



RULES

(Amended March 27, 1996, April 24, 2002, and November 28, 2007)

1. **Name:**

This organization shall be known as the "Canada-Japan Inter-Parliamentary Group".

2. **Aim:**

The Canadian Section of the Canada-Japan Inter-Parliamentary Group shall promote exchanges between Japanese and Canadian Parliamentarians, propose initiatives likely to lead to a better mutual understanding of bilateral and multilateral problems and work to develop co-operation between the two countries in all the fields of human activity.

3. **Membership:**

1. Membership is open to all Members of the Senate and House of Commons of Canada on application and payment of a nominal membership fee.
2. Ex-officio members - the Speakers of the Senate and House of Commons shall be the Honorary Chairs and the Leaders and the House Leaders of the recognized political parties in both Chambers shall be the Honorary Vice-Chairs who shall serve in an advisory non-voting role.

4. **Operating**

Year:

The operating year of the Canadian Section shall correspond to the fiscal year, commencing on the first day of April and ending on the thirty-first day of March.

5. **Annual General Meeting:**

1. An Annual General Meeting must be held within 60 calendar days of the Opening of a new Parliament.
2. The Annual General Meeting of the Canadian Section shall take place at least once every fiscal year. The Executive Committee, or any ten members of the Canadian Section, may call a meeting of the general membership

upon at least two week's written notice. The Quorum shall be 15 provided that the Senate and the House of Commons are represented. It shall:

- a. elect the members of the Executive Committee;
 - b. receive a summary report of the expenses of the previous fiscal year and a written report of the association's activities for that year from the Co-Chairs;
 - c. amend, where necessary and with one week's notice, the Group statutes by a two-thirds majority vote of the members present;
 - d. make suggestions and adopt resolutions in accordance with the aims of the Group;
 - e. transact any other necessary business.
3. In order to be eligible to vote, parliamentarians shall be members of the association at least seven days prior to the AGM. Once the deadline has passed, the names of all members eligible to vote shall be placed on a voters list.
 4. The election shall be presided over by a parliamentarian to be chosen from a list that has received the approval of the Speakers of the Senate and the House of Commons who is not nominated for a position on the executive of the association."
 5. Elections shall be conducted by secret ballot with the support of the Executive secretary and additional necessary staff from the International and Interparliamentary Affairs Directorate.
 6. The ballot box shall be placed in full view and each parliamentarian shall insert his or her own ballot into the box.

6. **Special General Meeting:**
A Special General Meeting of the membership may be called at any time by the Co-Chairs or any ten members of the Canadian Group. Notice shall be given as for an Annual General Meeting. It shall transact only such business as was specified in the notice of the meeting.

7. **Executive Committee:**

1. The Executive of the Group shall be responsible for the general management of the affairs of the Group and shall report thereof at each Annual Meeting of the Group.
2. The Executive shall consist of ten elected members as follows:

- a. Co-Chairs, one from the Senate and one from the House of Commons. The term of office for the Co-Chairs shall be two years, with re-election possible: the House Co-Chair being elected on odd years and the Senate Co-Chair on even years;
 - b. Two Vice-Chairs, one from the Senate and one from the House of Commons;
 - c. Six additional members.
3. Members shall be members of the Group in good standing.
4. Each House and each recognized political party in the Canadian Parliament shall be represented in the Executive Committee.
5. The Executive shall meet at the call of the Co-Chairs or any four of its members.
6. The Co-Chairs shall assume the duties normally associated with that office including that of presiding officer at meetings of the Executive and general membership.
7. The Executive shall meet at least twice each fiscal year. The Quorum shall be five. Its responsibilities include:
 - a. calling and conducting of meetings;
 - b. organizing inter-parliamentary exchanges;
 - c. preparing and presenting annual budgets and financial statements;
 - d. submitting regular reports to Parliament and the Speakers as appropriate;
 - e. submitting the reports to the membership as required;
 - f. preparing and implementing programs of the Group's activities;
 - g. draw up a work plan and submit it to the General Meeting;
 - h. approve any activities, including travel, that are added to the association's work plan over the course of the year;
 - i. convene the AGM.
8. The Executive may replace for the balance of the term any of its members who are unable or unwilling to carry out their duties.

8. Nominations Committee:

1. There shall be a Nominations Committee for the election of the Executive constituted as follows:
 - a. The Co-Chairs;
 - b. The Whips of both Houses.
2. The Association secretary shall distribute nomination forms to all members of the Association.
3. The Committee shall meet at the call of the Co-Chairs to submit to the Annual General Meeting the names of all members who may have been proposed and to recommend an Executive.
4. Other nominations may be received from or on behalf of any member of the Group. They shall be presented in writing to the Executive Secretary who shall put them at once before the Nominations Committee. Such nominations shall include a statement of the willingness of the nominees to serve if elected and shall be delivered to the Executive Secretary at least 3 working days before the date of the Annual General Meeting.
5. Nominations will only be accepted from the floor at the AGM for positions for which no candidate has been nominated.

9. Representation of the Group:

1. Members shall be notified in writing of every opportunity as it arises to represent the Group at any meeting in Canada or abroad.
2. Every member shall have the right to apply for inclusion in any such representation subject to:
 - a. the number of places available;
 - b. an application in writing on a form approved by the Executive and included in the notification;
 - c. the decision of the Selection Committee.

10. Selection Committee:

1. There shall be a Selection Committee which shall name the members who will represent the Group under Article 9.
2. It shall consist of:
 - a. The Co-Chairs;
 - b. The Whips of all recognized parties in each House.

3. The names of the members of each Selection Committee shall be communicated to the membership when possible. There shall be a newly constituted Selection Committee for each representation opportunity.
4. In making its selections the Committee shall:
 - a. achieve, as far as practical, equitable representation of:
 1. the Senate and House of Commons;
 2. the recognized political parties in Parliament in each Chamber;
 - b. insure a balance between each selected group in order to give equitable opportunity for new qualified members to be chosen;
 - c. select members who may be expected to contribute to the success of a meeting and who will undertake to attend briefing sessions in advance at home or abroad.

11. Executive

Secretary:

The Executive Secretary of the Group shall be an officer of the International and Inter-Parliamentary Affairs Directorate of Parliament. The Executive Secretary shall be accountable to the Executive Committee, particularly to the Co-Chairs, and shall be responsible for providing the administrative management for activities of the Group, for determining and co-ordinating any additional resources required to support these activities and will act as Secretary for outgoing delegations.

12. Dissolution

of

Parliament:

In the event of a dissolution of Parliament the Executive Committee in office at that time shall carry on the affairs of the Group until a new Executive Committee is elected, with due regard to policies and related procedures set out in the Financial Management and Policy Guide for Parliamentary Associations.