
**POLICE AND PRISON OFFICERS'
ASSOCIATION RULES 2007**

The Administrator makes the following Rules in exercise of his powers under section 40 of the Police Ordinance 2007(a) and section 16 of and the Third Schedule to the Prisons Ordinance 1971(b).

Citation and commencement

1. These Rules may be cited as the Police and Prison Officers' Association Rules 2007 and come into force on the day they are published in the Gazette.

Interpretation

2. In these Rules –

“Association” means the Police and Prison Officers' Association;

“Committee” means a committee established by rule 5;

“Eastern Area” means the Eastern Sovereign Base Areas;

“Headquarters” means the Police Headquarters;

“Western Area” means the Western Sovereign Base Areas.

Membership of Association

3. (1) The Association consists of all locally engaged police officers below the rank of Superintendent and all prison officers.

(2) The Association acts through the committees which continue to be established by these Rules.

Meetings

4. (1) Separate general meetings of constables, sergeants and Inspectors (including Chief Inspectors) in each Area and of the prison officers, to be known as Annual General Meetings, may be held each year in June on dates to be fixed by the Chief Constable.

(2) Extraordinary general meetings -

(a) are held on the direction of the Chief Constable on dates to be specified, and

(b) may additionally be held with the consent of the Chief Constable at the request of a Committee or of one half of the number of constables or sergeants in an Area or of the prison officers.

(3) The Chief Constable and the Chief Officer (or his nominee) will attend two extraordinary general meetings each year to take agenda items.

(4) At an extraordinary general meeting only the matters specified in the agenda will be discussed.

Committees

5. There continues to be constituted three Committees as follows -

(a) the Constables' Committee for constables and prison officers,

(b) the Sergeants' Committee for sergeants and the prison sergeant, and

(c) the “Inspectors' Committee” for Inspectors.

Membership of committees

6. (1) The Constables' Committee will continue to have seven representatives elected by the constables and prison officers from the appropriate Area as follows -

- (a) 2 constables for the Eastern Area, 1 from each Cypriot Community;
- (b) 2 constables for the Western Area;
- (c) 1 constable for Headquarters;
- (d) 1 woman police constable for the Eastern Area;
- (e) 1 woman police constable for both the Western Area and Headquarters.

(2) The Sergeants' Committee will continue to have five representatives elected by the sergeants from the appropriate Area (except in the case of (d)) as follows -

- (a) 1 sergeant for the Western Area;
- (b) 2 sergeants for the Eastern Area, 1 from each Cypriot Community;
- (c) 1 sergeant for the Headquarters; and
- (d) the prison sergeant appointed for prison duties.

(3) The Inspectors' Committee will continue to have three representatives elected by the Inspectors and Chief Inspectors from the appropriate Area as follows -

- (a) 1 for the Western Area;
- (b) 1 for the Eastern Area;
- (c) 1 for the Headquarters.

Right to vote

7. All Inspectors, sergeants and constables (other than the prison sergeant) in each Area and all prison officers have the right to vote at an election of the Committee for their respective rank.

Elections

8. The elections take place biennially in June on a day fixed by the Chief Constable and the annual meetings of all Committees must be held not later than the 14th of July each year on a day fixed by the Chief Constable.

Joint Committees

9. The three Committees, or any two of them, may by agreement sit together as one Committee to be known as the "Joint Committee" for any special purpose or regularly for all purposes of common interest.

Submission of representations

10. (1) A Committee, or the Joint Committee, may submit representations in writing to the Chief Constable or to the Administrator through the Chief Constable.

(2) A Committee, or the Joint Committee, must consider and report upon any matter referred to it by the Chief Constable.

(3) A Committee, or the Joint Committee, in addition to submitting a representation to the Chief Constable or to the Administrator may submit it also to the Secretary of State through the normal channels.

Elections

11. At an election conducted under these Rules the Divisional Commander of the Area, or the Deputy Chief Constable in the case of Headquarters, will-

- (a) supervise the election;
- (b) appoint two members of the rank in respect of which the election is held or two prison officers as the case may be to assist him in counting the votes;
- (c) announce the names of those elected;
- (d) in the event of an objection being raised as to the conduct of the election, consider the matter and, if he is satisfied that the objection is valid, declare the election void and order a new election.

Candidate for election

12. (1) A candidate for election must signify his willingness to stand to the Divisional Commander of the Area, or the Deputy Chief Constable in the case of Headquarters, before the election and his name will then be placed on the ballot papers.

(2) Each elector is given one ballot paper only on which he signifies with an "X" the name or names of the candidates whom he wishes to elect up to the number provided for each Area in rule 5.

(3) A ballot paper which contains any other marks is invalid and will be destroyed at the count.

(4) All elections are by secret ballot.

Proxy vote

13. (1) An officer who is unable to be present at an election because of sickness or absence from the Island of Cyprus on duty or leave may cause a name to be given as a vote -

- (a) to the Divisional Commander or Deputy Chief Constable in the case of Headquarters,
- (b) in a sealed envelope,
- (c) on or before the date of the election.

(2) If the name given under paragraph (1) is included in the list of candidates on the ballot papers, the Divisional Commander, or Deputy Chief Constable in the case of Headquarters, will cause that vote to be counted in the ballot.

Committee Regulations

14. (1) Subject to paragraph (2), the Constables' Committee, the Sergeants' Committee and the Inspectors' Committee may make regulations as to the mode of election of the members of the Committee and as to the filling of casual vacancies among such members.

(2) If the membership of a Committee or the Joint Committee falls below half its full membership the Chief Constable has power to order new elections.

Chairman and secretary

15. Each Committee and Joint Committee will choose its Chairman and Secretary from among its members.

Procedure

16. A Committee or Joint Committee may regulate its own procedure including the appointment of Sub-Committees.

Casting vote of Chairman

17. The Chairman present at a meeting of the Committee or the Joint Committee has a second or casting vote.

Committee meetings

18. (1) Committees may hold four quarterly meetings (including the Annual Meeting) at such place as may be convenient, but additional meetings for any special purpose may be held with the consent of the Chief Constable.

(2) The members of the Inspectors', Sergeants' and Constables' Committees may meet from time to time with the approval of the Chief Constable for the purpose of -

- (a) discussing any matter which is within the powers given to them by these Rules and the Ordinances; and
- (b) making recommendations affecting welfare and sport within either Area and may, for this purpose, co-opt not more than two members of the Police or Prison Service from the same Area.

(3) A meeting under paragraph (2) must be chaired by the Divisional Commander or in the case of Headquarters by the Deputy Chief Constable

Subscriptions

19. (1) The Association may raise funds by subscriptions among its members, and may collect subscriptions from its members to meet its expenses. Donations can be accepted only from members of the Association.

(2) The rate of the subscription payable by the members is decided at the Annual General Meeting.

- (3) The Committee will -
- (a) keep detailed accounts of any subscriptions or donations paid to it and have these audited by an independent auditor;
 - (b) make available at the Annual General Meeting an annual statement of account;
 - (c) provide to the Administrator or the Chief Constable on request at any time a copy of such statements of account or of any books kept in connection with the affairs of the Association.
- (4) The funds of the Association may not be used for contributing directly or indirectly to—
- (a) the funds of a trade union;
 - (b) the funds of a political party;
 - (c) the election expenses of a candidate for an election outside the Police or Prison Service;
 - (d) the funds of a body or organisation outside the Police or Prison Service;
 - (e) benevolent or charitable expenses except with the express approval of the Administrator;
 - (f) pay any expenses incurred by or on behalf of a police or prison officer in respect of any criminal or disciplinary proceedings against him.
- (5) The funds of the Association may be used -
- (a) to pay expenses incurred in connection with meetings of the Association;
 - (b) to pay expenses incurred by representatives in attending meetings of an Association Committee which are not chargeable to public funds;
 - (c) for such other purpose as the Chief Constable may approve.

Attendance at meetings

20. Except where, in special circumstances, a police or prison officer is required for duty for which no substitute is available, leave will be granted for attendance at meetings of the Association and its Committees, and every such attendance as regards allowance and expenses, will be treated as an occasion of police or prison duty.

Closed meetings

21. Meetings of the Association or its Committees are not open to members of the public or to the press.

Revocation

22. The following public instruments are revoked –

- (a) Sovereign Base Areas Police and Prison Officers' Association Rules 1992**(c)**;
- (b) Sovereign Base Areas Police and Prison Officers' (Amendment) Rules 2004**(d)**.

Dated this 5th day of July 2007.

By the Administrator's Command,
P. D. Draycott,
Chief Officer,
Sovereign Base Areas.

(SBA/AG/2/CR/190/1)

Notes

- (a) Ordinance 6/07
- (b) Ordinance 11/71
- (c) Public Instrument 111/92
- (d) Public Instrument 94/04

EXPLANATORY NOTE

(This note does not form part of the Rules)

Introduction

1. These explanatory notes relate to the Police and Prison Officers' Association Rules 2007. They have been prepared by the Office of the Attorney General and Legal Adviser in order to assist the reader of the Rules. They do not form part of the Rules.
2. The notes should be read in conjunction with the Rules. They are not, and are not meant to be, a comprehensive description of the Rules. So when a section or part of a section does not seem to require any explanation or comment, none is given.

Particular points

3. These Rules consolidate earlier versions of the Association Rules and make further minor amendments.
4. The Association is established under the Police Ordinance 2007 and Prisons Ordinance 1971 for the purpose of enabling locally engaged police and prison officers to bring general matters of concern to the notice of the Administrator and Chief Constable. The Rules provide for the membership of and procedure to be followed by the Association, including the election procedure for members of the Committees established by the Rules. Rule 19 gives the Association power to raise funds by subscriptions and limits the purposes for which these funds may be used.