting, the EC reviews and approves the agendas for the opening and closing plenaries, the joint session(s), and the JRs' 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 members of the EC, 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 JRs from each jurisdiction to introduce their delegation, as well as observers from their jurisdiction.
6. Presents his or her 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 the Chair of the Criminal Section to present an outline of the business of the week.

12. Requests the Chair of the Civil Section to present an outline of the business of the week.

13. 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 the Civil, Criminal and joint sessions as appropriate.

Lunch Attend the ACPDM working luncheon.

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

DAY 3

Second full day of meetings. Attend the Civil, Criminal and 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 are not usually a formal program or speeches during this event.

DAY 4

Third full day of meetings. Attend the Civil, Criminal and 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 speaker(s) or presenter(s) will be.

DAY 5

Morning Attend the Civil, Criminal and 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 in English and French, 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 the names of those being thanked.
5. The President thanks the members of the EC and any other people who have helped throughout the year and welcomes the new EC.
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 (ex., 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.

After the annual meeting

In accordance with section 17 of the By-Laws, following the annual meeting, the Immediate Past President chairs the Nomination Committee to nominate people to fill the positions of President and Vice-President at the next annual meeting.