



## GOVERNING MEETINGS POLICY

### I. DEFINITIONS:

**“Agenda”** means a list of items to be dealt with at a meeting.

**“Chairperson”** means the person appointed by the Chief or his/her delegate presiding at a meeting.

**“Chief”** refers to the leader of the First Nation.

**“Chief Executive Officer”** refers to the most senior manager of administration appointed by the Nipissing First Nation E-giigdowaad to manage the administrative programs and services mandated by E-giigdowaad.

**“Closed Session”** means a meeting or part of a meeting that is not open to the public, to discuss matters that are private or confidential.

**“Committee”** means an advisory or any other committee or similar entity composed of one or more Council and debendaagziwaad that is established by E-giigdowaad (Council) from time to time.

**“Committee of the Whole”** shall mean the convening of E-giigdowaad in a closed session to make decision on matters that have confidential or security elements such as legal proceedings, contract negotiations or human resource issues.

**“Debendaagziwaad”** (Debendaagizid – singular form) refers to the people of the Nipissing First Nation. Those people who are recognized as “those who belong” to the Nipissing First Nation.

**“Delegation(s)”** shall mean a debendaagziwaad and/or endaawaad who wish to present a written objection, proposal or request or bring forward other matters to E-giigdowaad that may benefit debendaagziwaad and/or endaawaad of the Nipissing First Nation.

**"Director of Administration"** refers to the manager appointed to manage the day to day administrative functions of Nipissing First Nation.

**"E-giigdowaad"** (Council) means the executive decision-making body made up of Councillors of Nipissing First Nation elected in accordance with the Nipissing First Nation Custom Election Regulations or any law that replaces that law.

**"Endaawaad"** (Endaat – singular form) means those Endaawaad who live on the Nipissing First Nation but are not Debendaagziwaad.

**"Meeting"** means any regular, special, committee or other meeting authorized by E-giigdowaad.

**"Motion"** means a question to be considered and voted on by the E-giigdowaad or committee which is moved, seconded, presented, is read by the Chairperson or by the recording Clerk and is the subject of debate. When a motion is adopted, it becomes a resolution.

**"Nipissing First Nation"** means debendaagziwaad for whose use and benefit lands and treaty rights are protected under the Robinson-Huron Treaty of 1850.

**"Quorum"** means a majority of the whole number of elected debendaagziwaad required to constitute a E-giigdowaad (Council) or a committee.

**"Resolution"** means a motion that is carried or defeated and therefore presents the vote and will of E-giigdowaad.

**"Recording Clerk"** means the person delegated the duties and responsibilities of documenting minutes and decisions of E-giigdowaad or recommendations of authorized Committees in a format prescribed by regulations.

## **II. CONVENING OF MEETING OF COUNCIL**

### **1. INAUGURAL MEETING**

The Inaugural Meeting of E-giigdowaad shall be held and be the initial part of the first regular meeting of the newly elected E-giigdowaad. The meeting will include a culturally appropriate ceremony and the signing of "Oaths In Office" and "Disclosures of Conflict" forms.

### **2. REGULAR MEETINGS**

- a. Regular meeting of E-giigdowaad shall be held on the first and third Tuesday of each month at 7:30 pm at the Nipissing First Nation Administration Centre, 36 Semo Road, Garden Village, Ontario and/or at the Multi-Purpose Building in Duchesnay at 520A Couchie Memorial Drive,

North Bay, Ontario unless otherwise announced. Committee of Whole meetings will be signaled by motion of E-giigdowaad and held prior to the regular meeting from 7:00 pm to 7:30 pm.

In accordance with Nipissing Nation Chief and Council Meeting Livestream Policy, meetings may be held virtually. Livestreaming available under the Band Member Portal permits debendaagziwaad to attend meeting virtually. *(Note: Meetings are also recorded and will be available for viewing for a period of 30-days after the meeting date.)*

- b. If the designated meeting day falls on a public holiday, the E-giigdowaad shall meet at the designated time, the first day following which is not a public holiday or at another date and time set by resolution of E-giigdowaad.
- c. E-giigdowaad may by a quorum vote of E-giigdowaad present, dispense with or alter the date, time or place of a regular meeting provided that a minimum of two (2) days notice of the change is posted at locations designated for public posting within the boundaries of the Nipissing First Nation.
- d. Regular meetings shall not be extended beyond three (3) hours commencing from the time set for commencement as per clause 2 a. without a resolution of E-giigdowaad.
- e. All regular meetings of E-giigdowaad shall be open to Nipissing Nation debendaagziwaad either by in-person or virtual attendance. Non NFN members may only attend meetings of Council when they are scheduled on the agenda to present or speak to a matter.
- f. Regular meetings shall provide E-giigdowaad the option of moving into "Committee of the Whole" by resolution to deal with sensitive, confidential and security matters.
- g. If a matter requires the E-giigdowaad to adjourn to a committee of a whole session so as not to violate confidential or security information, following the committee of the whole, the Egiigdowaad will report the decision in a regular meeting."

### 3. SPECIAL MEETINGS

- a. The Chief, or in the absence of the Chief, the Deputy-Chief, may at any time summon an emergency meeting to deal with emergency matters.

- b. The Chief, or in the absence of the Chief, the Deputy-Chief, may summon special meetings to deal with such matters that were not dealt with at a regular meeting or urgent and time sensitive matters.
- c. Upon receipt of a written petition from the majority of E-giigdowaad providing written reason(s), the Chief Executive Officer shall summon a special meeting for the purpose and at the time mentioned in the petition.
- d. Special or emergency meetings shall be held in the Nipissing First Nation Administrative Centre's Council Chambers, unless otherwise stated in the notice.
- e. Special meetings shall require the posting of notices of a minimum of two (2) days at a duly designated location for public notices.

#### **4. CLOSED COUNCIL MEETING**

The Egiigdowaad may schedule a Closed Council meeting to deal with matters that deal with confidential or sensitive information.

#### **5. INTERNAL SUPPORT MEETING**

The Egiigdowaad may schedule Internal Support Meetings for strategic planning. These meetings are treated as working group meetings and intended to provide direction and support.

### **III. NOTICE OF MEETINGS**

#### **1. REGULAR MEETINGS**

- a. Subject to receipt of a written petition, the Chief Executive Officer shall give notice of the meeting to all E-giigdowaad and where required, to such other person as the Chairperson or Chief Executive Officer deems advisable and conforming to the provisions of this policy.
- b. The notice shall be in the form of an agenda which shall provide the date, time and place for the meeting and displayed by posting in regular designated locations; on Nipissing Nation's Band Member Portal."
- c. In emergency situations, Council may authorize changes to regular meeting dates, times, meeting venue including meeting format and approval processes. The public will be notified of these changes.

#### **2. SPECIAL MEETINGS**

- a. All special meetings shall be posted as a notice to debendaagziwaad and shall specify the date, the place, the time and the purpose of the meeting.
- b. Special Council meetings dealing called to deal with urgent or emergency matters may take place without notification.

#### **IV. DUTIES OF THE CHIEF AS CHAIRPERSON**

- a. It shall be the duty of the Chief or presiding officer to work jointly with the Director of Administration to prepare the agendas for meetings
- b. The Chairperson is responsible to open meeting by calling the E-giigdowaad and debendaagziwaad and endaawaad to order and announcing the business before E-giigdowaad, and oversee the meeting by using the following Rules of Order:
  - a. To put to vote all questions which are moved and seconded, and items that arise in the course of the proceedings and to announce the results of the vote.
  - b. To keep time and ensure that items are being dealt with in a timely manner.
  - c. To decline to put to a vote motions that may infringe upon the rules of procedure.
  - d. To maintain order among meeting participants and guests.
  - e. To authenticate by signature all by-laws, resolutions and minutes of E-giigdowaad.
  - f. To appoint debendagizid of E-giigdowaad to serve on committee's and have such approved by a resolution of E-giigdowaad.
  - g. To represent and support E-giigdowaad by declaring its will and obeying its decisions in all matters, and to ensure that the decision of E-giigdowaad are in conformity with the laws and bylaws governing the activities of the Nipissing First Nation.
  - h. In cases where there are breaches of rules of order, to order the person to vacate the meeting room and/or call meetings out of order. In dealing with behaviours that disrupt the order or the meeting, the Chair will:
  - i. Order the person and/or group to cease and desist from disrupting the meeting. If the behavior continues to expel from the meeting, and the person and/or groups who continued to engage in improper conduct; or to

call the meeting out of order by adjourning the meeting without questions in cases of grave disorder.

- j. To initiate, if deemed necessary, proceedings to limit the rights of individuals and/or organizations to attending the meeting of E-giigdowaad on the grounds of improper conduct and/or refusal to obey the rules of the Chairperson.

#### **V. DUTIES AND CONDUCT OF E-GIIGDOWAAD**

- a. The e-giigdowaad will be responsible to address and vote on matters before E-giigdowaad after receiving permission of the Chairperson to do so.
- b. To follow the rule of order and obey the decision of the Chairperson or E-giigdowaad on questions of order or practice or upon the interpretation of the rules of E-giigdowaad.
- c. To remain in their seat or not make any noise or disturbance while a matter is being considered or discussed by E-giigdowaad or while a vote is taking place.
- d. To not interrupt or speak out while a point of order is being raised or speak on any other subject other than the subject that is in debate.
- e. E-giigdowaad will not enter the meeting while a vote is being taken or leave a meeting without first obtaining permission from the Chairperson.
- f. In cases where a breach has occurred, the debendaagizid of e-giigdowaad will not be permitted to take their meeting place until the next meeting and without making an apology to Council.

#### **VI. DISCLOSURES OF CONFIDENTIAL INFORMATION**

- a. Where a matter is discussed during a closed session, e-giigdowaad and/or staff member or other persons in attendance shall not discuss or repeat the discussion in whole or part with any person outside of the closed session.
- b. Any violation by e-giigdowaad and/or persons in attendance other than staff will result in the exclusion of the offending member, staff or person(s) from any future closed sessions. A breach by staff will be dealt with under the Nipissing First Nation Human Resource Personnel Policy.

**VII. CONDUCT OF DEBENDAAGZIWWAD AND/OR ENDAAWAAD OF PUBLIC**

- a. Debendaagziwaad and endaawaad who may have business on the agenda of e-giigdowaad are permitted to attend regular meetings and/or open meetings and must conduct themselves in the following manner:
  - i. No person shall speak aloud, use profane language or offensive words or insulting expressions or gestures against the E-giigdowaad or any person in attendance at the meeting.
  - i. No person shall speak loud or address the E-giigdowaad without first receiving permission of the Chairperson to do so.
  - ii. Individuals are required to remain in their seat and not make any noise or disturbance while a matter is being considered or discussed by E-giigdowaad or while a vote is taking place.
  - iii. Any violations of conduct will result in the individual not being permitted to attend another meeting of E-giigdowaad until satisfying the E-giigdowaad that their conduct at future meetings will be in conformity of the rules of this policy.

**VIII. PREPARATION OF THE AGENDA**

- a. The Director of Administration or his/her delegate and the Chief or Deputy-Chief shall jointly prepare the agenda for all regular and special meetings of E-giigdowaad.
- b. The Director of Administration shall:
  - i. Accept agenda items from the E-giigdowaad or Chief Executive Officer.
  - ii. Receive correspondence and petitions from the public and if in the opinion of the Chief and the Director of Administration that matter warrants consideration of E-giigdowaad, place the item on the agenda.
  - iii. Place items on the agenda in accordance to its classification considering the relevance to other items on the agenda.
  - iv. Accept items that are in writing and submitted not less than three working days prior to the meeting, follow up on items identified from previous meetings. Refer to Section 4 a).

- v. Council Agenda with supporting material shall be prepared and made available to E-giigdowaad not less than 24 hours prior to the regular meeting. In some exceptional circumstances, materials may be provided to Council as soon as possible.

## 1. COMMENCEMENT OF MEETINGS:

- a. Call to Order – As soon as there is a quorum after the hour fixed for the meeting, the Chairperson shall take the chair and call the meeting to order.
- b. If the Chief or Deputy-Chief is not present at the meeting by the commencement of the meeting, the Chief Executive Officer shall call the meeting to order and the debendaagizid of E-giigdowaad present shall appoint an acting Chairperson in the place of the Chairperson who will take on this duty until the Chairperson arrives.
- c. Roll Call – Once the Chairperson has called the meeting to order, the Recording Clerk shall record the names of the E-giigdowaad and debendaagziwaad and/or endaawaad present.
- d. If an individual arrives at the meeting after the roll call, the Recording Clerk shall note the time of arrival in the minutes.

## 2. QUORUM

- a. A quorum is required to commence and continue any meeting of E-giigdowaad or committee.
- b. A quorum of this E-giigdowaad shall be the majority of the total E-giigdowaad elected.
- c. *No Quorum* – Unless a quorum is present within thirty (30) minutes after the time appointed for the commencement of the meeting and no notification is received, the meeting shall automatically be deemed to stand adjourned until the next regular meeting, or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
- d. Council members must make every effort to attend Council meetings in person, however, under exceptional circumstances, a Council member may be permitted to attend the Council meeting virtually with advance notice of the Chief.

- e. The Recording Clerk shall record the names of E-giigdowaad present at the expiration of the thirty (30) minute time limit and such a record shall form part of the Agenda at the next regular meeting.
- f. In cases where there are only two members of E-giigdowaad the Chief Executive Officer shall be motioned by resolution to vote on the matter.
- g. If, there are fewer than three (3) voting E-giigdowaad able to discuss the vote on a particular matter or any questions relating to that matter, then a committee composed of the remaining voting E-giigdowaad and the Chief Executive Officer and an individual designated by E-giigdowaad must be convened and empowered to discuss the particular matter and vote on any question relating to it in the place of the decision makers who are in Conflict of Interest; provided in the case of the Nipissing First Nation 2013 Claim Trust Agreement, the determination of the Corporate Trustee, as such term is defined therein, shall be final and binding on all interested parties.

### 3. DISCLOSURES OF CONFLICT OF INTERESTS

- a. Any member of E-giigdowaad who has a direct or indirect conflict of interest on matters brought before the meeting is required by law to make a disclosure of their interest in the following manner:
  - i. Disclose any interest and its general nature at a meeting, prior to any discussion taking place by referring the matter of potential conflict to the Chairperson as prescribed within the Nipissing First Nation Conflict of Interest Code.
  - ii. Refrain from taking part in the discussion on the matter.
  - iii. Refrain from voting on the matter.
  - iv. Make no attempt to influence the voting at any time before.
  - v. Closed Meeting – If the matter in which the E-giigdowaad has a conflict of interest is discussed at a meeting closed to the public, the debendaagizid must disclose their interest as outlined above, and also leave the meeting, or that portion of the meeting dealing with the matter.
  - vi. The disclosure of conflict of interest during a closed meeting must also be recorded in the minutes of the meeting next that is open to the public. This can be achieved when the E-giigdowaad makes a disclosure of conflict of interest dealing with the resolution adopting the minutes (or the report) of the closed meeting in question.

- vii. The debendaagizid of E-giigdowaad at that time, is again prohibited from discussing or voting on the minutes related to the matter.
- viii. If a disclosure of conflict is made by a Chairperson, that chairperson shall withdraw from the chair during the deliberations on that matter, and the Deputy-Chief or Acting Chairperson shall take the chair.
- ix. In the event that Chief or the Deputy-Chief or a chairperson is unable to chair the portion of a meeting in which a disclosure of conflict of interest applies, the remaining E-giigdowaad present shall amongst themselves appoint a member to act as Chairperson for that portion of the meeting.
- x. Conflict of Interest considerations shall be guided by and dealt with in accordance with Nipissing First Nations Conflict of Interest Code.

#### 4. DELEGATIONS / PRESENTATIONS

- a. A delegation may be heard by E-giigdowaad at a meeting provided that the following requirements are complied with:
  - A delegation shall be submitted in writing to be placed on the Agenda, outlining the matters that the delegation wishes to present to E-giigdowaad; such requests must be submitted to the Director of Administration no later than 3 working days of the meeting date. The Director of Administration will confer with the Chief and they shall jointly make a determination whether the delegation is to be placed on the meeting agenda or that it should be first deferred to the appropriate committee or Program Manager.

OR

debendaagiwaad may complete the "Chief and Council Meeting – Request Form" and submit this seven (7) days prior to the scheduled Council meeting. (see Appendix "I")

- b. The Director of Administration shall reply to such requests in writing or by telephone, as time permits, indicating approval, refusal or referred of the delegation and the reasons thereof.
- c. A delegation shall be listed on the Agenda and heard in the order determined by the Chief and the Director of Administration.

- d. Only one person shall be permitted to address E-giigdowaad for each delegation when representing a group or organization.
- e. A delegation shall have up to ten (10) minutes to make its presentation. Such time limit may be extended by such amount of time as the E-giigdowaad deems advisable by resolution.
- f. There shall not be more than three (3) delegations at any meeting.
- g. Nipissing First Nation debendaagziwaad may attend a Council meeting and present a delegation or request to E-giigdowaad, as the request was not submitted in advance the request will be noted and referred to the next regular scheduled meeting. Refer to Section 4 a).
- h. No delegation, including debendaagziwaad will be permitted to address the E-giigdowaad with respect to a specific issue dealt with in a closed meeting.
- i. Presentations by a delegation may be followed by questions to the delegation from debendaagzid of E-giigdowaad.

## 5. MINUTES

- a. It is the duty of the Recorder to ensure accurate recording in a book, without note or comment, all resolutions, decisions and other proceedings of E-giigdowaad.
- b. The minutes shall also record: The place, date and time of the meeting; the names of E-giigdowaad in attendance and the absence of any E-giigdowaad and the reason for absence if known.
- c. E-giigdowaad shall adopt at a public meeting all minutes of previous meetings submitted by the Chief Executive Officer. During the adoption of the minutes of a previous meeting by E-giigdowaad, except for changes in the form of errors, omissions in the recording of any action taken at the previous meeting may be made when adopting the minutes.

## 6. CORRESPONDENCE

- a. For Information – “Correspondence for information only” is included in the Agenda for consideration of E-giigdowaad shall be deemed to be accepted by E-giigdowaad whether there are questions or discussions at the meeting on such correspondence or not.

- b. For Action – “Correspondence for Action” shall be deemed to be dealt with by E-giigdowaad upon the passing of a resolution expressed E-giigdowaad or committee’s decision or action.
- c. All correspondence identified “Confidential” which is received by E-giigdowaad shall be returned to the Chief Executive officer for proper security measures immediately following the meeting at which E-giigdowaad dealt with the matter.
- d. The Chief Executive Officer shall cause to be recorded a listing of all incoming correspondence and information items to be made accessible by E-giigdowaad or debendaagziwaad of the Nipissing First Nation by request unless the correspondence or information is of confidential nature or is to be treated in security.

## 7. MOTIONS

- a. Motions shall be prepared in written format prior to the meeting to facilitate communications, when possible.
- b. Motions shall be debated in the order of their presentation on the Agenda. The Chair will be responsible to monitor the time to ensure that all matters are dealt with in the 10 minute specified time.
- c. A motion relating to a matter not within the jurisdiction of E-giigdowaad shall not be entertained by the Chairperson.
- d. New Matters – debendaagzid of E-giigdowaad, the Chief Executive Officer may introduce matters to be dealt with by motion, subject to the notice provisions in this policy.
- e. A motion for introducing a new matters shall not be presented without notice unless E-giigdowaad, without debate, dispenses with such notice.
- f. **Mover & Seconder** – Every motion, amendment to a main motion, or amendment to an amendment must be formally moved and seconded. The Chairperson can put the question to E-giigdowaad, prior to any discussion on the question.
- g. Any member may require a motion under discussion to be read by the Chairperson at any time during the debate but not so as to interrupt another member who is speaking.
- h. **Disposition** – A motion properly before the E-giigdowaad for consideration must receive disposition before any other motions can be received, unless it is a motion to amend, to refer to a committee or staff for report, to defer indefinitely or to a specified time, to adjourn the meeting or that the vote be now taken.
- i. **Motion to refer** – A motion to refer shall require direction as to the body to which it is being referred to, and is not debatable.

- j. **Motion to defer** – A motion to defer must include a reason for the deferral, and a certain time to which the matter is deferred.
- k. **A motion to refer or defer** shall take precedence over any motion or amendment except a motion to adjourn.
- l. **Amendments** – Amendments are changes in the form of a motion. An amendment is designed to alter or vary the main motion without materially changing its intent or meaning. It may propose certain words be omitted, replaced or added.
- m. **An amendment modifying a motion** may be made provided it is not contrary to the main intention of the motion. An amendment relating to a different subject is not in order
- n. **A motion to amend** shall be made in writing and shall be relevant to the main motion.
- o. **Limitation** – Only one amendment at a time can be presented to a main motion and only one amendment to an amendment can be presented.
- p. **Order of Vote** – An amendment to the amendment shall be voted on first, then if no other amendment to the amendment is presented, the amendment to the main motion shall be voted on next, then if no other amendment to the main motion is presented, the main motion, as amended, shall be put to a vote.
- q. **Withdrawal** – Every motion is the property of the E-giigdowaad once it has been presented to the Chairperson and read at the meeting, but may be withdrawn at any time prior to the vote thereon with the consent of the majority of members present.
- r. **Reconsideration** – When a E-giigdowaad has decided either for or against a certain question, it shall NOT reconsider the same question during the same calendar year, until a motion to reconsider, presented by a prevailing member, has been passed.
- s. **Debate** on a motion to reconsider must be confined to reasons for or against reconsideration.
- t. **If a motion to reconsider** is decided in the affirmative, such reconsideration shall not be made until a subsequent meeting of E-giigdowaad and must be presented to the Chief Executive Officer in the form of a Notice of Motion prior to the preparation of the Agenda for that meeting.
- u. No more than two motions to reconsider the same questions shall be permitted in the same calendar year.
- v. Motions of E-giigdowaad are recorded in the meeting minutes. Every motion, amendment to a main motion, or amendment to an

amendment must be formally moved and seconded before the Chairperson can put the request to E-giigdowaad. Once the motion is moved and seconded, the Chairperson will ask E-giigdowaad for favour of the motion with a show of hands, signaling the motion is carried.

If a member of Council is abstaining or declaring conflict on a motion they must declare the reason for the abstention or conflict. This will be noted in the minutes.

## 8. VOTING

- a. Voting shall be by way of a "show of hands" in favour or against, except when a recorded vote is requested by any members.
- b. The Chairperson, except where disqualified to vote, may vote on all questions, and when so doing, shall vote last.
- c. After the Chairperson commences to take a vote on a question, no member shall speak to such question or present any other motion until a vote has been taken on such question.
- d. The Chairperson shall announce the results of the vote once the vote is completed.
- e. **Recorded vote** – Where a vote is taken for any purpose and a member requests immediately prior to the taking of the vote that the vote be recorded, each member present, except otherwise prohibited by law to vote, shall announce his vote openly and individually in favour or against the question.
- f. The Recorder shall call by name the members present in alphabetical order except for the Chairperson whose name shall be called last, and the Director of Administration or delegate shall so record each member's vote, and such vote shall be recorded in the minutes.
- g. Every member present at the meeting other than the Chairperson who refuses or fails to vote during the recorded vote, and when permitted to vote on the question, shall be deemed as voting against the question.
- h. After completion of the recorded vote the Recorder shall announce the results.
- i. **Recorded Vote For/Against** – If there is no request for a recorded vote, a member may request the Director of Administration or delegate to record his/her vote only, either for or against the question, as the case may be.

Change "Administrative Officer" to read "Director of Administration or delegate."
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- j. **Votes Equal** – Any question on which there is an equality of votes shall be deemed to be defeated, except where expressly provided in legislation.

## 9. ADDENDUM

- a. There shall only be one (1) Addendum to an Agenda for a meeting when one or more items arise after the closing of the deadline for preparation of the Agenda and prior to the meeting, which the Chief and / or the Director of Administration or delegate believes are of urgent nature and require the immediate consideration of E-giigdowaad or Committee of The Whole Council at the meeting.

NOTE: Although restricted to one addendum item, E-giigdowaad may by resolution add other items that require urgent attention **subject to time availability.**

- b. However, before any addendum may be dealt with, a resolution must be passed by the members present, authorizing the E-giigdowaad or Committee of the Whole E-giigdowaad to deal with all or any of the items on the Addendum.

## 10. NOTICES OF MOTION

- a. **Before Meeting** – Notices of Motion may be submitted to the Administrative Officer by a member at any time and each notice of motion received prior to the preparation of the Agenda shall be included on the Agenda for that meeting under the item “motions”.
- b. **At Meeting** – A notice of motion, in writing, may also be received by the Administrative Officer prior to the closing of the meeting and in this event, the Chairperson or Director of Administration or delegate shall read the notice of motion and it shall be duly recorded in the minutes and shall form part of the Agenda for the subsequent meeting under the item “motions”.
- c. The presentation of a notice of motion does not require a mover or seconder until it comes before a meeting for debate.
- d. A motion for which notice was given in accordance to this By-law must be moved or seconded at the meeting on which it appears on the Agenda for debate.
- e. A notice of motion must be presented in the appropriate motion format on the notice of motion form.

## 11. ANNOUNCEMENTS AND INQUIRIES

- a. Announcements may be made by any member of the E-giigdowaad with permission of the Chairperson and such announcements generally shall consist of brief verbal reports (i.e.: conference attendance, meeting report, community event announcements).

- b. Announcements and inquires may be made by the members of the public present, after being acknowledged by the Chairperson.
- c. Inquiries may be made for the purpose of clarification of items dealt with by the members of the E-giigdowaad or to make suggestion of items to be considered by E-giigdowaad at future meeting.
- d. The Announcements and Inquires section may be cancelled, at the discretion of the E-giigdowaad, without notice, by resolution passed by a quorum of members present.

## **12. CLOSED SESSIONS**

- a. In accordance with the Livestream Policy, a motion will be made to go into a closed session and the broadcast of the livestream will cease. Following the closed session, livestreaming will resume.”
- b. A meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
  - The security of the property of the Nipising First Nation;
  - Personal matters about an identifiable individual, including employees or individuals designated as employees of Nipissing First Nation delegated boards or commissions;
  - A proposed or pending acquisition of land for The Nipissing First Nation purposes;
  - Labor relations or employee negotiations;
  - Litigation or potential litigation, including members before administrative tribunals, affecting the Nipissing First Nation or its delegated boards or commissions;
  - The receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - A matter in respect of which a E-giigdowaad, Committee or other body has authorized a meeting to be closed under another Act;
  - A matter that relates to the consideration of a request under the Freedom of Information and Protection of Privacy Acts that may be enacted by the E-giigdowaad shall be deemed closed to public or in the absence of local legislation, or is silent, other Federal or Provincial legislations may apply.

- c. Before holding a meeting or part of a meeting that is to be closed to the public, the E-giigdowaad shall state by resolution:
  - The intention of the holding of the closed meeting; and
  - The general nature of the matter to be considered at the closed meeting.
- d. A meeting shall not be closed to the public during the taking of a vote.
- e. A meeting may be closed to the public during the taking of a vote if:
  - The vote is for a procedural matter or for giving directions or instructions to the Administrative Officer or agents of the Nipissing First Nation or local board or persons retained under contract with the Nipissing First Nation or delegated boards or
  - commissions of the Nipissing First Nation.
  - The presentation of the annual report of the auditors shall be presented to the Committee of The Whole E-giigdowaad and debated in Closed Session. Once approved in open E-giigdowaad, it shall be made available to the public.
  - Upon completion of the Closed Session, a motion to adjourn the Closed Session shall be passed and any votes as may be necessary to take in open session, shall be then taken.
  - All minutes of Closed Sessions are treated as "confidential" documents and are not available in any part for release."

### **13. ADJOURNMENT AND CURFEW**

- a. **Adjourn at 10:00 p.m.** – Council or Committee of The Whole Council meetings shall stand adjourned at 10:00 p.m. if in session at that hour unless continued by resolution passed by majority vote of the E-giigdowaad members or committee members present.
- b. **Extend to 10:30 p.m.** – Where a meeting continues past 10:00 p.m., the meeting shall be deemed to be automatically adjourned at 10:30 p.m. unless continued by the unanimous consent of all E-giigdowaad and or Committee members present.

## **IX. RULES OF DEBATE**

- a. The Chief as Chairperson, may speak on any matter either before the commencement of the debate on that matter, or to close the debate on any matter after everyone else is wishing to speak has spoken.
- b. If the Chief, as chairperson, wishes to take part in the debate, the Chairperson must leave the chair and call on another member of Council to act in the Chairperson's place as Chairperson until the debate is closed and in such case the Chairperson waives his/her privilege to close the debate and the member acting in the Chairperson's place shall close the debate by calling for the vote and have it recorded.
- c. After being recognized by the Chief, every member shall respectfully acknowledge the Chair prior to speaking on any matter.
- d. A member who moves a main motion has the first right of speaking on that motion, after the Chief, and seconder has the right of speaking second on the motion.

## **X. POINTS OF ORDER**

- a. The Chief shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting.
- b. When a member wishes to call attention to what the member believes to be in violation of the rules of procedure, the member shall, when once recognized by the Chief, raise the point of order.
- c. On raising the point of order, a member shall state the point of order with concise explanation and the Chief shall rule upon the point of order.
- d. Unless a member immediately appeals the ruling of the Chief,
- e. the ruling on the point of order shall be final.
- f. If an appeal is made, the member appealing shall, after announcing the appeal, state the reasons for the appeal and the Chief may then indicate why the appeal should be rejected and the ruling upheld.
- g. Without debate, the members by roll call with then vote on the appeal and its decision shall be final.

- h. If the appeal is upheld, then the Chief as Chairperson shall change his/her ruling accordingly; if the appeal is rejected, then the Chief's ruling stands.

## **XI. SEAT ALLOCATION**

The Chief Executive Officer, in consultation with the Chief as Chairperson shall designate the seating arrangements for E-giigdowaad Members, the public service staff of the Nipissing First Nation and the public at meetings. The seating arrangements established shall be in effect for the full three-year term of Council.

## **XII. MAINTENANCE OF THE BY-LAW**

- a. E-giigdowaad shall ensure adherence to the By-law Governing Meetings.
- b. In the event, the by-law requires revisions or amendments in procedure or for the purposes of defining intent, shall by resolution direct such changes to be drafted by the Director of Administration or delegate to be considered by the Standing By-law Committee for appropriate recommendations.
- c. Recommended amendments to the policy shall then be presented to E-giigdowaad for approval.
- d. Amendments shall then be presented to the Nipissing First Nation public via normal communications methods, such as local news articles, inviting comments or input for a period of Two (2) months.
- e. All amendments shall be voted on by E-giigdowaad at a duly advertised public meeting, specifying the implementation date.

## **XIII. POINTS NOT PROVIDED FOR**

- a. Subject to the provisions of prevailing federal legislation, and except as expressly provided for in this By-law, Robert's Rules Of Order or
- b. All points of order or procedure not provided for in this By-law shall be decided by a vote of E-giigdowaad members present.
- c. Subject to legislative powers and authorities that may come into being in the future, which may affect the enabling provisions of this by-law, this by-law, for all intents and purposes shall remain in force for and until such time the by-law is amended.

#### **XIV. SUSPENSION OF PROCEDURES**

- a. Any standing rule, order of Council or provision in this policy may be suspended, for a particular meeting, by resolution of E-giigdowaad passed by a majority quorum of the E-giigdowaad present.
- b. The rules and procedures may be relaxed in a Committee meeting, if the subject matter so permits, subject only to proper recording of decisions.

*Approved this 16<sup>th</sup> day of June, 2015.*

*Amended this 20<sup>th</sup> day of June, 2017.*

*Amended this 8<sup>th</sup> day of May, 2018.*

*Amended and approved this 6<sup>th</sup> day of October, 2020.*

*Amended and approved this 20<sup>th</sup> day of June, 2023.*

# APPENDIX "I"

## Council Agenda Formats



### Council Agenda Closed Session

\_\_\_\_\_ Giizis (\_\_\_\_\_ Moon), *(It is Tuesday)* \_\_, 20\_\_  
\_\_\_\_\_ day, \_\_\_\_\_, 20\_\_: Location : (time) pm

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1. Adjournment to the Committee of the Whole
2. Adoption of Closed Council Minutes of:
3. Closed Session Items:  
  
    (a)
4. Adjournment from the Committee of the Whole.



**Council Agenda Regular Session**

\_\_\_\_\_ Giizis (\_\_\_\_\_ Moon), Niizh-giizhgad (*It is Tuesday*) (day\_), 20\_\_\_\_  
\_\_\_\_\_ day, \_\_\_\_\_, 20\_\_\_\_: Location : (time)\_\_\_\_ pm

=====

1. Opening Miigwechiwin: (\_\_\_\_\_)
2. Adoption of Agenda:
3. Disclosures of Conflict:
4. Council Travel:
5. Adoption of Council Minutes of:
6. Delegations / Presentations:
7. Unfinished Business Last Meeting(s):
8. Reports:
9. New Business:
  - (a) BCRs / Agreements to be Signed: None.
  - (b)
10. Standing Items:
  - (a)
11. Information Items:
12. Adjournment.

**APPENDIX "II"**

**Chief & Council Meeting – Request Form**



### Chief and Council Meeting – Request Form

- These meetings provide an opportunity for debendaagziwaad to appear before Chief and Council to address a specific subject matter.
- Chief and Council meetings will be live streamed per the Nipissing First Nation Chief and Council Meeting Live Stream Policy.

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#### REQUIREMENTS CHECKLIST:

- ☐ Are you submitting this form 7 days prior to the scheduled Council Meeting? Otherwise, you may be deferred to the following meeting.
- ☐ If your topic is a complaint about a service or program or lack thereof, have you demonstrated that you have attempted to resolve the matter through the respective department or senior management? Otherwise, you will be deferred back to the respective department with additional support from the administration.
- ☐ Have you completed the mandatory sections below? The mandatory sections must be completed to be considered for inclusion on a Chief and Council meeting agenda.
- ☐ If approved for inclusion to the agenda, and you wish to present, do you acknowledge that you will be limited to 10 minutes?

#### SECTION A (mandatory)

Date:	Email:	
Name:	Band Number (if applicable):	
Address:		
Phone:	Cell:	Alternate:

#### SECTION B

Does your topic involve: *(please check off ALL that apply)*

- ☐ Nipissing First Nation Program or Service / Policy (Which One?): \_\_\_\_\_
- ☐ Federal, Provincial or another agency business (Which One?) \_\_\_\_\_
- ☐ Time Sensitive issue (Please Explain): \_\_\_\_\_
- ☐ Other (Please Explain): \_\_\_\_\_

#### SECTION C

What is the proposed agenda topic?

--

Please explain your topic in as much detail as possible (Use a separate page if necessary, and include supporting documents):

**SECTION D (mandatory)**

What outcome are you seeking from a meeting with Chief and Council?

Have you attempted to resolve the issue with the Department or individual? Please demonstrate you have made sincere attempts to obtain a resolution to the issue with the respective department. Please provide a summary below and attach the Request form, letters, e-mails, or other documents to support your matter. (If you need more space, please use a separate page, and attach it to your submitted form.)

Signature: \_\_\_\_\_

Dated Submitted: \_\_\_\_\_

PLEASE HAND DELIVER, MAIL, OR EMAIL THIS COMPLETED FORM TO:

Freda Martel  
Director of Administration  
36 Semo Road  
Garden Village, ON P2N 3K2  
or by email at [fredam@nfn.ca](mailto:fredam@nfn.ca)