

# **Manitoba Bar Association - Language Policy**

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## **1.0 Principles**

The Manitoba Bar Association's (the "MBA's") language policy is based on the following principles.

### Background and Commitment

- 1.1 English and French are equally authoritative languages in Manitoba's legal system. The MBA is committed to conducting itself in a manner that appropriately reflects, respects and honours the equal status of these two languages.

### English and French are the Official Languages

- 1.2 English and French are the official languages of the MBA.

### Use of English and French to be Encouraged at all Levels

- 1.3 The MBA is committed to creating an environment, at all levels of the organization, in which people feel free to use the official language of their choice.

## **2.0 Meetings and Events**

### Annual and Mid-Winter Meetings Etc.

- 2.1 Persons speaking at the Opening and Closing Ceremonies of the Annual and Mid-Winter meetings and other events, shall give attention to the desirability of including both official languages in their speeches.

### Bilingual Personnel

- 2.2 Where practicable, persons able to communicate in both official languages shall be among MBA personnel and/or volunteers participating in Annual and Mid-Winter meetings and other events.

## **3.0 Committee and Section Meetings**

### Members Choose Language of Operation

- 3.1 Committees and Sections shall operate in the official language(s) chosen by a majority of their members.

## **4.0 Documents**

## By-Laws

- 4.1 Where practicable, and to the extent that appropriate and affordable translation services are available to the MBA in a timely fashion, the by-laws of the MBA shall be presented in both official languages and may be enacted in either or both official languages.

## Resolutions

- 4.2 Where practicable, and to the extent that appropriate and affordable translation services are available to the MBA in a timely fashion, proposed resolutions shall be presented in both official languages and may be enacted in either or both official languages.

## Major Task Force, Committee and Section Reports

- 4.3 All major Task Force, Committee and Section Reports may be released in both official languages.

If reports are drafted in one official language, an executive summary of the contents shall be prepared in the other official language where practicable and to the extent that appropriate and affordable translation services are available to the MBA in a timely fashion.

## **5.0 Communications and Services: MBA Members and the Public**

### Official Language of Choice

- 5.1 Except as otherwise provided in this policy, all MBA members and the public shall be entitled to receive communications and services in the official language of their choice.

### Correspondence

- 5.2 All correspondence addressed to the MBA in one of the official languages shall be answered in that language.

## Publications

- 5.3 All MBA magazines, newspapers, bulletins, newsletters, reports, directories and other written communications with the public or its members may be released in both official languages

If any of the above publications are drafted in one official language, an executive summary of the contents shall be prepared in the other official language where practicable and to the extent that appropriate and affordable translation services are available to the MBA in a timely fashion.

#### News Releases

- 5.4 All news releases shall be issued simultaneously in both official languages where practicable and to the extent that appropriate and affordable translation services are available to the MBA in a timely fashion.

#### Speeches by MBA Officials

- 5.5 MBA Officials shall give attention to the desirability of including English and French in their speeches.

### **6.0 Internal Administration**

#### Personnel

- 6.1 The MBA shall give preference to hiring applicants who can communicate in both official languages where other qualifications are equal.

#### Inquiries for Services

- 6.2 MBA Personnel who are the first point of contact with MBA members and the public shall respond in either of the official languages selected by the person making the inquiry or refer the inquiry to an MBA member who shall communicate in the appropriate language.

#### Protected Employees

- 6.3 MBA Personnel employed as of the date this policy is adopted and who cannot communicate in both of the official languages, shall not lose their employment and current position, and shall be entitled to advancement and salary increases from time to time based upon performance and merit.

## Hiring and Promotion

- 6.4 Oral and written communication in both official languages are abilities that shall be considered when hiring MBA personnel.

## Budget Process

- 6.5 The MBA shall include in its annual budget, a line item for translation services that shall, subject to financial limitations, assist the MBA in complying with this policy.

## Interpretation

- 6.6 The English and French versions of this policy shall be equally authoritative and, in the case of ambiguity, shall be interpreted in the same manner as the Courts would interpret bilingual statutes in Canada.