



# CHAMPAGNE AND AISHIHIK FIRST NATIONS

## Executive/Senate & Rules of Procedure

Approved by the Elders Senate:

Effective Date:

May 23, 2018

Approved on the 23rd day of May, 2018

  
\_\_\_\_\_  
Chair of Elders Senate  
Paul Birckel

Certified True Copy

  
Registrar of Laws  
Champagne and Aishihik First Nations



# CHAMPAGNE AND AISHIHIK FIRST NATIONS

## Table of Contents

	Page
Vision of Champagne and Aishihik First Nations .....	3
1. Definitions .....	4
2. Roles of the Senate and Executive Elders- Decision Making.....	4
3. Membership of the Senate.....	4
4. Executive .....	5
5. Chair/Co-Chair.....	5
6. Role of Elders Councillor.....	5
<u>Procedures of the Executive and Senate.....</u>	<u>6</u>
1. Meetings.....	6
2. Quorum.....	6
3. Meetings Open to citizens.....	7
4. Decisions.....	8
5. Minutes of the meetings.....	8
6. Joint Meetings of the Elders Senate and the First Nations Council.....	8
7. Audio or Video recordings.....	8
8. Written Correspondence.....	8
9. Financial Accountability.....	8
10. Legal and Technical Assistance.....	8
11. Amending the Rules .....	9

*Vision of Champagne and Aishihik First Nations*

*Champagne and Aishihik First Nations*

*Vision Statement*

*Dákwän Shadhäla yè Áshèyi Kwädän dá government yè,  
dän shäw ghüle du n-däsädüye shí.*

*Dän dets'än shäw näkutth'et du n-läts'än näkune ni.*

*Kwädqy dän k'è, dákeyi shü dákeyi ye dákwänje shü ghàts'ukhí nū.*



*We, the Champagne and Aishihik First Nations people and government*

*Shall promote a healthy, unified and self-reliant people,*

*While conserving and enhancing our environment and culture.*



# CHAMPAGNE AND AISHIHIK FIRST NATIONS

## THE RULES OF PROCEDURE FOR THE EXECUTIVE/SENATE

*WE, THE ELDERS of the Champagne and Aishihik First Nations, desire to enhance and acknowledge 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.*

*These rules are established pursuant to section 59 of the Champagne and Aishihik Constitution.*

*These rules of procedure may be cited as The Rules of Procedure for the Elders Senate/Executive. The purpose of this document is to provide additional guidance to the Senate/Executive.*

### 1. Definitions

“Constitution” refers to the *Constitution of the Champagne and Aishihik First Nations 2017*, and any amendments thereafter.

First Nations Council – means the Chief and four Councillor’s at large, one Elder, and one Youth Councillor.

Elders Senate – means any CAFN enrolled citizen over the age of 60.

Executive – Is a committee selected by the Elders Senate which consists of a Chairperson, and four other Elders that will make up the Executive.

Ex-Officio – The term ex officio describes a position someone automatically gains because of another job or position he/she already holds. Sits as a member but does not vote.

The definitions of the Constitution shall also apply to these rules of procedure.

### 2. Roles of the Senate and Executive Elders- Decision Making

- a) The Elders Senate may carry out its role 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.

### 3. Membership of the Senate

- a) In accordance with the Constitution, the Senate is made up of all citizens who are sixty years of age or older.
- b) The Senate shall establish an Executive of the Senate.



## 4. Executive

- a) The Executive shall consist of five (5) elders.
- b) If there are more than five (5) people nominated to sit as the Executive, then a vote will take place by secret ballot or a show of hands.
- c) The term of the Executive shall be no more than three years. The Executive can be appointed for more than one term.
- d) Except for the Elders Councillor, if a citizen holds office as a Councillor 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 Councillor.
- e) The role of the Executive is to support the functions of the Elders Senate.
- f) The Elders Senate may work with the Chief and Council on specific matters.

## 5. Chairperson/Co-Chairperson

- a) The Executive shall appoint a member of the Executive to be the chairperson. The Chairperson (*Chair*) shall oversee the activities of the Executive/Senate and to undertake any responsibilities set out in these rules. A second member shall be appointed as Co-chair in the event that the Chair is unavailable.
- b) If there is more than one person interested in being Chair, a vote will take place by secret ballot or a show of hands.
- c) The term of the Chairperson shall be three years.
- d) The Chair shall be responsible for
  - i. Calling the meetings of the Senate and the Executive;
  - ii. Work with the Elders Coordinator to ensure action items of the Executive and Senate are being addressed;
  - iii. Chairing the meetings of the Senate and its Executive; and
  - iv. Any other duties or direction set out in these rules of procedure or as directed by the Senate or its Executive.

## 6. **Role of the Elders Councillor at the Elders Senate/Executive meetings**



# CHAMPAGNE AND AISHIHIK FIRST NATIONS

---

- a) The Elders Councillor shall sit as an ex-officio member of the Executive.

## Procedures of the Executive and Senate

### 1. Meetings

- a) The Senate shall hold a minimum of two (2) meetings per year and make every effort to have one of those meetings at the Annual General Assembly. Special meetings may be called if required.
- b) The Executive shall hold a minimum of four meetings per year.
- c) Before any meeting of the Senate or the Executive, a public notice of the date, time and location of the meeting shall be posted at least 14 days before the meeting, in the main administration buildings of the Champagne and Aishihik First Nations located in Whitehorse and Haines Junction.
- d) Notice of the Senate meeting will be mailed to all Elders and posted in the CAFN offices and posted on the web-site by the Governance department or its subsidiary.
- e) The Elders Coordinator /Governance department shall provide administrative support for the Senate and its Executive when required.
- f) The Elders Coordinator/Governance Department shall be responsible for:
- i) Notifying members of the Elders Senate of upcoming meetings;
  - ii) Coordinating the meetings of the Senate and the Executive;
  - iii) Make every effort to carry out the action items of the Senate and its Executive as directed by the Senate or its Executive; and
  - iv) Undertaking any other duties and direction as set out in these rules of procedure or identified by the Senate or the Executive.

### 2. Quorum

- a) 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.



### 3. Meetings open to citizens

- a) 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.
- b) 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.

### 4. Decisions

- a) The Senate and its Executive will try to reach consensus on all decisions. If consensus 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 favor of the decision for the vote to pass.

### 5. Minutes

- a) It is the responsibility of the Chair to ensure accurate minutes of the meetings of the Senate and its Executive are recorded and distributed to the members of the Senate at the next scheduled meeting.
- b) The minutes of a meeting referred to in subsection (1) shall set out a summary of the action items and/or motions passed or considered.
- c) Each action item is be passed and recorded as a motion.
- d) The minutes of a meeting referred to in subsection (1) shall be tabled for acceptance and amendments as a record of the meeting. The chair shall sign the minutes after they have been approved.
- e) The Governance Department (Registry) shall maintain custody of all minutes of the meetings of the Senate and its Executive.
- f) The Governance Department (Registry) shall maintain custody of all action items and motions made.
- g) Approved minutes and copies of action items and motions shall be forwarded to the First Nations Council.





# CHAMPAGNE AND AISHIHIK FIRST NATIONS

---

- h) Minutes of the Senate meetings shall be available to the Elders/Senate members by email, mail or in person.

## 6. Joint Meetings of the Elders Senate and the First Nations Council

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

## 7. Honoraria/Travel

- a) All payments for honoraria will be consistent with CAFN approved rates for honoraria.
- b) All payment for travel will be consistent with CAFN approved travel rates.

## 8. Audio or Video Recordings

- a) 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.
- a) If any formal communication is required then the Chief or his/her designate must be available to review and speak to the communique.

## 9. Written Correspondence

- a) All correspondence and written requests shall be sent to the Elders Senate, care of the Governance Director, Champagne and Aishihik First Nations, at the following address:

Mail: P.O. Box 5310                      Phone: (867)634-4200  
      Haines Junction, Yukon        Fax (867) 634-2760  
      Y0B 1L0

## 10. Financial Accountability

- a) The Elders Executive shall work with the Director of Governance and the First Nations Council to establish and manage a budget for the Elders Senate.





# CHAMPAGNE AND AISHIHIK FIRST NATIONS

---

## **11. Legal and Technical Assistance**

- a) The Senate and its Executive may obtain legal or technical assistance when required to assist them in undertaking their duties and responsibilities. This will be done with the assistance of the Governance Department.

## **12. Amending Rules**

- a) The Elders Senate may amend these rules of procedure at any time.