

**SAWRIDGE FIRST NATION
COUNCIL MEETING
REGULATION #2015-2**

This regulation was passed by the Council of the Sawridge First Nation on the 10 day of November,
2015

Whereas the Constitution of the Sawridge First Nation provides that Council meetings shall be governed by regulations made by Council; and

Whereas the Constitution of the Sawridge First Nation provides that the minutes of Council meetings are confidential; and

NOW THEREFORE THE COUNCIL ADOPTS THE FOLLOWING REGULATION:

The Council shall operate, subject to the Constitution and Laws of the First Nation, in accordance with the following rules:

1. Council Meetings

A Council Meeting is a meeting of the Council to consider one or more matters and to make decisions with respect to the business of the First Nation. These Rules apply to all such meetings. The Council may have other meetings which are not considered Council Meetings and to which these rules do not apply. Such meetings might include Assemblies, Community Meetings, Workshops, Meetings with third Parties and meetings of the Council Committee of the Whole. No Council decisions may be made at such meetings unless they are formally ratified at a Council Meeting.

2. Calling of Council Meetings

- (a) Pursuant to the Constitution, the Chief may call a meeting of the Council by providing the Councilors 7 days' notice of the meeting and by causing a notice of the meeting to be posted in the First Nation Office 7 days prior to the date set for a meeting.
- (b) Pursuant to the Constitution, the Council may waive the notice set forth above in cases of an emergency or urgent business.
- (c) Pursuant to the Constitution, the Council must meet at least six times each year and at least one meeting shall be held in each annual bi-monthly period.
- (d) Notices of meetings to the Council may be made by telephone, email, fax or delivery and shall contain the date, time, location and subject matter of any emergency or urgent business.
- (e) Notices of meetings to be posted in the First Nation Office shall be in writing and shall contain the date, time and location of the meeting.
- (f) Council may set a date for a future meeting at a Council meeting. Where the Council has set a date for a future meeting, it is not necessary to send a notice to any member of Council unless that member was not in attendance at the meeting where the date was set.

3. Quorum

Quorum for a meeting of the Council shall be 3 except in the following circumstances:

- (a) Quorum may be reduced to 2 in an emergency which necessitates a meeting proceeding quickly and where it is not possible to involve the third member and every effort has been made to contact the third member of Council without success, or the third member has consented to the meeting proceeding in his or her absence; or
- (b) Quorum may be reduced to 2 where the third member of Council has consented to the meeting proceeding in that member's absence. In such a case, the meeting shall be restricted to the agenda which has been communicated to the absent member; or
- (c) If there are fewer than 3 members of Council (due to resignation, disqualification, death or any other cause) then the Quorum is reduced to the actual number of members of Council until such time as there are 3 members of Council;
- (d) If a member of Council is incapacitated, then the Quorum is reduced by the one until the Council member has regained capacity

4. Attendance at meetings by Telephone or Video Conference

All meetings of the Council are to be in person meetings. In case of an Emergency where it is not possible to have an in person meeting, and the emergency necessitates a meeting proceeding quickly, a meeting may be conducted by Telephone, Skype or Video Conference with respect to the Emergency matter. In cases of bad weather or illness one or more members of council may participate in a Council meeting by Telephone, Skype or Video Conference. At least one member of Council must participate from the First Nation office during all meetings. During all meetings (except in camera meetings), members may attend the meeting at the First Nation office. All members of council must be able to hear all other members of council for the meeting to proceed through telephone, skype or video conference.

5. Decision making

Decisions at Council meetings shall ideally be made through a consensus process whereby all Members of Council can support a particular decision. If it becomes apparent that a consensus cannot be reached then a vote may be taken and the minutes shall show who voted in favour and who voted against a particular decision. Members who have a conflict of interest may request that the minutes show that they did not participate in the decision.

6. Resolution in Writing in Place of Meetings

A resolution in Writing may be passed by Council without convening a meeting of the Council, if all Members of Council agree to the resolution and sign the resolution. The Members of Council do not need to be present and sign the resolution at the same time, and may sign the resolution in counterparts. Any Resolution passed in this manner shall be tabled at the next Council meeting.

7. Council Decisions without a meeting

Where an emergency or urgent matter arises and it is not practical to hold a Council meeting to deal with the matter, one or more members of Council may deal with the matter. In such cases, the members of Council who intend to deal with the matter, should attempt to contact all of the other members of Council when practical and to seek their input into the matter. Any decisions made in this manner should be tabled for ratification at the next Council meeting. In accordance with Section 8(3) of the Constitution all ratification motions must be evidenced by a resolution in writing. Where the decision is not ratified by the Council, the Council member or members who made the decision shall be responsible for undoing anything that has been done. Pursuant to section 16(3) of the Constitution, Loans to First Nation members may only be approved at duly convened meetings of the Council.

8. Chair of Meetings

All meetings of Council shall be chaired by the Chief. If the Chief is not present and the meeting has been consented to by the Chief, then the Council Members present at the meeting shall select a chair for the meeting from amongst them. The Chair shall be permitted to speak and vote at all Council meetings. No one other than a Member of Council may Chair a Council meeting.

9. Debates

The Chair may cut short any debates of Council in the discretion of the Chair, but shall end a debate upon the passage of a motion to do so.

10. Motions

In reaching a consensus decision, motions are not required. A member of Council may make a formal motion and may request that the minutes record both the motion and the mover of the motion. No second is required for a motion. If a motion is made, then the Council shall try to reach a consensus decision with respect to its adoption, but if it fails to reach a consensus in a reasonable period of time, any member of Council may call the question and a vote shall be held.

11. Agendas

The administration of the First Nation shall prepare a draft Agenda. The draft Agenda should be distributed to the Council at least 36 hours prior to the meeting. The draft Agenda must include any item submitted by a member at least two days before the meeting as provided for in the Constitution. Any Council Member may request that any item may be included in the Agenda either in advance of the meeting, or at the meeting. If delegations are included in an agenda, the preference is that they shall be scheduled in the afternoon portion of the meeting. Items which are not provided two days before the meeting, may be added to the Agenda by the Council at their sole discretion.

12. Adjournment

A meeting of Council should be adjourned based on a consensus decision, but if a consensus cannot be reached, a Council meeting may be adjourned through a vote on a motion to adjourn the meeting.

13. Adoption

These rules were adopted by way of a Regulation passed by the Council of the Sawridge First Nation this 13 day of October, 2015 in accordance with section 14(2) of the Constitution. These rules are subject to the Constitution of the First Nation and any Laws of the First Nation. If there is any inconsistency, the Constitution is paramount to any laws and these rules and the Laws are paramount to these rules.

14. Confidentiality of Council Meetings

The business conducted at all Council meetings is confidential and subject to the following rules:

- a. All people present during a Council meeting (including members and employees) shall keep the business of the Council confidential.
- b. Except as provided below, all people present during a Council meeting may discuss the business of the Council only with members who agree to keep the business of the Council Confidential, the Chief and Council and employees of the First Nation.
- c. Where a particular item of business relates to an outside party, the decision relating to that item of business may be disclosed to that outside party.
- d. In camera items may not be disclosed.

- e. Where a particular item of business, by its nature, is expected to be disclosed to an outside party by the Chief, Council or an employee, that item may be disclosed.
- f. The attached Appendix A shall be provided to the Gallery at each meeting.

15. Gallery

Persons present at Council meetings other than the Chief and Council and invited staff or delegations shall be considered as the Gallery and shall be subject to the following rules:

- a. Persons present in the Gallery are permitted to observe the Council meeting, but are not permitted to participate in the meeting, unless invited by a member of the Council to participate, and then only to the extent permitted by the Council.
- b. When persons are invited to speak their statements must be respectful and courteous. There shall be no casting of aspersions or derogatory personal attacks against persons. No foul language will be accepted.
- c. If a member of the Gallery disrupts the meeting, including speaking, demonstrating, applauding, displaying messages on placards or wearing clothing with a political message, then they may be asked by the Council to leave, and shall leave if asked to do so.

16. Delegations

The Council may at its sole discretion hear delegations who wish to make presentations to the Council. Delegations shall be subject to the following rules:

- a. Delegation should request the opportunity to appear through the First Nation office at least 2 days prior to the meeting. The request should state the reason for wanting to appear, who will appear, and whether a written submission will be provided. The Administration may tentatively schedule delegations, subject to the approval or disapproval by the Council in advance, or at the time the Agenda is adopted.
- b. Unless otherwise permitted by the Council, all delegations shall be limited to 15 minutes. Delegations may only be present during their presentation, unless permitted to be present for an extended time by the Council.

17. Public Statements by First Nation

The Chief is the primary spokesperson for the First Nation. The Chief shall not make statements on behalf of the First Nation that are inconsistent with the decisions or directions made by the Chief and Council at duly convened Council meetings. No one at the First Nation is authorized to make Social Media posts (including Facebook, tweets, or blogs) on behalf of the First Nation – except for emergency notifications.

APPENDIX A

COUNCIL MEETING GUIDELINES FOR OBSERVERS

Thank you for attending the Council Meeting. The Council supports a transparent decision making process, but feels that it is important that those in attendance understand the rules of attendance. Below are the rules surrounding your attendance at Council meetings. The Council appreciates your cooperation.

1. The business conducted at all Council meetings is confidential.
2. All people present during a Council meeting shall keep the business of the Council confidential.
3. All members present during a Council meeting may discuss the business of the Council only with members who agree to keep the business of the Council Confidential, the Chief and Council and employees of the First Nation.
4. Members will be required to leave during *in camera* sessions of Council.

Gallery

5. Persons present at Council meetings other than the Chief and Council and invited staff or delegations shall be considered as the Gallery.
6. Persons present in the Gallery are permitted to observe the Council meeting, but are not permitted to participate in the meeting, unless invited by a member of the Council to participate, and then only to the extent permitted by the Council.
7. When persons are invited to speak their statements must be respectful and courteous. There shall be no casting of aspersions or derogatory personal attacks against persons. No foul language will be accepted.
8. If a member of the Gallery disrupts the meeting, including speaking, demonstrating, applauding, displaying messages on placards or wearing clothing with a political message, then they may be asked by the Council to leave, and shall leave if asked to do so.