



Canadian Military Police Association
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**BY-LAW 2, ANNEX G, APPENDIX 1
TERMS OF REFERENCE – MILITARY POLICE MEMORIAL ROLL
SUB-COMMITTEE**

GENERAL

1. The Military Police Memorial Roll (MPMR) Sub-committee is a standing body authorized by the Executive Committee to oversee the administration and operation of the MPMR. The MPMR is hosted on the CMPA website.

COMPOSITION

2. The MPMR Sub-committee shall be chaired by the Director of History and Heritage and comprise at least three other members. To ensure adequate representation, sub-committee membership will include at least:

- a. one currently serving MP Branch member (Regular or Primary Reserve component);
- b. one retired or veteran member (MP Branch, Security Branch or pre-unification service police organization – Regular or Primary Reserve component);
- c. one non-commissioned member (serving or retired/veteran); and
- d. one commissioned member (serving or retired/veteran).

RESPONSIBILITIES

3. The MPMR Sub-committee is responsible to the Executive Committee, through the chair, for the following:

- a. designing, maintaining, updating and editing all MPMR spreadsheets, databases and related webpages (all website-related activities will be done in coordination with the Director of Communications);
- b. researching and considering new names for inclusion in the MPMR;

- c. maintaining contact with the Canadian Forces Military Police Group (primarily through the MP Branch Advisor, CF MP Gp Chief Warrant Officer and MP Branch Chief Warrant Officer) to help ensure that newly fallen MP personnel are considered for inclusion in a timely manner;
- d. communicating with the family members of deceased MP personnel and other interested persons pertaining to MPMR-related queries to the CMPA (including emails and social media posts); and
- e. assisting the Director of Communications and/or Social Media Rep in preparing any MPMR-related public outreach activities.

Additionally, the chair shall provide MPMR updates at all Executive Committee meetings and prepare a written synopsis of sub-committee activities/operations for inclusion in the CMPA Annual Report.

OPERATION

- 4. The MPMR sub-committee may meet at regular intervals, or on an as-required basis, at the discretion of the sub-committee chair. However, the sub-committee will normally meet at least twice annually to discuss business and/or consider new candidates for the MPMR. For the purpose of this Appendix, the term “meet” includes face-to-face meetings and virtual meetings (e.g., video- or tele-conference). In time-sensitive situations, the chair may also authorize the use of email voting to conduct sub-committee business.
- 5. Prior to voting on any new candidate(s) for the memorial roll, sufficient supplementary research shall be conducted to support and document the decision-making process and the sub-committee shall screen all candidates using the “Criteria for Inclusion” flow chart and examples found at By-Law 2, Annex G, Appendix 2.
- 6. A sub-committee quorum for all votes on new MPMR inclusions shall consist of the chair and at least two other members. All votes to add news name to the MPMR or include “in the line of duty” distinctions shall require at least a two-thirds (66.6%) majority to pass.
- 7. The sub-committee shall maintain a written record of all voting outcomes for future reference in case new information comes to light that would warrant a follow-on vote for any candidate or previously listed person. In all cases where a vote fails to pass, the written record shall provide sufficient details as to the reason(s) why.

OPI/OCI

OPI Director of History and Heritage
OCI Director of Communication