

PUBLIC MEETINGS PROCESS

MEMBERS OF THE MICMAC NATION OF GESPEG

October 2022 version with members' proposals

At the AGM on October 29 and November 6, 2022

(Document for approval)



The entry into force of this document following a vote of members held at a general meeting repeals the provisions relating to the public meetings of members included in the document **entitled:** RÈGLEMENT SUR LA PROCÉDURE D'ASSEMBLÉE ET LA RÉGIE INTERNE, adopted by the Council of Gespeg in December 2003.

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MEMBERS' CODE OF CONDUCT

- Each member must, before speaking, have received the right to speak from the Chair of the assembly.
- Any behavior that violates the dignity of members is prohibited or must be denounced.
- Everyone must respect the integrity and privacy of others.
- Every member has, by privilege, the right to explain themselves politely, to exonerate themselves diplomatically and to complain according to the assembly procedures if they are the object of an unjustified attack.
- Are unacceptable and subject to expulsion, members who demonstrate offensive or unacceptable behaviors such as threats, insults, aggressive behavior (including the use of insulting, abusive or inappropriate language), a person under the influence of alcohol or legal or illegal drugs and all other causes of disorder.

DEFINITIONS AND INTERPRETATION

1. For the purposes of this proceeding, the following terms mean:
 - a) General Assembly

The Council may convene a general meeting of members at any time, for information and/or consultation, depending on the articles of these rules. However, there must be at least one Annual General Assembly per year (AGA).
 - b) Special General Assembly

A special or extraordinary general meeting is an exceptional meeting of members convened by the Council to make important decisions outside of day-to-day affairs.

Upon reception of a petition with at least 15% of voting members, the Council must convene a general assembly of the community.
 - c) Council

The term "Council" refers to the Council of the Micmac Nation of Gespeg elected in accordance with the Electoral Code of the Micmac Nation of Gespeg.

d) Members

Designates all persons 18 years of age or older, registered in the registry of the Micmac Nation of Gespeg according to the Membership Code in effect¹.

2. The Gespeg region refers to the ancestral territory of the Micmac Nation of Gespeg, the *Gespe'gewa'gi*.

HOLDING OF THE ANNUAL GENERAL MEETING (AGM)

3. The AGM of the members of the Micmac Nation of Gespeg will be held no later than November 30th of each year unless exceptional circumstances justify it.

INVITATIONS

4. All meetings are called by the Secretary of Assembly for the Council, as provided herein. Invitations are sent to members by mail or email and must be posted on Facebook.
5. The invitation notice for any meeting is addressed to all members who are entitled to attend. The delay to convene members' annual and special general meetings shall be at least 30 days.

In addition to the date, time and location of the meeting, the notice should include the subject or subjects that will be discussed according to the agenda of a general meeting prepared by the Assembly Secretary on the instructions of the Council or according to the subjects contained in the petition convening such a meeting. Only the questions specified in the invitation notice of an assembly can be considered.

6. The agenda for each general meeting is as follows:
 - Opening remarks
 - Prayer
 - Commitment to comply with the Code of Conduct of Public Meetings
 - Reading of the agenda
 - Questions to be presented to the assembly.
 - Discussions and orientations of the assembly
 - Members' question period

¹ https://gespeg-conseil.ca/wp-content/uploads/2020/12/Presentation_Code_appartenance-6dec20.pdf

It should be noted that members of the nation must have the username and password to access it. To obtain it, please contact direction@gespeg.ca.

- Voting results
- Varia: Please note that members should send the topics sufficiently in advance (unless it is a last minute situation) to the Council. These topics should not be talking points, however.
- Meeting is adjourned.

VENUE OF ASSEMBLIES

7. The Council establishes the venue for general meetings of members; they are usually held in person in Gespeg and must be held virtually simultaneously for members from outside the Gespeg region. The Council shall also allow members to meet in a room in the Montreal area or in any other identified area in order to participate simultaneously in the meeting. They can also be held by videoconference or telephone for all members.

PARTICIPATION

8. The Council's public meetings are open to all members. Non-members may attend as observers only; at the invitation of the Council or with the authorization of the assembly of members, however, they are not entitled to speak and/or to vote. No member should be excluded, except in cases of misconduct. Elected officials must attend public meetings unless circumstances do not allow it.

CHAIR AND ASSEMBLY SECRETARY

9. The Council appoints the Chair. This is a neutral person who is not a member of the Nation and has the required qualifications. Exceptionally, the Chief can act as Chair in the event of the inability to find someone who meets these criteria. The Chair does not have the right to vote.
10. The Assembly Secretary is appointed by the Council at the beginning of its term, if possible, for the duration of his term of office according to his capacity and availability.
11. The Chair leads the discussions, maintains order and decorum, and decides on all procedural matters based on the rules contained in this document. If none of the rules of procedure adopted by the assembly provide a solution to a particular case, it is up to the Chair to decide on the matter based on the rules of procedure generally accepted by the deliberative assemblies. It is up to him, when he deems it appropriate, to apply the sanctions provided whenever he deems it necessary.
12. The Secretary of the meeting must verify in an appropriate manner, depending on whether the participation is face-to-face or virtual, whether the participants are entitled to participate in the meeting. The latter will have to count the members

of Gespeg and those from outside separately to inform the Chair before the opening of the meeting so that the latter can determine whether the quorum is reached. He makes sure to prepare the minutes of the assemblies, drafts the resolutions and the summary of decisions taken as mentioned in section 26, takes care of invitations, and supports the Chair in his duties. He signs the minutes approved by the Council. The Council is responsible for the conservation of these documents.

QUORUM AND OPENING OF THE ASSEMBLY

13. The quorum is 50 voting members. As soon as quorum is reached for the meeting to take place, the Chair declares the assembly open. Quorum must be maintained for the duration of the meeting. If there is no quorum, the meeting can be held but no decision can be taken during it. A new meeting notice is then communicated to the members to deal with decision-making subjects and any other item on the agenda. During this new meeting, the quorum is lowered to 40 voting members for this meeting only.

PROCESS

14. The assembly takes place according to the agenda adopted by the Council or necessarily according to the subjects contained in the petition of the members who convene such an assembly. The assembly Chair ensures smooth running and can make any reasonable decision to ensure it is conducted this way.

DISCUSSIONS /QUESTION PERIOD

15. When a person takes the floor, he or she must address the Chair. The speaker must stick to the issue under consideration and the context of the issue and avoid insults, personal attacks, threats, making a trial of intents, sexist or racist remarks and any foul language. The Chair ensures that the discussions are respected.

The member-employees of the Nation have the right to speak if they respect their obligation of loyalty towards the organization, that they comply with the Code of conduct for employees and that they do not divulge privileged information and/or confidential.

16. Only the questions specified in the invitation can be considered. Any question from a voter must relate to a topic on the agenda. Any resolution must be supported before being debated by the assembly for acceptance or rejection.
17. If a question cannot be answered in a general assembly, the answer will be given to members as soon as possible, by bulletin or otherwise.

18. The question period for clarification or comment may not exceed the term set by the Chair. A question and/or answer to a question should not last more than three (3) minutes unless the Chair decides otherwise. The Chair must initially limit the number of interventions to one per participant, to give as many members as possible the chance to take part in the discussion, or authorize more than one intervention per participant, if it is in the interest of the assembly and if time permits.
19. To verify whether the meeting is ready to decide, the Chair or a member addresses the meeting to request that a vote be held. The "call for a vote" is based on the presumption that the assembly is sufficiently informed on the issue and is ready to decide. From that moment on, the discussion is closed.
20. When the debates are over, the Chair formally asks the debated question and invites the assembly to decide on its adoption or rejection.

VOTING

21. All questions submitted to the members' meeting are taken by consensus. In the absence of consensus, they are decided by a simple majority (50% + 1) of the valid votes cast, unless otherwise stipulated in the regulations. Only members eighteen (18) years of age or older shall be entitled to vote on any proposal or matter under consideration by the General Assembly. The Chairperson and the Secretary of the meeting shall be responsible for ensuring the integrity of the voting process by ensuring the identity of the members, the exercise of the vote and the proper conduct of the process.
22. Voting is taken by show of hands, unless three (3) members present request the secret ballot. In this case, the Chair appoints one or two scrutineers who distribute and collect the ballots, compile the results, and hand them over to the Chair.
23. When the Assembly Chair declares that a resolution was adopted unanimously or by consensus or approved or rejected by a majority, and that an entry is made for that purpose in the minutes of the meeting, this is sufficient evidence of the adoption or rejection of that resolution without the need to establish the number or proportion of votes cast.

TAKING NOTES AND WRITING MINUTES

24. Public meetings can be registered to facilitate the drafting of minutes.

ACCESS TO INFORMATION

25. The minutes, the resolutions and decision summary of public meetings are public in nature and are available on a secure site with username and password for consultation by members. **For access, please contact direction@gespeg.ca.** These documents are not translated into English unless the Council decides otherwise. Reproduction and transmission costs² payable in advance, apply.
26. A summary of decisions (bilingual), consisting of a simple list of the main decisions taken by the assembly according to the items on the agenda, will be transmitted by the Council in the next community mailing following the assembly. The distribution on social networks is at the discretion of the Council, which will see to compliance with the rules on confidentiality and privacy.

COMMITTEES

27. The assembly may recommend to the Council the creation of committees, determine their mandate, and designate the participants.

ADJOURNMENT OF THE MEETING

28. It is up to the Chair to declare that the meeting is adjourned after the adoption of the proposal to adjourn, or to order an adjournment and to set the time for further deliberations.

COMMUNITY MEETINGS (Talking Circle)

29. This forum besides the public meetings, is intended to be a period of exchange of information between the Council and members, depending on the availability of Council members, in the form of questions/answers on matters of public interest. However, its duration should not exceed one and a half (1.5) hours.
30. This initiative will take the form of a talking Circle with a talking stick that will be led by a First Nation Elder, or a member.

COMING INTO FORCE AND MODIFICATIONS

31. This procedure, or any changes made to it, come into effect as soon as they are adopted by the members in general assembly. The proposed amendments are sent to members at the same time as the invitation notice.

² According to the rates in effect in Quebec in the Regulation respecting the fees payable for the transcription, reproduction and transmission of documents and personal information. (See Appendices). <http://www.legisquebec.gouv.qc.ca/fr/ShowDoc/cr/A-2.1,%20r.%203>.

INTERPRETATION

32. The masculine includes the feminine and is used in this document for simplicity and to facilitate reading. The singular includes the plural, and the plural includes the singular when context requires it.
33. In case of conflict or discrepancy between the French and English versions of this document, the French text will take precedence.