

Approved on the ____ day of May, 2011

Chair

**CHAMPAGNE AND AISHIHIK FIRST NATIONS
THE RULES OF PROCEDURE FOR THE ELDERS SENATE**

Preamble

1. WE, THE ELDERS of the Champagne and Aishihik First Nations, desire to enhance and empower their role within the Champagne and Aishihik First Nations through the development of rules of procedure that will set out the structure of the Elders Senate.
2. These rules are established pursuant to section 59 of the Constitution.

Title

3. These rules of procedure may be cited as *The Rules of Procedure for the Elders Senate*.

Definitions

4. "Constitution" means the *Constitution of the Champagne and Aishihik First Nations 2000*.
5. "immediate family" means the mother, father, children and brothers and sisters of the elder.
6. The definitions of the Constitution shall also apply to these rules of procedure.

Authority

7. The Elders Senate may make decisions as set out in the Constitution or established in the laws of the Champagne and Aishihik First Nations. All activities and decisions of the Elders Senate shall be in accordance with the laws of the Champagne and Aishihik First Nations and these rules of procedure.

Membership

8. In accordance with the Constitution, the Senate is made up of all citizens who are sixty years of age or older.
9. The Senate shall establish an executive of the Senate which shall consist of five (5) elders. The Elders Councilor shall sit as an ex-officio member of the executive.
10. Except for the role of the Elders Councilor which is set out in section 9, if a citizen holds office as a Councilor of the First Nations Council, that citizen shall not sit on the Executive of the Senate, during the time that he or she holds the office of Councilor.

Meetings

11. The Senate shall hold a minimum of four meetings per year.
12. The Executive shall hold a minimum of four meetings per year.
13. Before any meeting of the Senate or the Executive, a public notice of the date, time and location of the meeting shall be posted 14 days before the meeting, in the main administration buildings of the Champagne and Aishihik First Nations located in Whitehorse and Haines Junction. Notice of the Senate meeting will be mailed to all elders and posted in the CAFN newsletter.

Chair

14. The Executive shall appoint a member of the Executive to be a chair to oversee the activities of the Executive and to undertake any responsibilities set out in these rules.
15. The Chair shall be responsible for
 - a) calling the meetings of the Senate and Executive;
 - b) providing direction to support staff
 - c) chairing the meetings of the Executive and the Senate; and
 - d) any other duties or direction set out in these rules of procedure or as directed by the Executive or Senate.

Support Staff

16. The Governance Coordinator shall provide administrative support for the Senate and Executive.
17. The Governance Coordinator shall be responsible for
 - a) notifying members of the Elders Senate of upcoming meetings;
 - b) coordinating the meetings of the Executive and Senate;
 - c) carrying out decisions of the Senate or Executive as directed by the Executive or Senate; and
 - d) undertaking any other duties and direction as set out in these rules of procedure or identified by the Senate or its Executive.

Meetings open to citizens

18. Meetings of the Senate and its Executive shall be open to any citizen to attend as an observer. No citizen shall be excluded except in accordance with these rules of procedure.
19. A citizen who does not respect these rules of procedure or direction of the Senate or its Executive shall be directed, by the chair, to leave the meeting.

Presentations by Citizens

20. (1) Any citizen who wishes to make a presentation to the Senate or its Executive at a meeting must provide written notice to the chair no later than 24 hours before the meeting. The notice shall indicate the citizen's name and the matter on which he or she wishes to speak.

(2) The notice period referred to in subsection (1) may be waived by consensus of the Senate or its Executive.
21. The time for each citizen's presentation at a meeting shall be limited to a maximum of ten minutes. Any Elder may ask questions of the citizen who made the presentation at the end of his or her presentation.
22. Citizens should avoid repetition of the comments of previous speakers. The purpose of the presentations is to provide information and the citizen's view for the consideration of the Senate or its Executive. Any questions raised by the citizen will not necessarily be answered or responded to by the Senate or its Executive at that meeting.

23. Except when the citizen is answering a direct question from a member of the Senate or it's Executive, all remarks shall be addressed to the Senate or it's Executive as a whole and not to individual members of the Senate or its Executive.
24. (1) The Senate or it's Executive may close the presentations even if not all citizens have had the opportunity to speak or end the time to speak to allow the meeting to proceed with its agenda and deal with its business.

(2) If a citizen who provided written notice to the chair under section 18 of these rules of procedure did not have an opportunity to speak, he or she may be provided such an opportunity at the next scheduled meeting.

***In Camera* Discussions**

25. The Senate or its Executive shall decide when its discussions will be held *in camera* and only the members and staff, as required, shall attend such discussions. Any member of the Senate or its Executive who has a conflict of interest and all others shall be asked to leave the meeting room.
26. *In camera* discussions may be recorded electronically. As soon as possible after each meeting, the chair will turn over the recording for safekeeping to the Governance Coordinator. Any audio-recording in the custody of the clerk shall be released only with the consent of the Elders Senate.

Decisions

27. The Senate and its Executive will try to make decisions which all the Elders at the meeting agree with. If agreement cannot be reached and a decision of the Senate or its Executive is required, then a vote by show of hands shall be taken. In the case of a vote, three-quarters of those present must vote in favour of the decision for the vote to pass.

Quorum

28. The quorum for a meeting of the Senate shall be twelve (12) elders and a majority of the Executive. When the Senate is exercising its emergency appointment powers under the Constitution, the quorum shall be twenty (20) elders, and a majority of the executive.

Conflict of Interest

29. A member of the Senate or its Executive shall disclose to the Senate or the Executive as the case may be, any direct or indirect financial or other personal interest that he or she or a member of his or her immediate family has in any matter before the Senate or the Executive and shall not take part in the discussions with respect to that matter or vote on that matter.

30. (1) Where a disagreement arises as to whether a member or a member of his or her immediate family has a direct or indirect financial or other personal interest in a matter before the Senate or the Executive, the Senate or the Executive shall decide, by a vote, whether that member or a member of his or her immediate family has such an interest and the affected Senate or Executive member shall not take part in that vote.
- (2) Where the Senate or Executive finds pursuant to subsection (1) that the member or a member of his or her immediate family has a direct or indirect financial or other personal interest in a matter before the Senate or the Executive, that member shall not take part in the discussions with respect to that matter or vote on that matter.

Minutes

31. (1) It is the responsibility of the chair to ensure accurate minutes of the meeting of the Senate and its Executive are recorded and distributed to the members of the Senate or its Executive at the next scheduled meeting.
- (2) The minutes of a meeting referred to in subsection (1) shall set out a summary of the motions and resolutions passed or considered.
- (3) Each action item shall be passed and recorded as a motion.
- (4) The minutes of a meeting referred to in subsection (1) shall be tabled for acceptance and amendment as a record of the meeting. The chair shall sign the minutes after they have been approved.
32. The Governance Coordinator shall maintain custody of all minutes of the meetings of the Senate or its Executive.
33. The Governance Coordinator shall maintain custody of all resolutions and motions made.

Joint Meetings of the Elders Senate and the First Nations Council

34. The Senate or its Executive and the First Nations Council may jointly hold a meeting to deal with specific matters. Joint meetings should not be held ordinarily.
35. The Senate and its Executive will maintain a separate record of any joint meeting with the First Nations Council.

Audio or Video Recordings

36. Notwithstanding section 24 of these rules of procedure, unless the Senate provides its consent, a meeting of the Elders Senate may not be photographed or recorded in audio or video by any person.

Written Correspondence

37. All correspondence and written requests shall be sent to the Elders Senate, care of the Governance Coordinator, Champagne and Aishihik First Nations, at the following address:

Mail: P.O. Box 5310
Haines Junction, Yukon
Y0B 1L0

Or

Fax: (867) 634-2760

Financial Accountability

38. The Senate shall work with the First Nations Council and Director of Finance to establish and manage a budget for the Elders Senate.

Where there are matters not covered by these rules of procedure

39. The Executive may make such rules of procedure not inconsistent with these rules of procedure in respect of matter not specifically provided for and which may be necessary from time to time.

Legal and Technical Assistance

40. The Senate and its Executive may obtain legal or technical assistance when required to assist them in undertaking their duties and responsibilities.

Amending Rules

41. The Elders Senate may amend these rules at any time.