

TA'AN KWÄCH'ÄN COUNCIL
THE RULES OF PROCEDURE FOR THE BOARD

23 March 2005

TA'AN KWÄCH'ÄN COUNCIL
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These Amended Rules of Procedure
Approved on this 30 **day of** November **2011**

Chief Brenda Sam

CHAPTER ONE
GENERAL PROVISIONS

Short title

1. These rules of procedure may be cited as *The Rules of Procedure for the Board*.

Authority

2. These rules of procedure are adopted by the Board under the Board's authority, pursuant to section 8.7.7 of the Constitution, to establish its procedures and regulate the conduct of its meetings.

Definitions

3. (1) In these rules of procedure

"Act" means a bill that has passed through the legislative process and has become law pursuant to section 13 of the Constitution;

"bill" means the legislative proposal for enactment of a law and is called a bill until it has passed through the legislative process and has become law pursuant to section 13 of the Constitution;

"Chief" means the duly elected Chief of the Ta'an Kwäch'än Council;

"clerk of the Board" means the clerk of the Board pursuant to subsection 8(3) of the *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1;

"Constitution" means the *Constitution of the Ta'an Kwäch'än Council*, 2004, as amended from time to time;

“Deputy-Chief” means the duly elected Deputy-Chief of the Ta’an Kwäch’än Council;

“Director” means Family Director pursuant to the Constitution;

“final agreement” means the Ta’an Kwäch’än Council Final Agreement;

“in camera” means that when the Board meets in camera, all persons, other than the Directors and persons present with the consent of the Directors, are excluded and that there are no minutes of that portion of the meeting;

“inquorate” means not making up a quorum of the Board pursuant to section 8.6 of the Constitution and unable to make any resolutions, motions or official decisions;

“motion” means an expression of the opinion, will or direction of the Board, in a form consistent with the *Resolutions and Motions Regulations* (Ta’an Kwäch’än Council), 2005, c.2, which is moved, seconded and put to the vote;

“resolution” means the written opinion, will or direction of the Board, in a form consistent with the *Resolutions and Motions Regulations* (Ta’an Kwäch’än Council), 2005, c.2, which is moved, seconded and put to the vote;

“self-government agreement” means the Self-Government Agreement;

“statute” means a law that has been formally approved and written down; and

(2) In addition to subsection (1), the definitions of the Constitution and the *Government Administration and Interpretation Act* (Ta’an Kwäch’än Council), 2005, c.1, shall also apply to these rules of procedure.

CHAPTER TWO PROCEDURES OF THE BOARD

Meetings

4. (1) The first regular meeting of the Board shall be held no later than one month after the election of the Chief and, or, Deputy-Chief, on a day, hour and place to be stated in a notice to be provided to each member of the Board. Subsequent regular meetings shall be held on such days and at such times as may be necessary for the business of the Board or the affairs of the Ta’an Kwäch’än Council.

(2) For greater certainty, a regular meeting means the fixing of the date and time for a Board meeting with a minimum of 24 hours between meetings.

(3) The Chief may, at any time, call a special meeting of the Board and shall call a special meeting when requested to do so by a majority of the Directors in attendance.

(4) For greater certainty, a special meeting means the fixing of the date and time for a Board meeting

(a) with less than 24 hours between meetings;

- (b) other than by the Board at a meeting; and
- (c) where urgent business that needs to be addressed a meeting is convened to deal exclusively with that business.

Notice of meetings

5. The Chief shall make available to each member of the Board
- (a) notice of the day, hour and place of the meeting; and
 - (b) a package of the proposed agenda and documents and materials relevant to the proposed agenda no later than two days before the day of the proposed meeting, if possible.

Quorum

6. (1) The quorum for all meetings of the Board shall be the Chief or Deputy-Chief and any six Directors, excluding any ex-officio representative of the Elders Council or Youth Council, for all business, pursuant to section 8.6 of the Constitution.

- (2) If no quorum is present within one hour after the time appointed for the meeting,
- (a) the meeting may not be held pursuant to subsection (3); or
 - (b) with the consent of the Directors in attendance, the meeting may proceed inquorate pursuant to subsection (4).

(3) If the meeting is not held, the chair shall record the names of the Directors in attendance and the Board shall stand adjourned until the next meeting. If urgent business needs to be addressed at an adjourned meeting, the Chief shall convene another meeting as soon as possible to deal with that business.

(4) If the meeting is held inquorate, the Directors shall use the meeting for informational purposes or proceed with business on an informal basis without passing any motions or resolutions and subject to future review and ratification.

(5) If at any time during a meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

(6) Notwithstanding subsection (5), the meeting may proceed inquorate pursuant to subsection (4) with the consent of the Directors in attendance.

(7) If a majority of the Directors in attendance consent thereto generally or in respect of a particular meeting, a Director may participate in a meeting of the Board by means of such conference telephone or other communication facilities as permit all persons participating in the meeting to hear each other, and a Director participating in such a meeting by such means is deemed to be present at the meeting.

Appointment of alternate or temporary replacement of Directors

7. (1) A traditional family may appoint an alternate or temporary replacement as its Director for the purpose of attending a specific meeting of the Board or for a specific time period.

(2) The traditional family shall provide written notice of the appointment referred to in subsection (1) set out in a prescribed form established by the Board.

(3) For greater certainty, appointments pursuant to subsection (1) shall be consistent with all provisions of the Constitution relating to the appointment of Directors.

(4) An alternate or temporary Director referred to in subsection (1) shall carry out the responsibilities of the Director in his or her absence and form part of the quorum of the Board.

Director to act in the temporary absence of the Chief and the Deputy-Chief

8. (1) In the case of the temporary absence of both the Chief and the Deputy-Chief from the head administrative offices of the Ta'an Kwäch'än Council, the Chief may appoint a Director to manage, for the length of time of the absence of both the Chief and the Deputy-Chief, the departments and agencies of the Ta'an Kwäch'än Council.

(2) For greater certainty, the Chief shall not delegate to a Director appointed pursuant to subsection (1) any of the authorities the Chief may exercise under the Constitution.

Chair of meetings

9. (1) The Chief or, with the consent of the majority of the Directors in attendance, a Director or another person shall be appointed chair of the meeting.

(2) The chair shall maintain the order and decorum at all meetings and decide all questions of procedure.

(3) Any Director may appeal a decision of the chair to the Board and all appeals shall be decided by a majority vote and without discussion.

(4) If the Chief or a Director is the chair of a meeting, he or she shall pass the chair to another member of the Board when he or she wants to participate in the discussion of an issue.

Call to order

10. Upon a quorum being present, the chair shall call the meeting to order.

Speakers

11. (1) When any member of the Board wishes to speak, he or she shall address his or her remarks to the chair and confine himself or herself to the question before the meeting.

(2) The chair shall maintain and follow a list of speakers. A speaker shall be recognized by a show of hands.

Meetings open to citizens

12. Any Ta'an Kwäch'än citizen may attend a meeting of the Board as an observer. No citizen shall be excluded except in accordance with these rules of procedure.

Presentations to the Board by citizens

13. (1) Any citizen who wishes to make a presentation to the Board at a meeting shall provide written notice to the Chief no later than 24 hours before the meeting. The notice shall indicate the speaker's name and the matter on which he or she wishes to speak.

(2) The time for each speaker's presentation at a meeting shall be limited to a maximum of ten minutes. Each Director may ask two questions to the person who made the presentation at the end of his or her presentation.

(3) Speakers should avoid repetition of the comments of previous speakers. The purpose of the presentations is to provide information and the speaker's view for the consideration of the Board. Any questions raised by the speaker will not necessarily be answered or responded to by the Board at that meeting.

(4) Except when the speaker is answering a direct question from a member of the Board, all remarks shall be addressed to the Board as a whole and not to individual members of the Board.

(5) The Board may close the presentations even if not all citizens have had the opportunity to speak or end the time of a speaker to allow the meeting to proceed with its agenda and deal with its business.

(6) If a citizen who provided written notice to the Chief under subsection (1) did not have an opportunity to speak, he or she shall be provided such an opportunity at the next scheduled regular meeting.

Order and decorum

14. Proper decorum shall be observed by speakers and observers. The speakers and observers shall refrain from abusive or profane remarks, personal attacks, outbursts, applause, protests or any other conduct that disrupts or interferes with the orderly conduct of the business of the meeting. Engaging in such conduct, and failing to cease such conduct upon the request of the chair, shall be grounds for ending the speaker's time or for the chair's direction that any speaker or observer shall leave the meeting room.

Sergeant-at-arms

15. The chair may appoint a sergeant-at-arms to maintain the order and decorum of a meeting of the Board in accordance with these rules of procedure.

Removal of a member of the Board from a meeting

16. (1) All members of the Board shall conduct themselves in a courteous manner and in accordance with the Oath of Office and Oath of Confidentiality contained in Schedule 1, *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1.

(2) The Board can remove a member of the Board from a meeting on a point of order called by a Director for the misconduct or unacceptable behaviour by a member and endorsed by a majority of the Directors in attendance in the presence of the offending member.

(3) Misconduct or unacceptable behaviour may include, but not be limited to

- (a) using abusive language;
- (b) casting aspersions; or
- (c) refusing to comply with Schedule 1 referred to in subsection (1).

(4) In the event of a point of order endorsed by the Board under subsection (2), the offender shall apologize and withdraw his or her statement immediately.

(5) If the offender refuses to apologize and withdraw his or her statement, the chair shall ask the offender to leave the meeting. The offender shall lose his or her honourarium in respect of the meeting, if any.

(6) If the offender refuses to leave the meeting, a majority of the Directors in attendance may choose to cancel or postpone the meeting and, or, suspend the offender from the next meeting of the Board. The offence shall be documented and recorded in the minutes of the Board and reported to the next meeting of the General Assembly.

Intoxication

17. A member of the Board, citizen or other person who is intoxicated or impaired by alcohol or drugs shall not be allowed to attend any meeting of the Board.

Removal of a Director for failing to attend meetings

18. The Board may remove a Director from the Board for failing to attend meetings pursuant to section 14 of the *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1.

Conflict of interest

19. (1) A member of the Board shall disclose to the Board 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 Board and shall not take part in the discussions of the Board with respect to that matter or vote on that matter.

(2) Where a disagreement arises as to whether a member of the Board or a member of his or her immediate family has a direct or indirect financial or other personal interest in a matter before the Board, the Board shall decide, by a vote, whether that member of the Board or a

member of his or her immediate family has such an interest and the affected member of the Board shall not take part in that vote.

(3) Where the Board finds pursuant to subsection (1) that the member of the Board or a member of his or her immediate family has a direct or indirect financial or other personal interest in a matter before the Board, that member of the Board shall not take part in the discussions of the Board with respect to that matter or vote on that matter.

In camera discussions

20. (1) The Board shall decide when its discussions shall be held in camera and only the Directors and staff, as required, shall attend such discussions of the Board. Any Director who has a conflict of interest and all others shall be asked to leave the meeting room.

(2) Before going in camera, the Board shall pass a motion consenting to go in camera and, when out of camera, pass a motion declaring that the Board is out of camera.

(3) All in camera discussions shall be recorded on audio tape. As soon as possible after each meeting, the Chief shall take into his or her possession the audio tape and ensure the safekeeping of it by storing it in a fire proof safe belonging to the Ta'an Kwäch'än Council.

(4) For greater certainty, any discussions between the Board and the legal counsel and advisors for the Ta'an Kwäch'än Council shall be protected by client-solicitor privilege and be held in camera unless otherwise agreed by the Board.

(5) Any audio tape, referred to in subsection (3), in the custody of the legal counsel of the Ta'an Kwäch'än Council shall be released only with the consent of the Board.

(6) There shall be no resolutions or motions made when the Board is in camera.

Audio or video recordings

21. Unless the Board provides its consent, a meeting of the Board may not be photographed or recorded in audio or video by any person.

Presence of media

22. The press and television may be present at a meeting, or part of a meeting, only with the consent of the Directors in attendance.

Communication on behalf of the Ta'an Kwäch'än Council

23. (1) The Chief shall be the spokesperson of and represent the Ta'an Kwäch'än Council in relation to inter-governmental affairs pursuant to section 8.8 of the Constitution.

(2) A Director shall not speak on behalf of the Ta'an Kwäch'än Council or the Board to the public or media or appear at any community events or meetings in any way that would imply that

he or she represents the Ta'an Kwäch'än Council unless the Board provides such authority to that Director.

(3) In the case of an infraction under subsection (2), and where the Board finds that that infraction compromises the reputé or obstructs the duties of the Board, the Board may move a resolution to bring the matter before the Judicial Council.

Joint meetings of the Board and Elders Council

24. (1) The Board and the Elders Council may jointly hold a meeting to deal with specific matters.

(2) Joint meetings of the Board and the Elders Council should not be held ordinarily.

(3) There shall be no joint meetings held of the Board and the Elders Council for the purpose of the reading of bills or amendments to the statutes of the Ta'an Kwäch'än Council.

CHAPTER THREE BUSINESS OF THE BOARD

Agenda of meetings

25. (1) The order of business at each regular meeting of the Board shall normally include, in the following sequence,

- (a) the opening prayer;
- (b) the adoption of the agenda;
- (c) housekeeping items, including but not limited to
 - (i) the review, revisions and approval of the minutes of the previous meeting,
 - (ii) the signing of contribution agreements,
 - (iii) the approval of expenditures, and
 - (iv) the scheduling and confirmation of meetings, other than Board meetings, that require the attendance of Directors;
- (d) presentations made by citizens;
- (e) reports delivered by the Chief, Deputy-Chief or staff;
- (f) old business;
- (g) new business;
- (h) discussions declared to be held in camera;
- (i) the fixing of the date and time for the next meeting; and
- (j) adjournment and the closing prayer.

(2) The order of business under subsection (1) shall normally give priority to the mandates and responsibilities of the Board, in the following sequence, including

- (a) the proceedings on bills and any other legal and regulatory measures;
- (b) any other matters prescribed to be done under a statute of the Ta'an Kwäch'än Council;

- (c) matters related to the implementation of the final and self-government agreements;
- (d) matters related to inter-governmental affairs;
- (e) matters related to strategic and operational planning;
- (f) the mandates and directions provided by the General Assembly; and
- (g) such other mandates and responsibilities pursuant to the Constitution.

CHAPTER FOUR MOTIONS AND RESOLUTIONS

Motions and resolutions

26. (1) The proceedings on resolutions and motions of the Board shall be in accordance with the *Resolutions and Motions Regulations* (Ta'an Kwäch'än Council), 2005, c.5.

(2) For greater certainty,

(a) the Board shall, by motion, pass

- (i) budgeted expenditures requiring the approval of the Board,
- (ii) the signing of contribution agreements requiring the approval of the Board,
- (iii) the establishment of and the appointment of members to any committees referred to in subsection 29(1);
- (iv) action items;
- (v) any other matter prescribed by these rules of procedure, and
- (vi) any other matter except for those matters referred to in subparagraph (b)(v); and

(b) the Board shall, by resolution, pass

- (i) the making, amending or repealing of laws or of any other legal and regulatory measure,
- (ii) unbudgeted expenditures in the amounts prescribed in the schedule, *Limits on Requisitions for Expenditures Regulations* (Ta'an Kwäch'än Council), 2005, c.4,
- (iii) the delegation of signing authorities for the accounts of the Ta'an Kwäch'än Council,
- (iv) any other matter prescribed by these rules of procedure, and
- (v) any other matter prescribed to be done by a statute of the Ta'an Kwäch'än Council.

Debate and passage of motions and resolutions

27. (1) Only a director may make a motion or resolution. The chair may invite a motion or resolution.

(2) All motions and resolutions shall be in writing before being debated.

(3) Before a motion or resolution is debated, it shall be read from the chair.

(4) Whenever the chair is of the opinion that a motion or resolution offered to the Board is contrary to the mandate and responsibilities of the Board, the chair shall inform the Board immediately by quoting the applicable statute, regulation, rule or authority and not put the question thereon.

(5) A Director may either move or second a motion or resolution.

(6) At the discretion of the chair, discussion on a motion or resolution may be allowed before a motion or resolution is being moved or seconded.

(7) Any motion or resolution can be amended or withdrawn during the discussion if both the mover and the seconder agree.

(8) The Board shall make best efforts to conduct its business by consensus. In cases where consensus cannot be reached, a three-quarter majority vote of the Directors in attendance shall be required for the approval of all motions and resolutions pursuant to section 8.8 of the Constitution.

(9) If a member of the Board calls a question in relation to a motion or resolution, a vote shall be held and every Director in attendance shall vote unless the Board excuses him or her or unless he or she has a conflict of interest in which case he or she shall not vote.

(10) Each Director in attendance and voting shall announce his or her vote upon the question openly and individually to the Board and, when so requested by any Director, the clerk of the Board shall record the same.

(11) A Director who refuses to vote shall be deemed to vote in the affirmative.

(12) Proxies shall not be eligible to vote at any time.

Chief to break tie

28. The Chief shall have the responsibility to cast a vote in order to break a tied vote of the Board pursuant to section 9.5.7 of the Constitution.

CHAPTER FIVE COMMITTEES

Special or standing committees

29. (1) The Board may establish special or standing committees on any matters as the interests of the Ta'an Kwäch'än Council may require and appoint citizens, including Directors, to such committees.

(2) A majority of the persons appointed to a committee shall be a quorum of that committee.

(3) The Chief shall be an ex officio member of all committees established by the Board and be entitled to vote at all meetings thereof.

(4) Directors who have not been appointed to a committee established by the Board may attend meetings of that committee and may, with the consent of the committee, take part in the discussion but shall not be entitled to vote.

(5) The general duties and responsibilities of the special and standing committees are

- (a) to report to the Board, from time to time as often as the interests of the Ta'an Kwäch'än Council may require, all matters related to the duties imposed on them respectively and to recommend such action by the Board in relation thereof as they may deem necessary and expedient;
- (b) to consider and report upon all matters referred to them by the Board or by the Chief; and
- (c) any other duties and responsibilities prescribed by these rules of procedure.

(6) Special meetings of the committees may be called at the request of the Board, the Chief, the chair of the committee or a majority of the committee.

CHAPTER SIX PROCEEDINGS ON BILLS

Introduction of bills

30. (1) The Board has the power to enact laws

- (a) in relation to the matters referred to in sections 13 and 14 of the self-government agreement; and
- (b) in accordance with the legislative process prescribed by sections 13 and 14 of the Constitution.

(2) A bill of the Ta'an Kwäch'än Council may be introduced by any Director.

Readings of bills

31. In accordance with section 13.2 of the Constitution, each bill shall receive three readings, at separate meetings of the Board, before being approved.

Incomplete bill not acceptable

32. No bill may be introduced either in blank or, in substantial parts, incomplete form.

Certification of reading

33. The clerk of the Board shall certify upon every bill the date, at the foot of the bill, of the readings.

Stages of bills: first reading

34. (1) Every bill shall be printed, distributed and introduced upon the passage of a motion for first reading specifying the title of the bill.

(2) A motion for first reading of a bill shall be decided without introductory statement, debate or amendment.

Stages of bills: second reading

35. (1) Every bill shall be printed, distributed and introduced upon the passage of a motion for second reading specifying the title of the bill.

(2) When a bill is read in second reading, the bill shall be read in whole and considered by the Board, clause by clause, in its proper order.

(3) When considering a bill in second reading, the Board may have a limited number of staff present to supply information to the Board as required.

(4) When considering a bill in second reading, the Board shall request that the Elders Council complete its review of the bill and provide any recommendations or comments to the Board for its review and consideration before bringing the second reading to a close.

(5) Amendments to a bill in second reading may be made upon the passage of a motion. In cases where consensus cannot be reached, a three-quarter majority vote of the Directors in attendance shall be required for the approval of the motion pursuant to section 8.8 of the Constitution.

(6) When a bill has been amended during the proceedings of second reading, it shall not receive third reading until it has been amended, printed and distributed to the Directors for two clear meeting days.

(7) Notwithstanding this section, the Board, after first reading, may, upon the passage of a motion, commit a bill to a special committee of the Board pursuant to subsection 36(1).

Stages of bills: special committee

36. (1) The Board may pass a motion establishing and appointing Directors to a special committee that shall report to the Board on the whole or parts of a bill before second reading and may make recommendations.

(2) The report and recommendations, if any, of the special committee to the Board referred to in subsection (1) may address the object, expediency, principles and merits of the bill, alternative methods of obtaining its purpose and proposals for specific amendments.

(3) The special committee may have a limited number of staff present to supply information to the committee as required.

(4) If the Board establishes a special committee under subsection (1), the Board shall review and consider the report and any recommendations made by the committee before the bill receives second reading.

Public hearings

37. If directed by the Board, the special committee established pursuant to subsection 36(1) may hold public hearings to obtain information and opinions from Ta'an Kwäch'än citizens on the whole or parts of a bill.

Stages of bills: third reading

38. (1) Every bill shall be printed, distributed and introduced upon the passage of a motion for third reading specifying the title of the bill.

(2) The debate on a motion for third reading shall be limited to general comments regarding the principles and merits of the bill but shall neither consider any specific provisions of nor any amendments to the bill.

(3) When a bill has been read the third time, the Board may move a resolution for the passage of the bill.

(4) When a bill, in third reading, has been defeated, upon the passage of a resolution, by the Board, the bill may be

- (a) reintroduced, for first reading, by any Director at a meeting of the Board; or
- (b) send back to a special committee of the Board.

Stages of bills: bill to proceed to Elders Council for approval

39. (1) When a bill, in third reading, has been passed by the Board with a resolution, it shall be submitted to the Elders Council for its review and approval pursuant to section 13.3 of the Constitution.

(2) If the Elders Council fails to pass a resolution approving the bill, the bill may be

- (a) reintroduced, for first reading, by any Director at a meeting of the Board; or
- (b) send back to a special committee of the Board.

Act in force

40. In accordance with section 13.4 of the Constitution, an Act is brought into legal effect upon the passage of a resolution from each of the Board and the Elders Council and, in accordance with section 9.5.9 of the Constitution, upon the signing and dating of the Act by the Chief.

Legislative review

41. Where the validity of an existing statute of the Ta'an Kwäch'än Council is challenged by a citizen pursuant to section 14 of the Constitution, the Board may amend or repeal a provision of the statute pursuant to this Chapter.

Law nullified

42. Where a law, or a provision thereof, of the Ta'an Kwäch'än Council is nullified pursuant to section 6.9.1 of the Constitution, the Chief, as soon as possible, shall call a special meeting of the Board at which the order of business shall proceed exclusively with this matter.

Regulations

43. For the purpose of this Chapter, a bill includes any regulation proposed or made pursuant to a statute of the Ta'an Kwäch'än Council.

CHAPTER SEVEN BOARD MINUTES

Minutes

44. (1) There shall be a printed record of the deliberations and proceedings of the Board and any committee of the Board, to be known as the minutes, which shall be compiled, edited, printed and distributed under the authority of the Chief in accordance with these rules of procedure.

(2) It is the responsibility of the chair to ensure that accurate minutes of the previous meeting are recorded and

- (a) tabled to one Director for first review at the next scheduled regular meeting;
- (b) amended, if necessary, in accordance with subsection (5);
- (c) tabled to all Directors in attendance for second review at the next scheduled regular meeting;
- (d) amended, if necessary, in accordance with subsection (5);
- (e) approved, by motion, by all Directors in attendance as a record of the meeting at the next scheduled regular meeting;

and, for greater certainty,

(f) where there are less than five working days between two consecutive meetings, the distribution of minutes referred to in paragraph (a) and paragraph (b) may be tabled at the following meeting, as long as the minutes from a meeting are prepared and ready to be tabled as soon as practicable after a meeting.

(3) The minutes of a meeting referred to in subsection (1) shall be transcribed verbatim and set out a summary of the motions and resolutions passed or considered by the Board.

NOTE: Section 44(3) was temporarily amended pursuant to Board of Directors Resolution #2011-21, on Nov 30th, 2011:

BE IT HEREBY RESOLVED THAT the Ta'an Kwäch'än Council Board of Directors approves a further extension of the amendment to section 44 (3) of the Rules of Procedure for the Board to carry out a summarized version of the minutes and have a copy on tape, and only motions and resolutions will be posted on the website.

BE IT FURTHER RESOLVED THAT the extension to the amendment of section 44(3) of the Rules of Procedure for the Board be effective from the date of the previous amendment's expiry (August 24th, 2011), for six (6) months time, to March 24th, 2012.

(4) The Chief shall sign the minutes after they have been approved by the Board.

(5) The clerk of the Board shall provide for the editing of the transcript in accordance with the following:

- (a) revisions shall be limited to the correction of grammar, spelling and punctuation;
- (b) no material alterations, nor any amendments which would in any way tend to change the sense of what has been spoken, shall be made;
- (c) the transcript shall remain an accurate and, as far as possible, an exact report of what was said;
- (d) a member of the Board who wishes to suggest a correction shall submit it to the minute editor as soon as practicable;
- (e) unless a member of the Board can demonstrate, to the satisfaction of the minute editor or, upon appeal, the chair, that he or she has been misreported, no change shall be made which alters the sense of anything a member has been recorded as saying; and
- (f) no member of the Board has a right to either make any insertion as an afterthought nor to strike out a passage that he or she regrets having uttered.

CHAPTER EIGHT MISCELLANEOUS

Access to documents and records pertaining to the Board

45. Ta'an Kwäch'än citizens shall have access to the documents and records pertaining to the proceedings of the Board in accordance with section 11, subsection 54(1) and subsection 56(3) of the *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1 and the *Central Register Fees Regulations* (Ta'an Kwäch'än Council), 2006, c.1.

Orientation of Directors and members

46. Upon commencement of their term on the Board, the Chief shall ensure that a Director or member be given an orientation, including access to central and electronic records, in respect of the following aspects of Ta'an Kwäch'än Council self-government:

- (a) the Ta'an Kwäch'än Council final and self-government agreements;
- (b) the Constitution;
- (c) the statutes of the Ta'an Kwäch'än Council;
- (d) the rules of procedure for the Ta'an Kwäch'än Council branches of government;
- (e) the policies of the Ta'an Kwäch'än Council;
- (f) the strategic and work plans of the Ta'an Kwäch'än Council;
- (g) the fiscal year budget;
- (h) the agendas and minutes of the meetings of the Ta'an Kwäch'än Council branches of government;

- (i) the mailing list, for each Director, of his or her family members; and
- (j) any other information and documents in respect of Ta'an Kwäch'än Council self-government.

Suspension of rules

47. Where the Board has determined on reasonable grounds that there is an emergency, it may, by consent and to represent or protect the Ta'an Kwäch'än Council, Ta'an Kwäch'än Council rights, titles and interests, suspend these rules of procedure or waive procedural requirements and precedents so long as such suspension or waiver is not inconsistent with the Constitution.

Where there are matters not covered by these rules of procedure

48. The Board may make such rules of procedure not inconsistent with these rules of procedure in respect of matters not specifically provided for, as it may be necessary from time to time.

Amendment to these rules of procedure

49. The Board may amend these rules of procedure upon the passage of a resolution.