

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

March 2019

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Approved on this 26 day of February 2019

*original signed

Kadin Hare
Chair

CHAPTER ONE
GENERAL PROVISIONS

Short title

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

Definitions

2. (1) In these rules of procedure

“Citizen” means a person in accordance with the Constitution;

“Constitution” means the *Constitution of the Ta'an Kwäch'än Council, 2018*, as amended from time to time;

“Councilor” means Family Councilor in accordance with the Constitution;

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

“Immediate Family” means immediate family as defined in the *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1;

“Motion” means an expression of the opinion, will or direction of the Youth Council, which is moved, seconded, put to the vote and recorded in the minutes;

“Traditional Territory” means all the geographic area within the Yukon identified as Ta'an Kwäch'än Council traditional territory in accordance with the final agreement;

- (2) In addition to subsection (1), the definitions of the Constitution shall also apply to these rules of procedure.

Preamble

3. Our vision for the Ta'an Kwäch'än citizens is for the preservation, balance and harmony of our traditional territory. We will honour, respect, protect and care for our environment, people, economy and traditional culture as practiced by the Youth. We encourage our citizens to participate in the well being of our nation by building a unified, healthy and self-reliant community. The Ta'an Kwäch'än Council will recognize all its citizens as equals and will respect the free expression of their views.

Authority

4. (1) The Youth Council may make decisions as set out in the Constitution or established in the laws of the Ta'an Kwäch'än Council. All activities and decisions of the Youth Council shall be in accordance with the laws of the Ta'an Kwäch'än Council and these rules of procedure.

(2) These rules of procedure are adopted by the Youth Council in accordance with the Youth Council's authority, pursuant to section 10.3.5 of the Constitution, to establish its procedures and regulate the conduct of its meetings.

Membership

5. In accordance with the Constitution, and subject to section 6, the Youth Council is made up of citizens who are between fourteen and twenty-nine years of age.

6. If a citizen holds a position as a Councilor and sits on the Council, that citizen can not be a member of the Youth Council while he or she holds the position of Councilor.

Meetings

7. (1) The Youth Council shall hold a minimum of five meetings per fiscal year.

(2) In accordance with the Constitution, before any meeting of the Youth Council, a public notice of the date, time and location of the meeting shall be posted in the main administration building of the Ta'an Kwäch'än Council.

(3) The Youth Council shall identify a chair to oversee the activities of the Youth Council.

Chair

8. The chair referred to in subsection 7(3) shall be responsible for

- (a) calling the meetings of the Youth Council;
- (b) providing direction to support staff;
- (c) chairing the meetings of the Youth Council; and
- (d) any other duties or direction set out in these rules of procedure or as directed by the Youth Council.

Support staff

9. (1) There shall be support staff for the Youth Council as identified by the Youth Council.
- (2) The support staff shall be responsible for
- (a) notifying members of the Youth Council of upcoming meetings;
 - (b) coordinating the meetings of the Youth Council;
 - (c) carrying out decisions of the Youth Council as directed by the Youth Council; and
 - (d) any other duties and direction as set out in these rules of procedure or identified by the Youth Council.

Meetings open to citizens

10. (1) Any Ta'an Kwäch'än citizen may attend a meeting of the Youth Council as an observer. No citizen shall be excluded except as prescribed in these rules of procedure.
- (2) A citizen who does not respect these rules of procedure or the direction of the Youth Council shall be directed, by the chair, to leave the meeting.

Presentations to the Youth Council by citizens

11. (1) Any citizen who wishes to make a presentation to the Youth Council 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 Youth Council.
- (3) The time for each citizen's presentation at a meeting shall be limited to a maximum of ten minutes. Each member of the Youth Council may ask two questions to the citizen who made the presentation at the end of his or her presentation.
- (4) 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 Youth Council. Any questions raised by the citizen will not necessarily be answered or responded to by the Youth Council at that meeting.
- (5) Except when the citizen is answering a direct question from a member of the Youth Council, all remarks shall be addressed to the Youth Council as a whole and not to individual members of the Youth Council.
- (6) The Youth Council 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.

(7) If a citizen who provided written notice to the chair pursuant to subsection (1) of these rules of procedure did not have an opportunity to speak, he or she shall be provided such an opportunity at the next scheduled meeting.

***In camera* discussions**

12. (1) The Youth Council shall decide when its discussions will be held *in camera* and only the members of the Youth Council and staff, as required, shall attend such discussions of the Youth Council. Any member of the Youth Council who has a conflict of interest and all others shall be asked to leave the meeting room.

(2) All *in camera* discussions shall be recorded on audio tape. As soon as possible after each meeting, the chair of the Youth Council shall turn over the recordings for safekeeping to the Registrar of Laws of the Ta'an Kwäch'än Council. Any audio tape in the custody of the Registrar of Laws shall be released only with the consent of the Youth Council.

Quorum

13. The quorum for a meeting of the Youth Council shall be three youth from at least three of the traditional families.

Decisions

14. Any decisions by the Youth Council shall be made by consensus.

Motions

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

Conflict of interest

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

(2) Where a disagreement arises as to whether a member of the Youth Council or a member of his or her immediate family has a direct or indirect financial or other personal interest in a matter before the Youth Council, the Youth Council shall decide, by a vote, whether that member of the Youth Council or a member of his or her immediate family has such an interest and the affected member of the Youth Council shall not take part in that vote.

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

Minutes

17. (1) It is the responsibility of the chair to ensure that accurate minutes of the previous meeting are recorded and distributed to the members of the Youth Council at the next scheduled meeting.

(2) The minutes of a meeting referred to in subsection (1) shall set out a summary of the motions passed or considered by the Youth Council.

(3) 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 by the Youth Council.

Joint meetings of the Youth Council and Council

18. The Youth Council and Council may jointly hold a meeting to deal with specific matters. Joint meetings of the Youth Council and Council should not be held ordinarily.

Audio or video recordings

19. Unless the Youth Council provides its consent, a meeting of the Youth Council may not be photographed or recorded in audio or video by any person besides the TKC support staff tasked with minute taking.

Financial accountability

20. The Youth Council shall work with the Council and Manager of Finance to establish and manage a budget for the Youth Council.

Where there are matters not covered by these rules of procedure

21. The Youth Council 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.