



BRITISH COLUMBIA ASSEMBLY OF FIRST NATIONS

STANDING RULES OF PROCEDURE FOR ASSEMBLIES

Registration

1. Every person attending an Assembly, other than members of the BC Assembly of First Nations (BCAFN) staff or Assembly of First Nations (AFN) staff, shall register in one of the following categories:
 - Chief
 - Proxy Holder
 - Participatory Representative
 - Elder
 - National Council Member
 - Women's Council Representative
 - Youth Council Representative
 - Guest Media
 - Observer
2. No person may be registered in more than one category.
3. No person, other than members of the BCAFN staff, shall be admitted to an Assembly unless duly registered.

Chief

4. Subject to Rule 5, any person whose name is on the list of Chiefs of member First Nations maintained by the BCAFN may register at an Assembly as the Chief of his or her First Nation and shall be the representative of the member First Nation.
5. Where an election or other leadership selection process has resulted in a change in the office of Chief of a member First Nation and this change has not been reflected in the BCAFN Membership List. A person presenting himself or herself for registration as a Chief may establish his or her credentials by presenting a letter from the electoral officer of the First Nation, or other verifiable proof, that confirms his or her position as Chief of a member First Nation.

Proxy Holder

6. A proxy may be issued by a member First Nation to any person, eighteen years of age or older, who is a citizen of a member First Nation in the same region as the issuing First Nation.
7. A proxy must:
 - a. be designated in writing in the form of a letter signed by the Chief of the member First Nation;
 - b. or be in writing in the form of a duly executed Resolution of the Council or Government of the member First Nation;
 - c. clearly name the person appointed as Proxy Holder
 - d. indicate in which First Nation the Proxy Holder has citizenship;
 - e. indicate a term (the meeting or meetings of a given Session to which the authority of the Proxy Holder extends).
8. If no term is indicated in the proxy, the Proxy Holder shall be deemed to have authority to speak and vote on behalf of the issuing member First Nation for the whole of the Session for which the proxy was issued.
9. A legible faxed copy of a valid proxy may be accepted.
10. No First Nation may issue more than one proxy per meeting.
11. No one shall carry more than one proxy and a proxy may not carry another proxy.

Participatory Representative

12. A person who,
 - a. holds office either, as a hereditary Chief, traditional leader of a member First Nation, Grand Chief, head of a First Nation provincial/territorial political organization or head of a tribal council and as such may speak on any Agenda item; or
 - b. is the head of a Treaty group or of a First Nation organization or association with which the Assembly of First Nations has entered into a written protocol that allows for invitations to be extended to such persons to attend and be permitted to speak at Assemblies on specific issues, as authorized by the Protocol,
 - c. is a BCAFN Board of Director pursuant to the Society's Constitution and Bylaws and Policy and Procedures Manual.
 - d. is a Committee Representative pursuant to the Society's Constitution and Bylaws and Policy and Procedures Manual.

may register as Participatory Representative.

Elders

13. A person may register as an Elder if he or she is a member of the Circle of Elders or is recognized as an Elder by his or her First Nation.

Women's Council Representatives

14. Each person holding office as a member of the Women's Council may register as a Women's council representative.

Youth Council Representatives

15. Each person holding office as a member of the Youth Council may register as a Youth council representative.

Guests

16. A person who has been invited in writing by the Regional Chief or the office of the BCAFN may register as a guest.

Media

17. A reporter, journalist or other member of the print or electronic media may apply to be registered as Media -upon presenting proof of his or her credentials to the Registration Coordinator.

Observers

18. Any person other than a person registering as a Chief, Proxy Holder, Participatory Representative, Elder, National Council Member, Women's Council representative, Youth Council representative, Media, or Guest may apply to register as an Observer. The decision of the Registration Coordinator on whether to grant such applications shall be final.

Assembly Delegates

19. Any Assembly Delegate means a Chief or a Proxy Holder registered in a Session of the First Nations-in-Assembly in accordance with these Rules.

Disputes over Registration

20. Any dispute regarding registration must be referred to the Registration Coordinator, whose decision may be appealed to the Speaker.

Representation and Participation in Assembly Deliberations

21. Each member First Nation may be represented by a single Assembly Delegate (who shall be either the Chief or a Proxy Holder of the member First Nation only) for the purposes of speaking or voting on any question, moving or seconding a motion or otherwise participating in deliberations of any Assembly.
22. Participatory Representatives may attend any meeting of a Session and may address an Assembly in accordance with BCAFN Constitution and Bylaws and Policy and Procedure Manual; these Rules and any Protocol Agreement with the BCAFN, but Participatory Representatives do not have the right to vote on any question before the Assembly.

Assembly Hall

23. For admission to the Assembly Hall and to facilitate identification and seating, Chiefs, Proxy Holders, Participatory Representatives, and others shall be required to wear the badge issued by the Registration staff. Elders may be exempted from this rule.
24. Elders and Assembly Delegates will be given priority access to seating in the Assembly Hall.

Sessions

25. Each Assembly, for the duration specified, constitutes a single session.
26. Notice of the time, place, and purpose of a Session shall be given to members in person, by mail to the member's registered address, by facsimile, or with consent, by email, at least 4 weeks prior

to the meeting.

27. The Speaker may recess or adjourn a Session at any time at his or her discretion. When announcing a recess or adjournment, the Speaker will specify the time and place that the Session will resume.

Quorum

28. Quorum to open a meeting and to adopt an agenda is a simple majority of the Assembly Delegates present in the designated seating area of the Assembly Hall.
29. The Speaker may call a meeting to order, upon quorum being present.
30. If at any time during the Assembly the number of Assembly Delegates is less than 33% + 1 of members and members represented by proxy, no vote may be taken and the Speaker shall so inform the Assembly.
31. The Registration Coordinator shall advise the Speaker of the number of Assembly Delegates one hour after the Call to Order of a meeting.
32. When the Registration Coordinator is aware that the number of Assembly Delegates has changed significantly since the last report, the Registration Coordinator shall notify the Speaker of the change.

Assembly Rules and Agenda

33. Following the Call to Order on the first day of a Session, the opening prayer by the Elder and other opening ceremonies, the Speaker shall briefly review the Standing Rules of Procedure and ensure that copies of the Standing Rules of Procedure are available to any Assembly Delegate wishing to review them.
34. The Draft Agenda must be adopted by motion at the beginning of a Session following the opening ceremonies.
35. The Agenda, as adopted, must be followed unless the Assembly, on a motion properly moved and seconded, decided by acclamation, consensus or a two thirds vote in favour of the motion, to set any part of the Agenda aside for a day or a part of a day.

Record of Proceedings

36. A Record of Proceedings must be maintained and include:
 - a. the name and number of the Session;
 - b. the dates and place of the Session;
 - c. the hours of the meeting and the adjournment;
 - d. resolutions adopted and how adopted (e.g. acclamation, consensus, voting results).

Assembly Documents

37. Assembly Delegates may submit documents for consideration by the Assembly, such as draft

Resolutions, written in a First Nation language or script, provided it is accompanied by an English language translation.

Speakers

Appointment

38. The BC Regional Chief shall appoint the Speaker and Deputy Speaker in sufficient time prior to a Session to allow each to prepare for their responsibilities.

Duties

39. The Speaker is the presiding officer for the Session and has overall responsibility for the conduct of the Session. The Speaker must preserve order and decorum throughout the Session.

Authority

40. The Speaker shall decide questions of order and of privilege and, in doing so, may consult with legal counsel.

Orderly Conduct

41. Every person in attendance must conduct himself or herself in a manner that respects the honor and decorum of the Assembly.

42. No person shall be allowed in the Session while under the influence of alcohol or drugs.

43. The Speaker may order the eviction of any person disrupting the proceedings, may prohibit him or her from re-entering the Session.

Resolutions

Resolutions Committee

44. The Regional Chief will establish a Resolutions Committee for the purpose of reviewing resolutions before they are presented on the floor.

45. in order to be considered by an Assembly, every draft Resolution must:

- a. be in written form,
- b. contain the names of the proposed mover and seconder, who must be Assembly Delegates;
- c. clearly set out its purpose and intent; and
- d. be accompanied by a one-page briefing note that will provide background information to the Assembly Delegates.

46. Assembly Delegates may submit draft Resolutions, meeting the form requirements of Rule 46, to the Resolutions Committee no later than 12 pm on the third day of a three day Session.

47. Upon the opening of an Assembly, each Assembly Delegate who has submitted a draft Resolution in accordance with these Rules shall be given an opportunity to explain it to the Resolution Committee if he or she so requests.

Duties of the Resolution Committee

48. Upon receiving a draft Resolution, the Resolutions Committee shall conduct a review to ensure

- a. form and deadline requirements have been met;
- b. the content of the draft Resolution is consistent with the aims and aspirations of the BC Assembly of First Nations (e.g. as set out in the Society's Constitution and Bylaws) and to

- determine if there are elements that could prevent consensus;
 - c. the draft Resolution does not conflict with past resolutions or, if there is a conflict that the proposed change is clearly stated as an intent or a purpose of the draft resolution, and
 - d. the draft Resolution is not in conflict with a draft resolution already submitted in the current Session.
49. In cases where the Resolutions Committee determines that two or more draft Resolutions may be combined, the respective movers and seconders may be approached to discuss the potential for a unified draft Resolution.
50. The Resolutions Committee may:
- a. advise the proposed mover and seconder of substantive or procedural irregularities in any draft Resolution that could impede the Assembly's ability to arrive at a consensus on the resolution and otherwise provide assistance in revising draft Resolutions that have been presented in writing to the Resolutions Committee in accordance with these Rules;
 - b. make recommendations to the mover and seconder on revisions that may assist in the adoption and implementation of the draft Resolution, and
 - c. if necessary, take steps to facilitate agreement.
51. Following its review of all draft Resolutions received in accordance with these Rules, the Resolutions Committee shall inform the Speaker of its recommendations on whether or not each draft Resolution should be placed before the Assembly and likewise shall make its report to the Assembly. If the Resolutions Committee recommends against placing a draft Resolution before the Assembly, the Committee shall provide the Speaker and the Assembly the reasons for its recommendation. The Assembly shall have the final decision on whether any draft Resolution is in a form acceptable for the question to be called.
52. Where there is any inconsistency or conflict between two Resolutions that have been duly adopted by the First Nations-in-Assembly, the Resolution adopted at a later date shall take precedence over any Resolution adopted earlier to the extent of the inconsistency or conflict.

Conduct of Discussion in Assemblies

53. Only Assembly Delegates, Participatory Representatives and Officers of the BCAFN may address an Assembly. Any invited guest speakers who are not Assembly Delegates, Participatory Representatives or Officers of the BCAFN must be identified on the Agenda as adopted by the Assembly in order to speak. Any other persons may only address the Assembly upon a motion made by an Assembly Delegate and agreed to unanimously by the Assembly without debate or discussion or by appointment by the Regional Chief.
54. An Assembly Delegate, Participatory Representative or Officer of the BCAFN who seeks to address the Assembly shall rise and address the Speaker, and upon being recognized by the Speaker shall have the floor and use any available microphone.
55. No person shall address the Assembly unless the person is first recognized by the Speaker; each person shall identify himself or herself and his or her First Nation or other affiliation, as the case may be, before addressing the Assembly.
56. Assembly Delegates and other persons recognized by the Speaker in accordance with these Rules may not address one another directly in the proceedings of the Assembly. All remarks must be addressed to the Speaker.

57. Where a member First Nation has appointed a Proxy Holder to speak for either a portion or for all of an Assembly, only the Proxy Holder may exercise the member First Nation's right to speak during the relevant meeting or meetings of the Assembly, unless otherwise permitted by the Speaker. Where a member First Nation has appointed a Proxy Holder to vote on its behalf for either a portion or for all of an Assembly, only the Proxy Holder may exercise the member First Nation's right to vote during the relevant meeting of the Assembly.
58. In discussion, Assembly Delegates and other persons recognized by the Speaker in accordance with these Rules shall confine their remarks to the question before the Assembly, and shall not engage in personal attacks or question the motives of other Assembly Delegates.
59. If any Assembly Delegate objects, an Assembly Delegate or Participatory Representative who has the floor may not read lengthy extracts from any paper or book as part of his or her speech, without permission of the Assembly.
60. In discussion, an Assembly Delegate cannot speak adversely on any prior decision or resolution of the BC Assembly of First Nations, unless the decision or resolution is before the Assembly for reconsideration, amendment or rescission, or unless the Assembly Delegate intends to conclude his or her remarks by giving notice of such a motion.
61. When any person has the floor, and especially when the Speaker is addressing the Assembly and during discussion and deliberation by the Assembly, all persons present in the Assembly Hall shall refrain as much as possible from talking or whispering when they do not have the floor or from walking across the Assembly floor in a way that disturbs or hampers the Assembly.

Motions & Resolutions

62. A motion consists of any question put by an Assembly Delegate to the Assembly for its decision by acclamation, consensus or vote in accordance with these Rules
63. When an Assembly Delegate has the floor, he or she may make a motion when no other motion is pending and when business of the kind represented by the motion is in order (complies with Agenda as adopted by the Assembly).
64. When a motion deals with a question of substantive business, policy or other significant decision-making by the Assembly (in other words not involving a procedural or minor matter) the motion must take the form of a written draft Resolution before the question can be called and before the Assembly can make a decision on the question by acclamation, consensus or vote.
65. A draft Resolution may only put before the Assembly for consideration if a written copy of the draft Resolution has been submitted in accordance with these Rules and reviewed and reported on by the Resolutions Committee.
66. Unless the Speaker indicates otherwise, introduction of a question in the form of a Resolution will be limited to 5 minutes, and subsequent statements by other speakers to 3 minutes each. Following discussions, the Assembly delegate who introduced the question may re-address the Assembly for 3 minutes.
67. For all other questions (that is, motions not involving resolutions) no Assembly Delegate shall speak more than once on the same question on the same day, or longer than 3 minutes, without the permission of the Assembly granted by a two-thirds vote without debate or by the Regional Chief

Decision Making

Acclamation

68. At his or her discretion, the Speaker may call for adoption of a motion by acclamation, following discussion on the question in accordance with these rules.
69. If when the question is called, there is no opposition and abstention, the Speaker may declare the motion carried by acclamation.

Consensus or General Agreement

70. At his or her discretion, the Speaker may call for adoption of a motion or resolution by consensus.
71. In seeking a consensus, the Speaker may seek the assistance of Elders.
72. Following discussion of the question, the Speaker shall ask if any Assembly delegate opposes the motion or resolution. In determining whether a consensus exists, no abstentions can be made or recorded. If no Assembly Delegate speaks in opposition to the motion or resolution, the Speaker may declare the motion or resolution adopted by consensus.
73. If there is not consensus or an amendment to a motion or resolution has been moved and seconded, the Speaker may allow additional time for discussion and again call for adoption of the motion or resolution by consensus.

Amendment of Proposed Resolutions by Consensus

74. Where there is no consensus in regard to a proposed Resolution, a motion to amend a proposed Resolution may be made. The Speaker shall then ask the mover and seconder of the original proposed Resolution if they accept the proposed amendment. If the mover and seconder of the original proposed Resolution so agree, the Speaker shall declare the Resolution, as amended, adopted by consensus. If the mover and seconder of the original proposed Resolution do not agree to the proposed amendment, the Speaker shall allow a period of discussion (but in no case longer than 30 minutes per proposed amendment) to seek consensus on a proposed amendment.
75. Where the Speaker determines that consensus may require some facilitation, the Speaker may appoint an ad hoc committee to facilitate the consensus-seeking process.
76. Following discussion and any efforts to facilitate consensus, the Speaker shall again call the question and if the mover and seconder of the original proposed Resolution do not agree, or the Speaker otherwise determines there is a lack of consensus on the proposed amendment, both questions (the original proposed Resolution and any proposed amendments) shall be put to a vote in accordance with these Rules.

Decision by Majority Vote

77. As a last resort, when the Speaker determines that decision by acclamation or consensus is not possible, the question shall be put to a vote.
78. Voting may be by show of hands, by standing, or by any other means the Speaker deems appropriate.
79. When a question has been opened for discussion and no one rises to claim the floor, after the motion is stated by the Speaker, he or she should inquire, "Are you ready for the question?" After a moment's pause, if no one rises, he or she should put the motion to a vote. If the motion

is discussed or amendments are made, the Speaker shall wait until discussion has ceased, and then again state the motion and ask, "Are you ready for the question?"

80. At an Annual General Meeting or a Special Assembly, a motion is carried if 50% plus one or more of the Assembly Delegates present in the designated seating area vote in favor of the motion, unless a larger vote for its adoption is otherwise required by the Society's Constitution and Bylaws. No motion shall be carried by a vote unless the number of Assembly Delegates seated in the designated seating area is no less than 33% plus one of the total number of member First Nations.
81. A Chief that is also a proxy holder may cast a second vote as proxy.
82. While every Assembly Delegate has a duty to represent the views of his or her First Nation, no one can be compelled to vote. An Assembly Delegate may abstain from voting. Assembly Delegates who abstain from the vote will not be counted in calculating the percentage required to carry the motion.
83. Any Assembly Delegate has the right to change his or her vote up to the time the vote is finally announced. After that, an Assembly Delegate can change his or her vote only upon unanimous consent of the Assembly without debate.
84. As a general rule, no one can vote on a motion in which he or she has a direct personal or pecuniary interest. This does not prevent an Assembly Delegate from voting for himself or herself for any office or other position, from voting for a delegate or member of a committee, nor from voting when other Assembly Delegates are included with him or her in the motion.
85. The responsibility of announcing, or declaring, the vote rests upon the Speaker. If the Speaker is in doubt as to the result, the Speaker may have the vote taken again. When the vote is taken by voice, by standing or show of hands, the Speaker may require a division of the Assembly by having the affirmative rise and then the negative. Following division, the Speaker shall announce or declare the vote.
86. When the vote is taken by voice, by standing or show of hands, any Assembly delegate has a right to require a division of the Assembly by having the affirmative rise and then the negative, so that all may see how members vote. Following division, the Speaker shall announce or declare the vote.
87. Where a vote results in a tie, the motion is lost.
88. When the vote has been taken and the Speaker has no doubt as to the result, and no division is called for, the Speaker shall proceed to announce, or declare the vote.

Disputes

89. Where an Assembly Delegate wishes to appeal a ruling of the Speaker, he or she shall do so by way of a motion.
90. A decision of the Speaker may be overturned by a simple majority of Assembly Delegates present
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BRITISH COLUMBIA ASSEMBLY OF FIRST NATIONS

THE SPEAKER'S GUIDE (INCLUDING DEPUTY SPEAKERS)

Qualities of the Speaker

1. The Speaker must be knowledgeable about traditional protocol and/or parliamentary procedure.
2. The Speaker must be knowledgeable about and adhere to the BCAFN Constitution and Bylaws and the BCAFN Standing Rules of Procedure.
3. The Speaker must be non-partisan and non-adversarial in the performance of his or her duties.

Duties of the Speaker

4. The Speaker must preserve order and decorum throughout the Session as the presiding officer with overall responsibility for the conduct of the Session.
5. The Speaker's role is to manage discussions so as to make the best possible use of the time available, but must not participate in the discussions.
6. The Speaker must decide questions of order.
7. In order to facilitate an orderly and productive meeting, the Speaker must have sole authority over the following:
 1. Office of the Speaker
 - a. Resource Staff e.g. Legal Advisors, Researchers, Drafters
 - b. Clerical Staff
 - c. Recording Staff and Technicians
 2. Deputy Speaker
 3. Resolutions Committee
 4. Assembly Coordinator
 5. Registration Coordinator
 6. Floor Distribution Coordinator

7. Media Relations

8. The Speaker must ensure that all preparations for the Assembly are in order as far as possible.
9. The Speaker must assign duties to the Deputy Speaker as necessary.
10. The Speaker must manage the Assembly by the rules set out under the Rules of Procedure.
11. The Speaker may evict anyone disrupting the proceedings and may prohibit him or her from re-entering the Session at any time.
12. The Speaker may disallow anyone under the influence of alcohol or drugs, or conducting himself or herself in a disorderly manner, from being present in the Assembly.
13. The Speaker may allow only Assembly Delegates, or Participating Representatives to address the Assembly (such persons must use a microphone when one is available).

Conduct of Proceedings

14. No person may address the Assembly unless he or she is first recognized by the Speaker.
15. Every person must identify himself or herself and his or her First Nation/Band before addressing the Assembly.
16. Where an Assembly Delegate has designated a spokesperson to speak to any matter, that Assembly Delegate forfeits his or her right to be heard on the same matter during the debate on that issue, unless otherwise permitted by the Speaker.
17. Unless the Speaker indicates otherwise, introduction of an issue will be limited to 5 minutes, and subsequent statements by other speakers to 3 minutes each. Following debate on the issue, the Registered Representative who introduced the issue may re-address the Assembly for 3 minutes.

Decision Making

Acclamation

18. At his or her discretion, the Speaker may call for adoption of a resolution by acclamation.

Consensus or General Agreement

19. Where acclamation is not desirable or possible, the Speaker must seek consensus or general agreement by the Assembly.
20. In seeking a consensus or general agreement, the Speaker must ask if anyone opposes the consensus or general agreement, If there is no strong opposition, the Speaker may declare that the resolution has been adopted by consensus.

21. If it appears that there is no consensus, the Speaker may allow additional time to build consensus or general agreement.
22. When it appears to the Speaker that all efforts at achieving consensus or general agreement have failed, the Speaker must put the resolution to the vote as a last resort.

Voting

23. Voting may be by show of hands, by standing, or by any other means as the Speaker deems appropriate.
24. If at least 50% of the Assembly Delegates present and participating at the time the vote is called are in favor of the motion, it shall be carried unless a larger vote for its adoption is otherwise required.
25. Registered Representatives who abstain from the vote will not be counted in calculating the necessary percentage required to carry the motion.

Disputes

26. Where a Registered Representative wishes to appeal a ruling of the Speaker, he or she must do so by way of a motion.
27. A decision of the Speaker may be overturned by a simple majority of Registered Representatives.