

Squamish Nation

General Meeting Policy

Approved *in-principle* on May 22nd, 2018 by Squamish Nation Council.

For consideration by Membership to be voted on July 22nd, 2018 at a Special General Meeting at Chief Joe Mathias Centre.

Table of Contents

1. Definitions.....	2
2. Purpose & Values Statement:	3
3. Roles & Responsibilities.....	3
4. Minutes	4
5. Meetings:.....	4
6. Quorum:	5
7. Timeline & Dates	5
8. Agenda	6
9. Notices	7
10. Motions and Resolutions	7
11. Approval and Amendments	9
12. Appendix A: Resolution Drafting Style	10

Definitions

"Annual General Assembly" is a general meeting happening once per year no later than November 30th.

"Auditor's Report" is an in-person report from the Squamish Nation's Auditor.

"Audited Financial Statements" means the examination of the Squamish Nation's financial statements and accompanying disclosures by an independent auditor, as approved by the Squamish Nation Council.

"Co-Chairs" means the Co-Chairs of the Squamish Nation Council.

"Contact information" means full name, mailing and/or home addresses, phone number(s), and email.

"Council Motion" means a motion passed by the Council.

"Debate" means the general discussion for or against a motion or resolution.

"Electronic voting system" means a type of voting done through electronic technology.

"Eligible voter" means any Squamish Nation member 18 years or older at the time of the General Meeting.

"General Meeting" means an Annual General Assembly or Special General Meeting.

"In-principle" means as a general idea or plan but not yet officially approved.

"Livestream" means live video broadcasting to the internet.

"Meeting chair" means the person appointed by Membership to facilitate the meeting.

"Members / Membership" means the registered members of the Squamish Nation on the Membership list.

"Minutes" are a permanent, formal, and detailed (although not verbatim) record of business transacted, and resolutions adopted.

"Motion" means the process for moving a meeting forward.

"Mover" means a person who makes a formal proposal at a meeting or in an assembly.

"Obtains the floor" means the exclusive right to be heard at that time by a member of a General Meeting and must be recognized by the chair before engaging in debate or making a motion.

"Point of order" is called by a member when they feel a speaker is violating the rules of this policy. It is called by using a point of order sign and raising it in the air to the Meeting Chair.

"Present" means in attendance in the room of the meeting.

"Quorum" means at least 10% of the eligible voters is present.

"Regular business" means activities that must occur at every General Meeting.

"Resolution" means a decision on or having an action take place related to the subject at hand.

"Seconders" is a member who endorses a motion submitted by a mover and is to indicate that there is at least one person besides the mover that is interested in seeing the motion come before the meeting. It does not necessarily indicate that the seconder favours the motion.

"Secretary" means an administrative assistant to the meeting chair.

"Special Business" means the draft resolutions submitted by Members for consideration at a General Meeting.

"Special General Meeting" means a General Meeting called by the Squamish Nation Council or by 10% of the Squamish Nation Members writing to the Band Manager requesting a General Meeting.

"Squamish Nation" means the administrative body of the Squamish People.

"Squamish Nation Territory" means all lands within the Squamish River, Mamquam River, Howe Sound, English Bay, False Creek, and Burrard Inlet watersheds.

"Verbatim Transcripts" means a word-for-word transcript of the meeting and do not require approval at a General Meeting. Complaints about verbatim transcripts are to be directed to the Band Manager.

Purpose & Values Statement:

The purpose of the General Meetings is to be a venue for Squamish Nation Members to give direction on issues affecting the Squamish People, the Squamish Nation, or the Squamish Nation Territory.

The values for the General Meetings are:

Wenáxws ta skwáwlen ("Respect our people's hearts & minds")

Wi chet estetxw ("Let's be truthful, correct")

Esp'áp'iyek chet ("We will be orderly")

Skwáwlen wa an ha7lh ("Positive; good feelings")

Yuustway chet ("We'll take care of each other")

Ha7lh k estetich as ("It would be good to be transparent; visible")

Esxwéxkw ka ("It is to be useful; productive")

Temst'i7stway chet ("We will love one another.")

Roles & Responsibilities

Meeting chair: The roles of a chairperson is to

- (a) lead the meeting,
- (b) maintain order at the meeting,
- (c) ensure the policy of the General Meetings are being followed,
- (d) ensure fairness and equality at the meeting,
- (e) set the time limit for speakers,

- (f) be respectful but firm in conducting the meeting, and
- (g) approve the Minutes of the meeting *in-principle* after they have been formatted, and to confirming that they are a correct and truthful representation of the events at the meeting.

■ **Secretary:** The role of the meeting secretary is to

- (a) assist the meeting chair in note keeping,
- (b) keeping a speaking list at the advice of meeting chair,
- (c) and assist in administrative duties related to the meeting chair.

■ **Sergeant-at-arms:** The role of the sergeant-at-arms is to

- (a) maintain order in the meeting room,
- (b) maintain harmony and respectful conduct among attendees,
- (c) and execute commands related to the above mentioned duties from the meeting chair.

■ **Membership:** The role of Members is to select the meeting chair, debate the motions and resolutions, and vote on favour, against, or abstain on motions or resolutions at the General Meeting.

■ **Band Manager:** The role of the Band Manager is to call the meeting to order and conduct the process for the selection of the meeting chair and appoints the vote counters to assist with the counting of the votes.

■ **Vote Counters:** The role of the voter counters is to tally the votes conducted on all motions or resolutions.

■ **Minutes**

■ Minutes are to be a typed record of all motions and resolutions deliberated and include:

- (a) All motions
- (b) Final version of the resolution text itself if there were approved amendments
- (c) Full name of the mover
- (d) Full name of the seconder
- (e) How many votes were in favour, against, or abstained to the motion or resolution.

■ Minutes are to be adopted by the members in attendance at the next General Meeting as a part of regular business.

■ Verbatim Transcripts of the meeting will be prepared and made available online or at main office and brought to the next meeting and prepared by Council Admin staff.

■ **Meetings:**

■ The Squamish Nation has two types of General Meetings:

- (a) The Annual General Assembly will happen no later than November 30 of each year to present the audited financial statements of the preceding year as well as other relevant reports and updates from Council, senior staff and guests as appropriate, as per Section 1.93 of the Council Governance Policy.
- (b) Special General Meetings may happen from time to time when called by the Squamish Nation Council by way of motion or through a written request from 10% of the Squamish Nation eligible voters sent to the Band Manager

■ A maximum of three Special General Meetings may happen per calendar year due to budgetary concerns.

■ All General Meetings must be livestreamed, audio recorded, and archived on the Squamish Nation website.

■ The floor plan and seating plan, and start time is to be decided by Band Manager and Council Co-Chairs.

■ The General Meeting location are to be chosen by Council and must include a mix of meetings in North Vancouver and Squamish Valley.

■ Handheld yellow signs with the words "POINT OF ORDER" are to be made available and to be raised in the air by a member when they feel a speaker is violating the rules of this policy. The goal of this section is to reduce the raising of loud voices or shouting during the meeting.

■ The meeting chair may make a ruling when a point of order is raised.

■ The Purpose and Values Statement is to be printed in large formats and posted around the room of the General Meeting.

Quorum:

■ The quorum for a General Meeting shall be 10% of eligible voter population at time of the meeting to give fair voice from a broad-section of Membership.

■ Only eligible voters present are allowed to vote on motions and resolutions, although online voting may be explored at a later date.

■ Members must give name, signature, band number, and may be requested to present ID when they arrive at a General Meeting.

■ Members may request to the meeting chair, every 30 minutes, for an update on the quorum present.

■ Members may be asked if they would like to voluntarily give contact information for follow-up news and information.

■ Those who are not Squamish Nation Members may attend a General Meeting, but only if they are attending to present on a subject in the agenda or assisting with the operation of equipment or services for the meeting.

Timeline & Dates

■ The timeline for General Meetings shall be:

- (a) 60 calendar days before a General Meeting is to take place, a notice must be posted, delivered door-to-door on reserve, and mailed to all members with mailing addresses on file, the time, location, and key dates of this timeline.
- (b) 45 calendar days before a General Meeting is to take place, the Squamish Nation will host one or more *resolution writing workshop(s)* to assist members seeking to submit a resolution for consideration at the upcoming General Meeting.
- (c) 30 calendar days before a General Meeting is the deadline for Members to submit a draft resolution for inclusion on the General Meeting Agenda.
- (d) 15 calendar days before a General Meeting, a final notice is to be posted, delivered door-to-door on reserve, and mailed to all members with mailing addresses on file, the time, location, agenda, and copies of the draft resolutions submitted and any other supporting material.
- (e) 40 calendar days after a resolution has been passed at a General Meeting, the Squamish Nation Council must respond publicly in writing and distributed online, deliver door-to-door in the communities, and mailed to members to any resolution passed at a General Meeting.

Agenda

■ All General Meetings will first conduct the regular business and then special business.

■ Regular business at the General Meeting is:

- (a) Meeting call to order
- (b) Establish quorum
- (c) Appointment of vote counters
- (d) Nomination and appointment of Meeting chair
- (e) Appointment of Sargent-of-Arms
- (f) Adoption of minutes from previous meeting
- (g) If an Annual General Assembly, presentation on Audited Financial Statements and Auditor's Report
- (h) Special Business
- (i) Meeting adjournment

■ Special business is the draft resolutions submitted by Members 30 days prior to the General Meeting.

■ The Council Co-Chairs & Band Manager will organize the Special Business portion of the agenda by placing draft resolutions with similar subject matter together on the agenda.

■ Draft resolutions must be submitted within 30 days of the meeting.

■ Resolutions submitted will be reviewed by Council staff for grammar, spelling, clarity, and consistency with the resolution drafting style (See Appendix A)

Any resolutions not debated and completed at the General Meeting may carry over to the top of the Special Business at the next General Meeting.

Notices

Every notice for the General Meeting must

- (a) be visually eye-catching and able to entice members.
- (b) include date, location, and time
- (c) be posted online, in the Nation's gazette, and promoted with posters around the community.

The final notice must be sent out 15 days prior to a General Meeting and include:

- (a) General Meeting Agenda
- (b) All resolutions being considered with supporting documentation.

Motions and Resolutions

Motions are the process for moving a meeting forward, such as a motion to approve the agenda, amend a resolution, or cease debate.

Resolutions means a decision on having action take place related to:

- (a) Recommending changes to specific Squamish Nation policy
- (b) Issue a statement of support or opposition to a particular course of action
- (c) Request a summary report on a particular subject

Any resolution approved by Membership at the General Meeting cannot be acted upon if it harms Council's fiduciary obligations to the Membership as a whole or conflicts with a Squamish Nation Code or Law (such as the Membership Code or Election Code).

The process of handling motions or resolutions involve the following steps:

- (a) A member obtains the floor and makes a motion or resolution and states their motion or resolution.
- (b) Another member seconds the motion or resolution.
- (c) The meeting chair states the motion or resolution
- (d) The meeting chair states the motion or resolution is open for a debate and invites speakers to speak in favour or opposed.
- (e) Members debate the motion or resolution.
- (f) The meeting chair puts the motion to a vote.
- (g) The meeting chair announces the results of the vote and what happens with the motion.

If the amendment is approved by 50%+1, the original motion or resolution is amended, and the debate continues with the amendment. If the amendment is not

approved, the debate continues on the original motion or resolution without the amendment included.

██████████ Voting on motions and resolutions may be done by an electronic voting system if the system is secure, reliable, and accurate. If an electronic voting system is not possible, votes shall be done by way of raising of hands.

██████████ Voting by way of the raising of hands involve the following steps:

- (a) The motion or resolution number and text is shown on a screen.
- (b) Meeting chair calls vote counters who are present to conduct the vote
- (c) Meeting chair asks for those who are in favour, against, or abstain on the motion or resolution
- (d) One vote counter counts the votes for one half of the room and a second vote counter is to count the other half.
- (e) Two additional vote counters follow the same step at 6. (d) to ensure accuracy of the votes counted
- (f) Each vote counters reports back to the meeting chair and secretary the results of the vote
- (g) The chair confirms that the two sets of vote results match. If they do not match, the chair can order a recount.
- (h) Once confirmed, the chair announces the results of the vote in favour, against, abstentions.

██████████ The process for handling the electronic votes involve the following steps:

- (a) The motion or resolution number and text is shown on a screen.
- (b) Eligible voters obtain a voting device from the staff.
- (c) The resolution question is asked, and the meeting chair announces which button corresponds to in favour, oppose, and abstain.
- (d) The meeting chair announces that voting as closed and the results are shown and announced

██████████ Resolutions must conform to the resolution drafting style shown in Appendix A.

██████████ Motions and Resolutions are approved by 50%+1 of eligible voters present at the meeting voting in favour of the motion or resolution but the total number of votes cast must be at least 10% of the eligible voters.

██████████ Once a motion or resolution is put to Membership for consideration, it is no longer owned by the mover or seconder but becomes owned by the eligible voters present at the meeting to amend, approve, or reject.

██████████ Debate on a motion or resolution can be closed with a 'motion to cease debate' and 2/3rds of members present voting in favour of the motion to end the debate on that motion or resolution. If a motion to suspend debate is approved, the meeting chair then calls for an immediate vote on the resolution or motion previously being debated.

Any resolution approved at a General Meeting is considered approved; a second meeting is not required to approve a resolution.

Council must give full and fair consideration to all resolutions approved at a General Meeting and must respond to the resolution within 40 calendar days.

Approval and Amendments

This policy is to be first approved *in-principle* by way of Council resolution, then must be approved by Membership at a General Meeting.

This is a living document. Amendments can be made through resolution at a General Meeting and take effect at the next General Meeting to follow.

Appendix A: Resolution Drafting Style

TITLE of RESOLUTION: A title describing the resolution subject matter

WHEREAS:

- A. List any information relevant to this subject.
- B. List any action items that have already taken place related to this subject including who did it, what was the action(s) taken, where did this action(s) take place and when did the action(s) happen.

THEREFORE, BE IT RESOLVED THAT:

1. The Squamish Nation supports/opposes.... (insert action or activity).
2. or list any actions that are to be approved that includes:
 - a. Who will do this work
 - b. What will the work be
 - c. Where this work may take place
 - d. When this work is to be completed by

Resolution submitted by:

- Full Name
- Band Number
- Email

Seconded by:

- Full Name
- Band Number
- Email