

TA'AN KWÄC H'ÄN COUNCIL
THE RULES OF PROCEDURE FOR THE COUNCIL

April 6, 2025

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These Amended Rules of Procedure
Approved on this 6th **day of** April **2025**

Chief Ruth Massie

CHAPTER ONE
GENERAL PROVISIONS

Short title

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

Authority

2. These Rules of Procedure are adopted by the Council under the Council'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;

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

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

“Family Councillor” means Family Councillor pursuant to the Constitution;

"final agreement" means the Ta'an Kwäch'än Council Final Agreement;

"in-camera" means that when the Council meets in camera, all persons, other than the Family Councillors and persons present with the consent of the Family Councillors, are excluded and that there are no minutes of that portion of the meeting;

"inquorate" means not making up a quorum of the Council 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 Council, which is moved, seconded, put to the vote and recorded in the minutes;

"resolution" means the written opinion, will or direction of the Council, 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 Ta'an Kwäch'än Council Self-Government Agreement;

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

'urgent business' means business that arises from time to time that if not dealt with immediately could have a negative impact on the financial rights, titles, or interest of the Ta'an Kwäch'än Council.

'quorum' is the minimum number of Family Councillors' able to be present at a duly convened Special or regular Council meeting in order for Motions and Resolutions to be passed.

'ex-officio' means a Youth or an Elder who was appointed by the Youth Council or the Elders' Council pursuant to the Constitution to attend the regular or Special Council meetings on behalf of the Youth Council or Elders' Council.

'observer' means a Ta'an Kwäch'än Council Citizen who is only watching the Special or Regular Council meeting and does not participate in voting or discussion of any matter.

'Attendee' **means** Family Councillor, Citizen Observer/Presenter, or Presenter, ex-Officio, or staff, or contractor

'period of suspension' means a period of time where a Family Councillor shall not be permitted to attend a special or regular meeting of the Council

(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 COUNCIL**

Meetings

4. (1) The first regular meeting of the Council 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 Council. Subsequent regular meetings shall be held on such days and at such times as may be necessary for the business of the Council 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 Council meeting with a minimum of 24 hours between meetings.
 - (3) The Chief may, at any time, call a Special Meeting of the Council and shall call a special meeting when urgent business arises.
 - (4) For greater certainty, a Special Meeting means the fixing of the date and time for a Council meeting
 - (a) with less than 24 hours prior to the announcement of the meeting;
 - (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 Family Councillor
 - (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.

Quorum

6. (1) The quorum for all meetings of the Council shall be the Chief or Deputy-Chief and any six Family Councillors, 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 Family Councillors 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 Family Councillors in attendance and the Council shall stand adjourned until the next meeting.

- (a) If urgent business needs to be addressed at an adjourned meeting, the Chief shall convene a Special Meeting as soon as possible to deal exclusively with that business.
- (4) If the meeting is held inquorate, the Family Councillors shall use the meeting for informational purposes or proceed with business on an informal basis without passing any motions or resolutions.
- (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, cancelled, or postponed by the Chair.

Attendance at Council

- 7. Any Family Councillor attending a duly convened Council meeting by way of virtual attendance shall have their camera on during speaking and voting on a matter before the Council.
 - (1) All Family Councillors are required to attend Council meetings in person unless excused by the Chief, or in the absence of the Chief, the Deputy Chief, with proof of a valid reason for virtual attendance.
 - (a) if a Family Councillor fails to receive permission from the Chief, or in the absence of the Chief the Deputy Chief, they shall be deemed to have been absent for that meeting pursuant to the Government Administration & Interpretation Act.

Alternate Family Councillor Appointment

- 8. (1) The Family Head may appoint an Alternate as its Family Councillor for the purpose of attending a specific meeting of the Council or for a specific time period.
 - (2) The Family Head shall provide written notice of the appointment of an Alternate Family Councillor referred to in subsection (1) to the Chief or Deputy Chief set out in a prescribed form established by the Clerk of the Council.
 - (3) For greater certainty, appointments pursuant to subsection (1) shall be consistent with all provisions of the Constitution relating to the appointment of Family Councillor.
 - (4) An Alternate Family Councillor referred to in subsection (1) shall carry out the responsibilities of the Family Councillor in his or her absence and form part of the quorum of the Council
 - (a) at the first Council meeting that the Alternate Family Councillor is present at, he or she must complete their presentation of and signing of their Office Oath of Office and Oath of Confidentiality contained in Schedule 1, *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1.
 - (b) For greater certainty, 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. that is signed by the Alternate Family Councillor will only be valid for the duration of the Alternate Family Councillor Appointment set out in subsection (2).

Chair of meetings

9. (1) The Chief or in the absence of the Chief, the Deputy Chief, shall be the Chair of all Council Meetings and Special Council Meetings.
- (2) The Chair shall maintain the order and decorum at all meetings in accordance with these Rules of Procedure.

Call to order

10. Upon a quorum being present, confirmed by the Clerk of the Council, the chair shall call the meeting to order.

Speakers

11. (1) No Family Councillor, Citizen Observer/Presenter, or Presenter shall speak at a regular or Special Meeting of the Council unless first recognized and permitted by the Chair.
- (2) When any Family Councillor, Citizen Observer/Presenter, or Presenter 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.
 - (a) The Chair may interrupt and end the speaking time of a Family Councillor, Citizen Observer/Presenter, or Presenter if the Chair deems the comments to be off topic and not confined to the Agenda or at the discretion of the chair.
- (3) The chair shall maintain and follow a list of speakers.
 - (a) A Family Councillor, Citizen Observer/Presenter, or Presenter shall be recognized by a show of hands.

Meetings open to citizens

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

Presentations to the Council by Citizens

13. (1) Any citizen who wishes to make a presentation to the Council at a meeting shall provide written notice to the Chief or Deputy Chief no later than 5 business days before the meeting.

- (a) The written notice to the Chief or Deputy Chief shall indicate the speaker's name and the matter on which he or she wishes to speak.
- (2) The time for each Citizen speaker's presentation at a meeting shall be limited to a maximum of ten minutes.
- (3) Any questions raised by the Citizen speaker will not necessarily be answered or responded to by the Council at that meeting and shall be addressed, in writing, to the citizen presenter as soon as practicable.
- (4) All remarks shall be addressed to the Chair.

Order and decorum

- 14. (1) Proper decorum shall be observed by all Attendees.
- (2) All attendees shall refrain from:
 - (a) abusive or profane remarks,
 - (b) personal attacks,
 - (c) outbursts,
 - (d) applause,
 - (e) protests,
 - (f) asking questions where the answer is contained in the provided briefing material,
 - (g) or any other conduct that disrupts or interferes with the orderly conduct of the business of the meeting in the opinion of the Chair.
- (4) Engaging in such conduct, and failing to cease such conduct upon the request of the Chair, shall be grounds for ending the Attendees speaking time,
- (4) or at the Chair's direction of all the Attendees.
- (5) No Attendee shall call Order during any regular or Special Meeting of the Council.
 - (a) for greater certainty, the Chief or Deputy Chief are permitted to call Order during any regular or Special Meeting of the Council and Family Councilors may call order through the Chair.

Removal of a member of the Council from a meeting

- 15. (1) All members of the Council shall conduct themselves in a courteous manner and in accordance with the Oath of Office and Oath of Confidentiality contained in Schedule *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1.
- (2) The Council can remove a member of the Council 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 Council 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 Council. The offence shall be documented and recorded in the minutes of the Council and reported to the next meeting of the General Assembly.

Intoxication

16. (1) An Attendee who is intoxicated or impaired by alcohol or drugs shall not be allowed to attend any meeting of the Council.

- (a) Upon becoming aware of the intoxicated individual present at any regular or Special Council meeting the Chief or Deputy Chief shall
 - (i) dismiss the intoxicated individual from the meeting; and
 - (ii) Provide notice of the incident, in writing, to the Family Head, including the period of suspension that Family Councillor will face from any regular or Special Council meetings.

Removal of a Family Councillor for failing to attend meetings

17. (1) a Family Councillor will be removed from the Council for failing to attend meetings pursuant the *Government Administration and Interpretation Act* (Ta'an Kwäch'än Council), 2005, c.1.

- (a) For greater certainty, a Family Councillor who is absent for 3 consecutive meetings will be immediately removed from the Council.

Conflict of interest

18. (1) A Family Councillor, ex-Officio, Citizen Observer/Presenter, or any other attendee at any regular or Special Meeting of the Council shall disclose to the Chair 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 Council and shall not be present during those discussions or vote in respect to that matter.

(2) the Chair shall decide whether a Family Councillor, ex-Officio, Citizen Observer/Presenter, or any other attendee or a member of his or her immediate family has a direct or indirect financial or other personal interest in a matter before the Council.

In-camera discussions

19. (1) The Council shall decide when its discussions shall be held in-camera and only the Family Councillors, ex-officios, and staff, as required, shall attend such discussions of the Council.
- (a) Any Family Councillor who has a conflict of interest and all others shall be asked to leave the meeting room with respect to Section 19 of these Rules of Procedure.
- (2) Before going into an in-camera session, the Council shall pass a motion consenting to go into an in-camera session and, when out of an in-camera session, pass a motion declaring that the Council is out of an in-camera session.
- (3) All in-camera discussions shall be recorded on audio tape by the Clerk of the Council and stored in the Registrar of Laws.
- (a) All in-camera discussions recorded by the Clerk of the Council shall not be released except for when requested for legal proceedings.
- (4) For greater certainty, any discussions between the Council 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 Council.
- (5) There shall be no resolutions or motions made when the Council is in an in-camera session.

Audio or video recordings

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

Presence of media

21. The press and television may be present at a meeting, or part of a meeting, only with the consent of the Chief or, in the absence of the Chief, the Deputy Chief.

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

22. (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.
- (a) For greater certainty, no Family Councillor will be the spokesperson of and represent the Ta'an Kwäch'än Council in any external affairs involving the rights, titles, and current or future interest of the Ta'an Kwäch'än Council.
- (2) A Family Councillor shall not speak on behalf of the Ta'an Kwäch'än Council or the Council to the public or media in any way that would imply that he or she represents the Ta'an Kwäch'än Council.
- (3) In the case of an infraction under subsection (2), and where the Chief, and in the absence of the Chief, the Deputy Chief finds that that infraction compromises the repute

or obstructs the duties of the Council, the Chief may move a resolution to bring the matter before the Judicial Council.

Joint meetings of the Council and Elders Council

- 23.** (1) The Council and the Elders Council may jointly hold a meeting to deal with specific matters.
- (2) Joint meetings of the Council and the Elders Council should not be held ordinarily.
- (3) There shall be no joint meetings held of the Council 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 COUNCIL

Agenda of meetings

- 24.** (1) The order of business at each regular meeting of the Council shall normally include, in the following sequence,
- (a) the opening prayer;
 - (b) Swearing-in of a Family Councillor
 - (c) the review and adoption of the agenda;
 - (d) Presentations to the Council by Citizens
 - (c) housekeeping items, including but not limited to
 - (i) the review, revisions and approval of the minutes of the previous meeting,
 - (ii) Nominations and appointments to internal and external Boards, Committee's Commissions, or Working Groups
 - (iii) the scheduling and confirmation of meetings, other than Council meetings, that require the attendance of Family Councillors;
 - (d) old business;
 - (i) the signing of contribution agreements,
 - (ii) the approval of expenditures, and
 - (iii) any business that has been discussed previously and is returning to the Council table for further deliberation.
 - (e) new business;
 - (i) the signing of contribution agreements,
 - (ii) the approval of expenditures, and
 - (iv) any business that has not been discussed previously.
 - (f) discussions declared to be held in camera;
 - (g) adjournment and the closing prayer.

25. (1) Any Family Councillor may request the Chief, or in the absence of the Chief the Deputy Chief an Agenda Item they wish to have addressed at the Council Meeting no less than 5 business days prior to the meeting.

CHAPTER FOUR MOTIONS AND RESOLUTIONS

Motions and resolutions

26. (1) The proceedings on resolutions and motions of the Council shall be in accordance with the *Resolutions and Motions Regulations* (Ta'an Kwäch'än Council), 2005, c.5.
- (2) For greater certainty,
- (a) the Council shall, by motion, pass
 - (i) the nomination of and the appointment of members to any committees referred to in subsection 29(1);
 - (ii) approval of entering and exiting an in-camera session
 - (iii) Amendments to Bills
 - (iv) Introduction of Bills into the creation or amendment process
 - (v) Any matter deemed necessary where there are matters not covered by these rules of procedure
 - (vi) any other matter prescribed by these rules of procedure, and
 - (vii) any other matter except for those matters referred to in subparagraph (b); and
 - (b) the Council shall, by resolution, pass budgeted expenditures requiring the approval of the Council,
 - (i) amendments to the TKC Operating Budget
 - (ii) the signing of contribution agreements requiring the approval of the Council
 - (iii) the making, amending or repealing of laws or of any other legal and regulatory measure,
 - (iv) The announcement of Special or Regular Special General Assembly Dates
 - (v) The establishment of Special or Standing Committees outlining the membership, scope & mandate, and the length of terms for committee members.
 - (vi) Approval of Contracts requiring Council's approval
 - (vii) unbudgeted expenditures in the amounts prescribed in the schedule, *Limits on Requisitions for Expenditures Regulations* (Ta'an Kwäch'än Council), 2005, c.4,
 - (viii) the delegation of signing authorities for the accounts of the Ta'an Kwäch'än Council,
 - (ix) any other matter prescribed by these rules of procedure, and
 - (x) 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 Council is contrary to the mandate and responsibilities of the Council, the chair shall inform the Council 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 Council 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 Council calls a question in relation to a motion or resolution, a vote shall be held and every Director in attendance shall vote unless the Council 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 Council and, when so requested by any Director, the clerk of the Council 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.

**CHAPTER FIVE
COMMITTEES**

Special or standing committees

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

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

(3) The general duties and responsibilities, membership, length of terms of members of the special and standing committees are outlined in the Council Resolution passed at a duly convened regular or Special Council Meeting striking that Special or Standing Committee.

(4) No Family Councillor shall be eligible to be a member of any Special or Standing Committee.

(5) Special presentation of the committees to the Council may be called at the request of the Chief.

CHAPTER SIX PROCEEDINGS ON BILLS

Introduction of bills

29. (1) The Council has the power to enact laws

- (a) in relation to the matters referred to in section 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 Family Councillor.

Readings of bills

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

Incomplete bill not acceptable

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

Certification of reading

32. The clerk of the Council shall certify upon every bill the date, at the foot of the bill, of the readings.

Stages of bills: first reading

33. (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

34. (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 Council, clause by clause, in its proper order.
- (3) When considering a bill in second reading, the Council may have a limited number of staff present to supply information to the Council as required.
- (4) When considering a bill in second reading, the Council shall request that the Elders Council complete its review of the bill and provide any recommendations or comments to the Council for its review and consideration before bringing the second reading to a close.
- (6) 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 Family Councillors in attendance shall be required for the approval of the motion pursuant to section 8.8 of the Constitution.
- (7) 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 Family Councillors for two clear meeting days.
- (8) Notwithstanding this section, the Council, after first reading, may, upon the passage of a motion, commit a bill to a special committee of the Council pursuant to subsection 36(1).

Stages of bills: special committee

35. (1) The Council may pass a motion establishing and appointing Family Councillors to a special committee that shall report to the Council 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 Council 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 Council establishes a special committee under subsection (1), the Council shall review and consider the report and any recommendations made by the committee before the bill receives second reading.

Public hearings

36. If directed by the Council, the special committee 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

37. (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 or any amendments to the bill.

(3) When a bill has been read the third time, the Council 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 Council, the bill may be

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

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

38. (1) When a bill, in third reading, has been passed by the Council 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 Family Councillor at a meeting of the Council; or
- (b) send back to a special committee of the Council.

Act in force

39. 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 Council 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

40. 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 Council may amend or repeal a provision of the statute pursuant to this Chapter.

Law nullified

41. 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 Council at which the order of business shall proceed exclusively with this matter.

Regulations

42. 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 COUNCIL MINUTES

Minutes

43. (1) There shall be a printed record of the deliberations and proceedings of the Council, to be known as the minutes, which shall be compiled, edited, printed and distributed under the authority of the Chief through the Clerk of the Council 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.
- (3) The minutes of a meeting referred to in subsection (1) shall be transcribed verbatim, from the recording done by the Clerk of the Council, and include a summary of the motions and resolutions passed or considered by the Council.
- (4) The Chief shall sign the minutes after they have been approved by way of Motion by the Council.
- (5) The Clerk of the Council 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) no member of the Council 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 Council

- 44.** Ta'an Kwäch'än citizens shall have access to the documents and records pertaining to the proceedings of the Council once they have been reviewed and approved by the Council.
 - (a) For greater certainty, no documents or records pertaining to the proceedings of the Council that are deemed by the Chair to be confidential shall be available to Ta'an Kwäch'än Council Citizens at large.

Orientation of Family Councillors and members

- 45.** Upon commencement of their term on the Council, the Clerk of the Council shall ensure that a Family Councillor or member be given an orientation within 1 month of their appointment as a Family Councillor, which may include providing the Family Councillor with written documents pertaining to Council.

Where there are matters not covered by these rules of procedure

- 46.** The Council may pass a Motion by three quarter majority vote to make such rules of procedure not inconsistent with these rules of procedure.
 - (a) For greater certainty, any rule passed by way of Motion of the Council shall only apply to that specific duly convened meeting of the Council.

Amendment to these rules of procedure

- 47.** The Council may amend these rules of procedure upon the passage of a resolution.