

TA'AN KWÄCH'ÄN COUNCIL

Government Administration and Interpretation Act

Chapter 2

Resolutions and Motions Regulation

August 2007

Ta'an Kwäch'än Council
GOVERNMENT ADMINISTRATION AND INTERPRETATION ACT
RESOLUTIONS AND MOTIONS REGULATION

Enacted on this 16th day of August 2007

Chief Ruth Massie

The Board of Directors of the Ta'an Kwäch'än Council hereby enacts as follows:

Short title

1. This regulation shall be cited as the *Resolutions and Motions Regulation*.

Definitions

2. (1) In this regulation

"Act" means the *Government Administration and Interpretation Act*, TKC, c.1.

(2) With the exception of the definition in subsection (1), all other definitions of the Act shall also apply to this regulation.

Application

3. (1) This regulation shall apply in respect to all resolutions and motions made by the
 - (a) General Assembly;
 - (b) Board;
 - (c) Elders Council; and
 - (d) Youth Council

Ta'an Kwäch'än Council government branches.

(2) For greater certainty, the resolutions and motions referred to in subsection (1) shall apply in respect to all resolutions and motions that have been

- (a) passed;
- (b) defeated;

- (c) withdrawn; or
- (d) deferred.

Resolution and motions format and process

4. (1) The clerk of the register of laws shall deposit all original, certified resolutions referred to in section 3 in the register of laws, in sealed envelopes placed in file folders and separated by the

- (a) calendar year;
- (b) Ta'an Kwäch'än Council government branch referred to in subsection 3(1); and
- (c) status of the resolution referred to in subsection 3(2).

- (2) The clerk of the Board or designate shall be responsible for ensuring all resolutions are
- (a) identified by the status of the resolution referred to in subsection 3(2);
 - (b) dated on the day the resolution is made;
 - (c) starting anew each calendar year, numbered sequentially in the order in which the resolution is introduced to the respective Ta'an Kwäch'än Council government branch; and
 - (d) where the resolution is passed or defeated,
 - (i) signed by the Chief or designate,
 - (ii) witnessed by the clerk of the Board or designate, and
 - (iii) with the Ta'an Kwäch'än Council Seal affixed.

(3) Before the resolution is deposited in the register of laws, the clerk of the Board or designate shall complete the part of the resolution reserved for administrative information, including making notations with regard to

- (a) any action necessary;
- (b) a timeline for the action
- (c) a deadline for the action;
- (d) the department and, or, the person who is responsible for the action;
- (e) the Ta'an Kwäch'än Council government branch, department, program and, or, the person to whom the action should be reported to; and
- (f) any other relevant notes.

(4) The original, certified resolutions referred to in section 3 shall remain in the custody of the clerk of the Board or designate to be produced before courts of justice and in any other case that the Chief may direct.

(5) All motions referred to in section 3 shall be recorded in the minutes of the meetings of the Ta'an Kwäch'än Council government branches referred to in subsection 3(2) and, starting anew each meeting, numbered sequentially in the order in which the motion is introduced to the respective government branch.

(6) The minutes referred to in subsection (5), after approval of the minutes by the respective Ta'an Kwäch'än Council government branch, shall be signed by the Chief or designate.

(7) The clerk of the Board or designate shall electronically enter all information pertaining to the resolution and motion into a Ta'an Kwäch'än Council legal and regulatory data base within five days of the date the resolution or motion was made.

(8) Where the resolution or motion requires action by a Ta'an Kwäch'än Council government branch, the Chief or designate, department or program, the clerk of the Board or designate shall send, within five days of the date the resolution or motion was made, a copy of the resolution or motion to the respective government branch, the Chief or designate, department or program manager responsible for the action.

(9) Where the resolution or motion requires action pursuant to subsection (6), the clerk of the Board or designate shall send a reminder to the respective Ta'an Kwäch'än Council government branch, the Chief or designate, or the department or program manager responsible for the action before such action may be required to be reported to the next meeting of the government branch that made the resolution or motion.