



Executive Council Rules and Procedures

Enacted under the *Government Law*

TNP 01/2016

Enacted on April 5, 2016

Amended June 8, 2018

Hegus Clint Williams

Deposited in the Tla'amin Registry

June 6, 2018

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INTRODUCTORY PROVISIONS

1. Foreword

- 1.1 This policy shall be considered a living document and will be subject to periodic updates in an ongoing process to provide the foundation of good governance and to achieve the objectives of the Tla'amin Nation.

2. Purpose

- 2.1 The purpose of this policy is to provide the Executive Council of the Tla'amin Government with a clear understanding of the rules and procedures of the Executive Council.

3. Scope

- 3.1 This policy applies to the Executive Council of the Tla'amin Government.

4. Definitions

“Acting Hegus” is as defined in the *Government Law*.

“Chief Administrative Officer” (CAO) means the person appointed to that position under the *Finance and Administration Law*;

“Elected Official” means a member of the Executive Council or the Legislative Assembly of the Tla'amin Nation, and includes the Hegus;

“Executive Council” means the Executive Council of the Tla'amin Nation, established by the *Government Law* and comprised of the Hegus and four of the eight Legislators;

“Hegus” means the person elected as chief of the Tla'amin Nation under the *Election Law* or the person appointed as acting chief under this Law;

“House of Governance Model” means the Tla'amin governance conceptual model as set out in “Reflecting on Traditional Governance”, 2004. The model provides the foundation for Tla'amin Government re-organization, treaty implementation and the organization for delivery of post-treaty governing services. The model incorporates house posts for each area of the Nation. Finance & Administration is shown as the central house post to signify the central role it plays in relation to the other house posts. The other house posts include: Community Services; Lands & Resources; Public Works; and Community Economic Development.

“In Camera” means a meeting or a portion of a meeting that takes place in private, in that only members of the Executive Council and identified Tla'amin Government staff as required are in attendance;

“Legislator” means a person elected to the office of Legislator under the *Election Law* and is a person responsible for making laws within a given jurisdiction;

“Legislative Assembly” means the Legislative Assembly of the Tla’amin Nation. The Legislative Assembly may also be referred to as, How Hegus, and is comprised of nine elected Tla’amin Citizens in total, including the Hegus and eight Legislators as set out in the *Government Law*;

“Officer” means the CAO, human resources officer, CFO, tax and lands manager and any other employee of the Tla’amin Nation designated by the Executive Council as an officer;

“Resolution” means a motion passed and approved by a majority of the elected officials present at a duly convened meeting of the Executive Council or the Legislative Assembly, respectively;

“Sijitus Process” means the cross government advisory process established by the *Government Law* and utilized by the Executive Council to aid in the performance of their roles and responsibilities as members of the Executive Council;

“Tla’amin Government” means the Government of the Tla’amin Nation as defined in the *Government Law*, consisting of:

- (a) The Tla’amin Legislative Assembly (How Hegus);
- (b) The Executive Council, and,
- (c) The Speaker.

POLICY, RULES AND PROCEDURES

5. Policy

5.1 The Executive Council’s primary responsibility is to govern as one. The policy of the Tla’amin Government is therefore that:

- (a) The Executive Council yield its authority as a whole and whenever possible will speak with one, unified voice.
- (b) The Hegus has limited additional roles including chairing meetings of the Executive Council and being the spokesperson for the Executive Council.
- (c) Individual Legislators, including the Hegus, cannot make decisions on their own or on behalf of the Executive Council or on the Tla’amin Nation’s behalf.

5.2 In accordance with all Tla’amin laws, policies, and regulations, the policy of the Tla’amin Government is that the Executive Council govern with an emphasis on:

- (a) Collective leadership
- (b) Acknowledgement of and appreciation for, differing viewpoints;

- (c) Respect for the separate roles and responsibilities of the Executive Council and the Tla'amin Government's administration; and
- (d) Responsibility for the interests of Tla'amin Citizens and the Tla'amin Nation as a whole.

6. General Rules and Procedures of Executive Council

- 6.1 The Executive Council must act in a manner consistent with the above noted policy and conduct itself according to the following rules and procedures.

Responsibilities Under the House of Governance Model

- 6.2 As specified in the *Government Law*, each member of the Executive Council, including the Hegus, will have responsibilities under one of the following governing house posts of the House of Governance Model:
- (a) Finance and Administration (central house post);
 - (b) Community Services;
 - (c) Lands and Resources;
 - (d) Public Works; and
 - (e) Community Economic Development.
- 6.3 Unless in accordance with section 6.7, a member of Executive Council who has responsibilities under a house post will be an advisor to the Executive Council in relation to that house post, but will not alone direct the CAO, other officers of the Tla'amin Government, or staff of the Tla'amin Government.

Composition of the Executive Council and Assignment of House Posts

- 6.4 In accordance with the *Government Law*, the Executive Council consists of the Hegus and four Legislators.
- 6.5 The assignment of individual house posts to members of the Executive Council will be done at the beginning of each term of office of Executive Council, immediately following the selection of Executive Council members in accordance with section 41.(2) of the *Government Law*.
- 6.6 The assignment of house posts to members of the Executive Council, and any subsequent changes to these assignments will be confirmed by way of an Executive Council Order.

Other Duties and Responsibilities

- 6.7 In addition to attending and participating at all Executive Council meetings, and any specific tasks related to house post assignments, the Hegus, by way of an Executive Council Motion, can assign other duties and responsibilities to a member(s) of the

Executive Council, including assigning a member of the Executive Council to be responsible for:

- (a) Engaging with the CAO, or other officers and staff of the Tla'amin Government on a specific issue or a specific directive of the Executive Council; and,
- (b) Carrying out implementation activities of all or part of a Tla'amin law, policy, or regulation.

Orientation of the Executive Council

- 6.8 Orientation of the Executive Council will be done before or at the first meeting of the Executive Council following a general election of the Tla'amin Government.
- 6.9 A discussion of relevant topics will help re-orient incumbent members of the Executive Council and introduce new members of the Executive Council to the general rules and procedures of Executive Council.
- 6.10 Orientation materials will be provided to new members of the Executive Council and will include
 - (a) Relevant Tla'amin laws and policies;
 - (b) Information about the House of Governance Model; and
 - (c) Relevant information about the house post responsibilities of members of the Executive Council under the House of Governance Model.

Remuneration of Executive Council

- 6.11 In accordance with the *Government Law*, members of the Executive Council will be provided with an annual salary.
- 6.12 The salary of members of the Executive Council will be consistent with the rates of remuneration established through Tla'amin regulations under the *Government Law*.
- 6.13 Remuneration of the Executive Council will be reviewed annually in accordance with the rules and procedures established in the *Administration and Finance Law*.

Meetings of Executive Council

- 6.14 The Executive Council will convene scheduled meetings at a minimum of 4 meetings per calendar year.
- 6.15 The Executive Council will convene all meetings of Executive Council in accordance with the following established procedures:
 - (a) All members of Executive Council are provided with at least 5 business days notice of regular Executive Council meetings; and an agenda and

accompanying materials be provided within 3 business days of a regularly scheduled meeting;

- (b) For special meetings that are required due to emergencies and other urgent matters, no notice is required provided that all members of Executive Council are made aware of the meeting prior to its convening and that a quorum of the Executive Council is in agreement that a special meeting is required; and
- (c) For a special meeting, only the emergency or urgent item(s) on the agenda may be addressed and the minutes from the previous regular Executive Council meeting and other non-emergency items must be deferred to a regular meeting of the Executive Council.

- 6.16 The Hegus will chair all meetings of the Executive Council, except in such circumstances where the Hegus is unable to chair, in which case the acting Hegus, as provided for in the *Government Law*, will chair the meeting of the Executive Council.
- 6.17 Preparation of the agenda for each meeting of the Executive Council will be overseen by the Office of the Hegus, with assistance from the Chief Administrative Officer or their designate, and will proceed on the day of the Executive Council Meeting only with the consent of the Executive Council.
- 6.18 Any member of the Executive Council may submit an agenda item to the Hegus for consideration on the agenda.
- 6.19 All matters on the agenda will be subject to open discussion. However, the Hegus as chair of the meeting may set a time limit for discussion on any item before the Executive Council and call for a vote.
- 6.20 During meetings of Executive Council, the respectful usage of electronic devices is permitted by any member of the Executive Council.

Attendance at Meetings of Executive Council

- 6.21 All members of the Executive Council are expected to be present, either physically, by teleconference, or by other electronic media, at all meetings, unless there are compelling reasons why a member of the Executive Council cannot attend. An Executive Councillor who does not attend a meeting and does not provide a compelling reason(s), may forfeit half of the month's salary for each missed meeting. *[Amended June 6, 2018]*¹

¹ The subsection enacted on April 5, 2016, originally read:

6.21 All members of the Executive Council **must** be present, either physically, by teleconference, or by other electronic media, at all meetings, unless there are compelling reasons why a member of the Executive Council cannot attend.

Amended June 6, 2018, to:

6.21 All members of the Executive Council **are expected to** be present, either physically, by teleconference, or by other electronic media, at all meetings, unless there are compelling reasons why a member of the Executive Council cannot attend. **An Executive Councillor who does not**

- 6.22 A meeting of the Executive Council that is scheduled as in camera can only be attended in person.
- 6.23 In the event that an Executive Council meeting has scheduled in camera item(s) on the agenda, or the Executive Council members determine during the meeting proceedings that they need to move to an in camera discussion, those Executive Council Members participating by teleconference or by other electronic media will not be able to participate in that portion of the agenda.
- 6.24 If a member of the Executive Council is absent for three (3) meetings of the Executive Council during that member's elected term, rules regarding non-attendance will apply. The rules regarding non-attendance, including the possible consequence of reducing the salary payable to the member of the Executive Council by a specified amount, are to be outlined in regulation.
- 6.25 The Hegus and each Legislator on the Executive Council are responsible for actively participating in meetings of the Executive Council.

Quorum of Executive Council

- 6.26 A quorum of the Executive Council will be all members in good standing, either present at a meeting in person or by teleconference, or by other electronic media. *[Amended June 6, 2018]*²
- 6.27 There must be a quorum of members of the Executive Council to have a meeting in which there are decisions made. If there is not a quorum, the meeting may proceed for discussion and information purposes only, but there can be no Executive Council decisions.

Minutes of Meetings of Executive Council

- 6.28 The Executive Council is responsible for ensuring that minutes are:
- (a) Taken for each meeting of Executive Council;
 - (b) Reviewed for accuracy at a scheduled meeting of Executive Council;
 - (c) Approved and signed by a quorum of Executive Council;
 - (d) Lodged with the office of the Chief Administrative Officer; and

attend a meeting and does not provide a compelling reason(s), may forfeit half of the month's salary for each missed meeting.

² The subsection enacted on April 5, 2016, originally read:

6.26 A quorum of the Executive Council will be **all** members in good standing, either present at a meeting in person or by teleconference, or by other electronic media.

Amended June 6, 2018, to:

6.26 A quorum of the Executive Council will be **four** members in good standing, either present at a meeting in person or by teleconference, or by other electronic media.

- (e) Once approved and signed, made available to any Citizen of the Tla'amin Nation through the Tla'amin Nation community newsletter or upon request to the Chief Administrative Officer.
- 6.29 Some items discussed at meetings of the Executive Council will be highly sensitive and therefore confidential. In such instances, the Executive Council will instruct that the minutes indicate in camera, and the in camera notes will be included in the meeting minutes.
- 6.30 In camera notes will be kept in a safe place for future reference.
- 6.31 The in camera notes shall include the discussion topic and any decision made. [Examples of in camera topics include disciplinary actions, sensitive business negotiations, or discussions regarding legal actions.]

Confidentiality of Meetings

- 6.32 In accordance with the Oath of Office (*Gunn-a-whooth*), which is taken by each elected official of the Tla'amin Government on appointment, members of the Executive Council will not directly or indirectly communicate or reveal confidential matters considered by the Tla'amin Government, or made known to elected officials of the Tla'amin Government.
- 6.33 All Executive Council meetings and documents are confidential with the exception of the approved and signed minutes of Executive Council meetings.
- 6.34 An abbreviated version of the approved and signed minutes of Executive Council meetings will be made public through the Tla'amin Nation community newsletter, and the full version of approved and signed minutes can be requested by any Tla'amin Citizen.
- 6.35 Executive Council meetings will be open to peaceful observation by Tla'amin Citizens with the exception of those meetings, or portions thereof that are identified as In camera.
- 6.36 In camera meetings may be convened concerning delicate matters, to protect the privacy of any individuals involved.
- 6.37 In the event that an Executive Council meeting has a scheduled In camera item on the agenda, or the Executive Council members determine during the meeting proceedings that they need to move to an In camera discussion, all observers will be asked to exit the meeting for the duration of the In camera discussion.

Executive Council Decision Making

- 6.38 Decisions of the Executive Council are made by an Executive Council Motion, an Executive Council Resolution, or an Executive Council Order, with every effort made to reach decisions by consensus.
- 6.39 Where consensus of the Executive Council is not possible, a quorum of the Executive Council is required to pass an Executive Council Motion, an Executive Council Resolution, or an Executive Council Order by simple majority.

Executive Council Motions

6.40 Decisions at meetings of the Executive Council are by Executive Council Motion (Attachment 8.1: *Use of Executive Council Motions – Background*), and follow set procedures, which are as follows:

- (a) A motion must be brought forward by a member of the Executive Council present at the meeting;
- (b) The motion must be moved and seconded by a member of the Executive Council present at the meeting;
- (c) A quorum vote of the Executive Council on a motion is required in order to pass a motion;
- (d) At the discretion of the Chair, a vote may be called by voice, show of hands or secret ballot; and,
- (e) A member of Executive Council may abstain from voting, but he or she must give reasons for abstaining and these shall be recorded in the official minutes of the meeting.
- (f) For any member of Executive Council who abstains from voting on an Executive Council Motion, their abstention will be recorded as agreement with the majority.

Executive Council Resolutions

6.41 Executive Council Resolutions are required in order for decisions of the Executive Council to be effective. All Executive Council Resolutions are to follow set procedures, which are as follows:

- (a) An Executive Council Resolution can only be presented and signed at a duly convened meeting of the Executive Council;
- (b) The Executive Council may in special circumstances consider an Executive Council Resolution at an emergency meeting of the Executive Council, as defined in Section 6.7 b) of this policy.
- (c) Executive Council Resolutions will be presented in a consistent format (Attachment 8.2: *Tla'amin Nation Executive Council Resolution – Template*)
- (d) An Executive Council Resolution must be presented by a member of the Executive Council present at the meeting;
- (e) The Executive Council has the right to do any of the following, by way of an Executive Council Motion, when an Executive Council Resolution is presented:

- (i) Request an amendment to the Executive Council Resolution;
 - (ii) Approve and sign the Executive Council Resolution as presented;
 - (iii) Table the recommendation(s) presented in the Executive Council Resolution until the next meeting;
 - (iv) Request more information regarding the recommendation(s) presented in the Executive Council Resolution; or,
 - (v) Reject the recommendation(s) presented in the Executive Council Resolution.
- 6.42 In order for an Executive Council Resolution to proceed, the Resolution must be moved and seconded by a member of the Executive Council present at the meeting;
- 6.43 The Executive Council will seek consensus on Executive Council Resolutions whenever possible;
- 6.44 All Executive Council Resolutions must be decided by a quorum vote of the members of the Executive Council present;
- 6.45 When a vote is called on an Executive Council Resolution, all members of Executive Council present shall vote unless they are excluded due to a conflict of interest.
- 6.46 When a member of Executive Council is excluded from voting on an Executive Council Resolution based on a conflict of interest, this member will not be included in quorum for that vote.
- 6.47 When a member of Executive Council is excluded from voting on an Executive Council Resolution due to a conflict of interest, the Hegus, in consultation with members of the Executive Council not excluded from the vote, may identify a Legislator to stand in for the purposes of achieving quorum to hold the vote in question.

Executive Council Order

- 6.48 The Executive Council will issue an Executive Council Order when the authorization of certain actions is required, such as:
- (a) Implementation of a Tla'amin law or regulation, or Executive Council policy decision;
 - (b) Implementation of an Executive Council decision which impacts on the administration of the Tla'amin Government but is beyond the sole delegated authority of a Member of the Executive Council or the CAO or other officers of the Tla'amin Government; and,
 - (c) To record an Executive Council decision and provide a document for public use.

- 6.49 Executive Council Orders will follow a consistent format (Attachment 8.3: *Executive Council Order – Template*).

Sijitus Process –Boards, Committees, Experts and Ad Hoc Advisory Bodies

- 6.50 The Sijitus Process is intended to be dynamic and as required may utilize boards, committees, experts and ad hoc advisory bodies established by the Executive Council in accordance with the *Government Law* and other Tla'amin law or policy.
- 6.51 As required and in accordance with the *Government Law*, the Executive Council may appoint boards, experts, or special or ad hoc committees as part of the Sijitus Process to investigate, consider or provide advice on matters of interest or concern. The appointment of boards, committees or experts will be done in accordance with established procedures, which are:
- 6.52 The Executive Council will approve, by way of an Executive Council Resolution, specific terms of reference for the board, committee, or expert, which specifies
- (a) the term of the appointment;
 - (b) who is appointed, whether it be a member of the Executive Council or any other person;
 - (c) terms and conditions of appointment, including any details regarding the provision of payment of reasonable remuneration and expenses required; and
 - (d) the House of Governance Model house post under which the board, committee, experts or ad hoc committee is to be engaged;
- 6.53 As part of the Sijitus Process and in accordance with the *Government Law*, the Executive Council may establish Ad Hoc Advisory Bodies. The establishment of Ad Hoc Advisory Bodies will be done in accordance with established procedures, which are:
- (a) The Executive Council will, before establishing an Advisory Body, meet and discuss the specific need for advice or guidance on an issue of interest or concern to the Tla'amin Nation; and
 - (b) Based on the discussion identified in 6.41 (a), the Executive Council will prepare and approve an Executive Council Resolution including a Terms of Reference (Attachment 8.4: *Executive Council Resolution for the Establishment of an Advisory Body – Template*). The Terms of Reference will:

- (i) Establish the Ad Hoc Advisory Body;
- (ii) Specify the composition of the Ad Hoc Advisory Body and the relationship of the Ad Hoc Advisory Body to any house posts of the House of Governance Model;
- (iii) Specify the manner in which members of an Ad Hoc Advisory Body are to be selected, appointed or elected;
- (iv) Specify how many advisory members there are to be and their terms of office;
- (v) Specify the time or times at which members will be appointed, selected or elected;
- (vi) Specify the procedures of an Ad Hoc Advisory Body, or the Executive Council decision to give that responsibility to the new body;
- (vii) Specify the means by which information may be requested by an Ad Hoc Advisory Body from the Tla'amin Government and the terms and conditions of providing it; and,
- (viii) Append a code of conduct policy for the Ad Hoc Advisory Body, including the circumstances under which membership on an Ad Hoc Advisory Body may be terminated and by whom. (Attachment 8.5: *Tla'amin Nation Ad Hoc Advisory Body Code of Conduct Policy – Template*)

Calling Assemblies

- 6.54 The Executive Council will, in accordance with section 36 of the *Tla'amin Constitution*, call a General Assembly at least twice each calendar year.
- 6.55 The Executive Council may, in accordance with section 37 of the *Tla'amin Constitution*, call such other assemblies as it considers necessary to consider any matters of importance to the Tla'amin Nation.
- 6.56 In calling assemblies, the Executive Council will follow procedures established in the *General Assemblies Rules of Order Policy* or the *Legislative Assembly Rules and Procedures Policy*.

Calling Community Referenda

- 6.57 The Executive Council will determine when an issue or question should be put to a vote by community referendum in accordance with the *Government Law* and the *Recall Law*.

Approval of Law, Policy and Regulations

- 6.58 The Executive Council may not delegate the approval of laws, policies, or regulations to the CAO, other officers of the Tla'amin Government, or any others.

- 6.59 The Executive Council will respect the rules and procedures of this policy, and that of the Legislative Assembly as they apply to introducing, vetting and voting on new Tla'amin laws, policies, or regulations or revising existing Tla'amin laws, policies, or regulations (*Government Law, Legislative Assembly Rules and Procedures Policy*).
- 6.60 The Executive Council will document all new laws as well as any changes to existing law and deposit copies of the law to the public Tla'amin Registry.

Role in Strategic Planning

- 6.61 The Executive Council has a key role in strategic planning for the Tla'amin Nation and will undertake the following:
- (a) Establish and regularly review any Tla'amin Government strategic plans, such as the existing comprehensive community plan, which should include a review of the Tla'amin Nation vision, as well as any long and short term goals, objectives, laws, policies, and regulations;
 - (b) In cooperation with the Tla'amin Finance Committee and any Tla'amin committee or advisory bodies where applicable, define or revise specific goals and objectives for Tla'amin Government programs and departments;
 - (c) In cooperation with the Tla'amin Finance Committee, ensure that all programs and services within the jurisdiction of the Tla'amin Government are being effectively administered, and that related policy guidelines, objectives, laws and regulations are followed;
 - (d) Regularly review, approve and, where necessary, revise any Tla'amin strategic planning documents to ensure they remain relevant to the goals and aspirations of the Tla'amin Nation; and,
 - (e) Develop a communication strategy to keep Tla'amin Citizens better informed and involved in the Executive Council's strategic planning activities.

7. References and Related Authorities

- 7.1 The authorities for this policy are:
- (a) *The Constitution*
 - (b) *The Government Law;*
 - (c) *The Administration and Finance Law*
- 7.2 Key references for this policy include the Legislative Assembly Rules and Procedures Policy, and the Code of Conduct Policy.

Attachments

Use of Executive Council Motions – Backgrounder

Executive Council Resolution – Template

Order in Council/Administrative Order – Template

Advisory Body of Advisory Council Regulation – Template

Advisory Body Code of Conduct Policy – Template



BACKGROUNDER

The Use of Executive Council Motions

Context

The main purpose of a meeting of the Executive Council is to ensure that ideas or items of business are proposed, considered and decided upon. At meetings of the Executive Council, all items of business are to be properly introduced by way of Executive Council Motions.

As noted in the *Executive Council Rules and Procedures Policy*, Executive Council Motions must follow set procedures, which are as follows:

- (a) A motion must be brought forward by a member of the Executive Council present at the meeting;
- (b) The motion must be moved and seconded by a member of the Executive Council present at the meeting;
- (c) A quorum vote of the Executive Council on a motion is required in order to pass a motion;
- (d) At the discretion of the Chair, a vote may be called by voice, show of hands or secret ballot; and,
- (e) A member of Executive Council may abstain from voting, but he or she must give reasons for abstaining and these shall be recorded in the official minutes of the meeting.
- (f) For any member of Executive Council who abstains from voting on an Executive Council Motion, their abstention will be recorded as agreement with the majority.

This backgrounder is intended to assist the Hegus, as Chair of meetings of the Executive Council, and all members of the Executive Council in understanding the use of motions at meetings of the Executive Council.

Role of members of the Executive Council

Each motion must be moved and then seconded by a member of the Executive Council to introduce discussion on a subject.

Role of the Chair

As Chair of the meeting, the Hegus is to state the motion and to call for discussion or debate.

The Chair may take part in the discussion or debate on a motion only after turning the chair over to another Executive Council member. The Hegus will resume as chair following participation in the discussion or debate.

The discussion on a motion is regulated by the Chair. Though exceptions can be made, it is customary for each member of the Executive Council, other than the mover, to speak only once on each motion.

Types of Motions

The following are some of the most commonly used motions that may be employed during a meeting of the Executive Council.

Main Motion – A main motion brings new business before the Executive Council.

“I move...”

Postpone Indefinitely – The purpose of this motion is to kill the main motion for the duration of the Executive Council meeting.

Amend – The purpose of this motion is to change or amend the main motion.

“I move to amend the motion by...”

Refer to a Body/Committee – The purpose of this motion is to let another body or committee investigate a proposal.

“I move that the proposal be referred to... for...”

Postpone to a Certain Time – The purpose of this motion is to put off or delay a decision on the main motion.

“I move to postpone to...”

To Limit or Extend the Limits of Debate – The purpose of this motion is to limit or extend the time of debate or the number of times a person can speak in debate on a motion. For example: the entire debate could be limited to 30 minutes, or individual members of Executive Council could be limited to 5 minutes.

“I move to limit the debate to...”

Call for the Orders of the Day – The purpose of this motion is to enforce the agreed upon agenda of the meeting of Executive Council.

“I call for the Orders of the Day”

Recess – The purpose of this motion is to request an intermission in the business of the meeting and then resume business where the meeting left off.

“I move to recess.”

Adjourn – The purpose of this motion is to immediately end the meeting.

“I move to adjourn.”

Fix the Time at Which to Adjourn – The purpose of this motion is to set the time to adjourn the Executive Council meeting.

“I move to adjourn at...”

Point of Order – The purpose of this motion is to correct a breach in the rules. The Chair of the meeting will rule on the point of order.

“I call a point of order.”

Appeal From The Decision of The Chair – A member of the Executive Council may disagree with the chair’s ruling on a point of order and in such an instance, the purpose of this motion is to provide the members of the Executive Council with the opportunity to decide the disagreement by taking a vote.

“I move to appeal the decision of the Chair.”

Request For Permission to Withdraw or Modify a Motion – The purpose of this motion is to withdraw or modify a motion without first taking a vote.

“I move to withdraw/or modify the motion.”



TEMPLATE

Executive Council Resolution

DATE: Day/Month/Year

Resolution number: TN-ECR###/2016

TITLE: (Descriptive and reflective of the intention of the resolution)

SUBJECT: (Tla'amin law, Tla'amin policy, Tla'amin resources, budget, referendum, etc.)

MOVED BY: (Name of Member of Executive Council)

SECONDED BY: (Name of Member of Executive Council)

DO HEREBY RESOLVE THAT: A Quorum of the Executive Council of the Tla'amin Nation met on the XX day of (Month), (Year).

AND WHEREAS:

- A. This section provides the background information for the resolution.
- B. It identifies the exact problem to be addressed and the rationale.
- C. Each "whereas" is a reason for the resolution and each reason requires a separate clause.
- D. If the rationale cannot be explained in a five clauses or less due to the complexity of the issue, then background or supporting documentation may be developed and should be attached.
- F. This section should prepare the reader for the action presented in the "therefore be it resolved" section below.

THEREFORE BE IT RESOLVED that the Executive Council of the Tla'amin Nation:

- 1. The course of action that is being put forward should be identified here, including any recommendations, and each action requires a separate clause;
- 3. The Executive Council should be as clear as possible when stating what the resolution is meant to achieve; and,

4. There should be no doubt as to what action is agreed to, who should do it, how it should be done and when it should be done.

TEMPLATE



Order of the Executive Council of the Tla'amin Nation

Executive Order No.: TNO-EC__/2016

Approved and Ordered: *(insert date)*

Order

The Executive Council of the Tla'amin Nation hereby *(insert a brief description of the order)*.

(For example: "The Executive Council of the Tla'amin Nation hereby adopts the following Terms of Reference regarding the composition and operation of the Committee on Housing")

Authority

(insert text)

Background

(insert text)

(insert signature)

Signed on behalf of the Executive Council of the Tla'amin Nation

(Note: This portion is for administrative purposes only and is not part of the Order)

Authority under which the Order is made:

Law and section:

Other (please specify):

Registered in the Tla'amin Registry by the Clerk of the Tla'amin Government: *(initialed by the Clerk)*



TEMPLATE

Executive Council Resolution on the Establishment of an Ad Hoc Advisory Body



TEMPLATE

Ad Hoc Advisory Body Code of Conduct Policy