



General Assemblies Rules of Order

Enacted under the *Government Law*

TNP 03/2016

Enacted on April 5, 2016

Hegus Clint Williams

Deposited in the Tla'amin Registry

April 14, 2016

Signature of Law Clerk

TABLE OF CONTENTS

INTRODUCTORY PROVISIONS	2
1. <i>Foreword</i>	2
2. <i>Purpose</i>	2
3. <i>Definitions</i>	2
RULES OF ORDER OF GENERAL ASSEMBLIES.....	2
4. <i>Frequency and Main Purpose of General Assemblies</i>	2
5. <i>General Rules of Order</i>	3
6. <i>Notice of General Assembly</i>	3
7. <i>Agenda for General Assemblies</i>	3
8. <i>Quorum for General Assemblies</i>	3
9. <i>Non-binding Resolutions</i>	3
10. <i>Role and Responsibilities of the Hegus regarding General Assemblies</i>	4
11. <i>Attendance of Elected Officials at General Assembly Meetings</i>	4
12. <i>Citizen Participation at General Assemblies</i>	5
13. <i>Opening Prayer</i>	5
14. <i>Order of business</i>	5
15. <i>Recognition of Visitors</i>	6
MISCELLANEOUS.....	6
16. <i>Additional rules and procedures</i>	6

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 rules of order for Tla'amin General Assemblies as provided for in the *Government Law*.

3. Definitions

- 3.1 In this policy:

“**Business Day**” means any day other than Saturday, Sunday or a holiday;

“**Law Clerk**” means the Law Clerk of the Tla'amin Nation;

“**Executive Council**” means the Executive Council established by the *Government Law*;

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

“**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 established under the *Government Law* and may also be referred to as, How Hegus;

“**Policy**” means this General Assemblies Rules of Order Policy.

RULES OF ORDER OF GENERAL ASSEMBLIES

4. Frequency and Main Purpose of General Assemblies

- 4.1 General Assemblies are an important part of the governance of the Tla'amin Nation and in accordance with the *Government Law* are to be held at least twice a year as follows
- (a) a Fall General Assembly will provide opportunity for the Tla'amin Government to present the Tla'amin Nation annual audited statements; and
 - (b) a Spring General Assembly will provide opportunity for the Tla'amin Government to present the annual budget and multi-year financial plan of the Tla'amin Government.
- 4.2 Notwithstanding the specified focus in section 4.1 of the Fall and Spring assemblies, the main purpose of all General Assemblies is as follows:

- (a) To enable the Tla'amin Government and Tla'amin Institutions to report to and obtain feedback from Tla'amin Citizens directly on all matters of public concern;
 - (b) To provide a forum for Tla'amin Citizens to be able to speak directly to issues of concern to them and ask questions of members of the Legislative Assembly, including the Hegus and Executive Council; and
 - (c) To inform the general policy approach and direction of the Tla'amin Nation for the upcoming year through Tla'amin Citizens' feedback and engagement.
- 4.3 By way of an Executive Council Order, the Executive Council may call additional General Assemblies as it considers necessary to consider matters of importance to the Tla'amin Nation.

5. General Rules of Order

- 5.1 In order to effectively serve the purpose identified in section 4.2, and to ensure fairness, respect and proper decorum at all General Assemblies, the following rules of order shall apply to the proceedings of all General Assemblies.

6. Notice of General Assembly

- 6.1 The Executive Council must provide Tla'amin Citizens with 15 Business Days written notice of a general assembly by:
- (a) posting written notice of the assembly in the Tla'amin Nation administration office;
 - (b) publishing the notice in the Tla'amin Nation community newsletter; and
 - (c) publishing an electronic copy of the notice on the Tla'amin Nation website.

7. Agenda for General Assemblies

- 7.1 The Executive Council shall prepare a draft agenda for each General Assembly and shall include on the agenda, the agenda item "other matters" to provide Tla'amin Citizens an opportunity to raise matters of specific concern to them.

8. Quorum for General Assemblies

- 8.1 Quorum for a General Assembly shall be forty (40) Tla'amin Citizens.
- 8.2 If a quorum of Tla'amin Citizens does not exist when the Hegus calls the General Assembly to order, the General Assembly may proceed for information sharing purposes, and resolutions may be drafted, but no resolutions may be passed by those in attendance until such time as quorum is established.

9. Non-binding Resolutions

- 9.1 At any General Assembly, recommendations to the Tla'amin Government may be made by way of non-binding resolution.

- 9.2 For greater certainty, a resolution passed at a General Assembly is not binding on the Tla'amin Government.
- 9.3 In order to pass a resolution at any General Assembly, quorum must be established at the time of the vote on a resolution, and a simple majority of those in attendance must vote in support of the resolution.

10. Role and Responsibilities of the Hegus regarding General Assemblies

- 10.1 The Hegus or deputy Hegus as required, will chair all General Assembly meetings.
- 10.2 The Hegus shall preside over the General Assembly, making sure that the meeting is called to order at the specified time, a draft agenda is reviewed and adopted, and that order and decorum are maintained.
- 10.3 Specifically, the Hegus will determine the order of speaking and put the question of all motions in the assembly.
- 10.4 As chair of all General Assemblies, the Hegus shall have the authority to prevent the misuse of motions, the abuse of any privilege or the obstruction of business of the General Assembly by ruling any such matters out of order.
- 10.5 The Hegus, at their discretion, may interrupt a speaker whose remarks are repetitious or are not relevant to the topic on the agenda under discussion and call on the next speaker.
- 10.6 At the discretion of the Hegus, individuals who refuse to recognize the authority of the Hegus, or are abusive and disrespectful shall be removed from the General Assembly meeting space.
- 10.7 The Hegus has the responsibility to monitor the length of time that a Tla'amin Citizen or other individual speaks to make sure others have a chance to speak, and may delegate this responsibility to a Tla'amin Nation employee.

11. Attendance of Elected Officials at General Assembly Meetings

- 11.1 The Hegus and all eight (8) Legislators are expected to attend all General Assembly meetings.
- 11.2 In the event that Executive Council members or Legislators are unable to attend or are absent, they will be penalized for each day missed according to the provisions set out in the *Government Law* and other Tla'amin law and policy.
- 11.3 Notwithstanding section 11.2, an Elected Official will not be penalized for missing a General Assembly meeting under the following circumstances:
- (a) the meeting date was changed within ten business days of the originally scheduled meeting;
 - (b) the Elected Official is otherwise disposed on official Tla'amin government business;
 - (c) the Elected Official is required to attend to a family emergency; or

(d) the Elected Official is seriously ill or potentially contagious.

12. Citizen Participation at General Assemblies

- 12.1 Any Tla'amin Citizen may address the General Assembly by approaching the microphone and being recognized by the chair.
- 12.2 Unless otherwise decided by a vote through show of hands at the General Assembly meeting, individual speakers may speak for a maximum of ten minutes. As chair, the Hegus will signal the speaker at the 8-minute mark to wrap up.
- 12.3 Limiting the maximum speaking time to ten minutes is not meant to limit debate or cut comments short, but rather to apply fairness in the proceedings of General Assembly meetings by allowing other Tla'amin Citizens to speak and to encourage concise communication.
- 12.4 Upon the conclusion of a Tla'amin Citizen's speech, and the response of the Tla'amin Government, if there is one, to the matter in question, the chair will invite any other Tla'amin Citizens if they desire to address the matter to speak to the issue.
- 12.5 If a general vote is required at a General Assembly meeting, the Tla'amin Citizens present or the Tla'amin Government may decide that, depending on the matter, Tla'amin Nation referendum procedures or other procedures under other Tla'amin law or policies apply to the decision and therefore, the Tla'amin Government is responsible for taking specific actions in accordance with Tla'amin law and policy.
- 12.6 In accordance with the *Government Law and Code of Conduct Policy*, the Executive Council and Legislators of the Tla'amin Nation are accountable to Tla'amin Citizens and must answer questions put to them honestly and truthfully.
- 12.7 The Tla'amin Government shall make sure that minutes of all General Assembly meetings are taken, disseminated to Tla'amin Citizens and made available at the Tla'amin Nation administration office to Tla'amin Citizens who request them.

13. Opening Prayer

- 13.1 Consistent with Tla'amin Ta'ow, a prayer will be offered each sitting day before the General Assembly commences any business. The Hegus may offer a prayer or call upon a willing Legislator or Tla'amin Citizen to offer a prayer.

14. Order of business

- 14.1 The daily order of business at each General Assembly meeting will in all cases be taken up in the order in which it stands upon the agenda, as prepared by the Executive Council, except when necessary for the better conduct of business an item may be taken out of its order if approved by majority vote of Tla'amin Citizens in attendance at the General Assembly meeting.

15. Recognition of Visitors

- 15.1 The Hegus or any member of the Tla'amin Government upon being recognized by the Hegus, may make a brief statement of introduction of a visitor in attendance at the General Assembly.

MISCELLANEOUS

16. Additional rules and procedures

- 16.1 The Executive Council may specify additional rules of procedure regarding General Assemblies, provided that they are not inconsistent with this Policy or with Tla'amin Law and the Executive Council supports the inclusion of the specific rule of procedure by way of an Executive Council Resolution.