



WHITE RIVER FIRST NATION

GENERAL ASSEMBLY POLICY

April 1, 2014

Approved: Chief and Council

A horizontal line with five handwritten signatures above it. From left to right, the signatures are: a stylized signature, "A.D.", "A.S.", "M.F.", and "P".

White River First Nation

General Assembly Policy

Approved by General Assembly on March 14, 1998

Authority: Chief & Council

Effective Date: April 1, 1998

Amendments as of April 1, 2014 reflect changes in this policy as a result of the Federal Court Case in 2010. Definition of Eligible Voter in 3.2 has been changed and references to Final Agreement ratification have been dropped.

Purpose:

The purpose of the General Assembly Policy is to set out the procedure to be followed when organizing the annual General Assembly of the White River First Nation.

Procedure:

1. Organization of General Assembly

1.1 Organization

It is the responsibility of Chief and Council to ensure that all facilities, services, accommodation and meals necessary for a successful General Assembly are available. Chief and Council may hire a temporary "General Assembly Coordinator" in addition to using WRFN staff if necessary.

1.2 Agenda

Chief and Council shall approve a Draft Agenda for the General Assembly at least two weeks in advance of the event. WRFN members shall approve a Final Agenda for the General Assembly at the beginning of the event itself, including any changes made at the time and approved by eligible voters

2. Date of General Assembly

The General Assembly shall meet at least once annually and at such other times as the General Assembly or Chief and Council may direct

3. Attendance at General Assembly

All White River First Nation members have the right to attend any White River First Nation General Assembly.

3.1 Quorum

Quorum is a minimum of 20 White River First Nation voters, of which 10 shall be Upper Tanana members and 10 shall be Northern Tutchone members.

3.2 Voters List and Eligible Voters

Chief and Council shall ensure that an updated WRFN Members List is at the General

Assembly site to identify and verify eligible voters.

All members 16 years of age or older as of the date of an election, who is either

- (a) a Status Member, or
 - (b) a Non-Status Member holding Canadian citizenship;
- are eligible voters.

(The White River First Nation Citizenship Code outlines the rules for being a citizen.)

3.3 WRFN Staff

All full and part-time employees of the White River First Nation are required to attend any General Assembly. Unexcused absences could lead to termination of employment.

(Note: This was approved at the 1997 General Assembly.)

3.4 WRFN Chief and Council

The Chief and each Council member is expected to attend any General Assembly. If a member cannot attend, then he or she shall prepare a report to be presented to the General Assembly on their behalf.

4 Funding of General Assembly

Chief and Council shall ensure that a reasonable amount of funding for the General Assembly is identified in the WRFN annual budget. Chief and Council shall approve any budget developed specifically for a General Assembly. Advance approval is required for any expense in excess of \$1,000, which is not identified specifically in the event budget.

5 Planning of General Assembly

White River First Nation members should expect any General Assembly to be well planned and carried out for reasonable cost.

5.1 Plans for the General Assembly shall include the following:

- a) Site - including rental, set-up, sound system, cleaning, and take-down
- b) Speakers - including selection, invitation, confirmation and advance review of material to be presented
- c) Secretarial Services - including staff, recording system and office equipment to ensure accurate minutes are taken
- d) Chairperson - including selection and advance review of rules of order
- e) Advertising - including print/radio advertising, posters, and mail-out to WRFN members
- f) Agenda - including materials to be reviewed by WRFN members, eg: reports, financial statements, etc.
- g) Confirmation of Attendance - including arrangements for travel, accommodation, sign-in sheets for the morning and afternoon [SEE ATTACHED SAMPLE], etc.

5.2 *Plans for the General Assembly may include the following:*

- a) Translation Services - Where feasible
- b) Meals - including hiring cooks, cooks helpers, menu planning, and food purchase
- c) Child Care
- d) Special Facilities for Elders
- e) First Aid Services
- f) Outdoor Camping Equipment - including tent poles, fire pits, garbage bins, outhouses, signage, wood supply
- g) Gifts - for special guests or speakers
- h) Entertainment
- i) Concession Stand - for food, T-shirts, etc.
- j) Communications Equipment - telephones, cell phones, fax machines, etc.

6 Resolutions

A resolution is the formal way to present recommendations to the General Assembly in order to generate discussion and a decision. Resolutions may be prepared in advance of the General Assembly or be brought forward by members at the General Assembly itself. Before being formally presented to the General Assembly, all resolutions must be reviewed by the Resolutions Committee.

6.1 Composition of the Resolutions Committee

At the beginning of any General Assembly, the Chair shall ask for nominations for the Resolutions Committee. Four WRFN members shall serve on the committee, with Northern Tutchone and Upper Tanana members equally represented. It is up to the General Assembly to determine how many members it will appoint to the committee, and if it will be done by consensus or ballot.

6.2 Duties of the Resolutions Committee

The purpose of the Resolutions Committee is to ensure that White River First Nation members can bring forward ideas to the General Assembly.

- a) Committee members shall receive, either verbally or in writing, resolutions from WRFN members.
- b) The committee will confirm the intent of the resolution with the member(s).
- c) The committee will prepare a written resolution in the approved format (see attached sample) for distribution to the General Assembly in advance of the discussion about the resolution.
- d) The committee may, at its discretion, chose not to present a resolution to the General Assembly. This should be done if the resolution is malicious, frivolous, or clearly not in the best interests of White River First Nation members. The committee shall notify the General Assembly of its decision, and the reasons for it. Only the General Assembly can overturn the committee's decision.

6.3 Honoraria for the Resolutions Committee

In recognition of the work undertaken on behalf of the White River First Nation General Assembly, committee members shall be paid an honoraria within one month of the General Assembly itself on the following terms:

- a) \$50 if up to two resolutions are brought forward;
- b) \$100 if more than two resolutions are brought forward.

7 Honoraria

It is a right of White River First Nation members to participate in the General Assembly. No honoraria shall be paid to WRFN members simply for attending a General Assembly.

7.1 Elders

An honorarium may be paid to Elders of the White River First Nation, who bring to our General Assembly their wisdom and experience. A WRFN council member or staff member who is also an Elder shall not be entitled to the honorarium. Elders shall be paid honoraria within one month of the General Assembly itself on the following terms:

- a) \$50 for up to a half-day (4 hours)
- b) \$100 for a day (4-12 hours)

7.2 Others

Honoraria may be provided, at the discretion of Chief and Council, to guests, speakers and other people assisting with the General Assembly.

8 Travel & Accommodation Subsidies

In order to assist White River First Nation members who live near Traditional Territory to attend a General Assembly, the WRFN may provide a subsidy to off-set travel and accommodation costs.

8.1 Obligation of WRFN Members Receiving a Subsidy

Only one-round trip per General Assembly will be subsidized. WRFN members who receive a travel subsidy must attend all of the General Assembly.

8.2 Travel

WRFN members who live within 500 miles of Beaver Creek may travel to a General Assembly by:

8.2.1 Van(s)

If there are sufficient members, WRFN will provide a van or vans to bring members from Alaska or the Yukon.

8.2.2. Personal Vehicle

If there are at least two voting members in the vehicle, and provided receipts are submitted, WRFN will reimburse gas costs.

8.3 Meal Allowance

In addition to the above, WRFN members will be given a meal allowance: \$20 for the round trip for adult members, \$10 for the round trip for child members (less than 16 years old).

8.4 Accommodation

Members will be encouraged to stay with relatives or friends in Traditional Territory. If necessary, and if approved in advance, WRFN will pay for accommodation at a motel (minimum 2 voting members to a room).

**White River First Nation
General Assembly
Travel Reimbursement Form**

_____ to Beaver Creek

Names of Travelers in the Vehicle:

Gas Receipts total (attached) \$ _____

Meals:

Adults: _____

X \$20.00 = \$ _____

Children (under 16):

X \$10.00 = \$ _____

TOTAL FOR MEALS \$ _____

TOTAL PAYABLE \$ _____

Please make cheque payable to:

Finance use only

Approved by:

Chief or Councilor

Cheque # _____ Received by:

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Travel [8.2] (Resolution #5, March 14/98): WRFN Citizens who live within 500 miles of Beaver Creek may travel to the GA by: Rental Van [8.2.1] or by Personal Vehicle [8.2.2]: if there are at least 2 voting Citizens in the vehicle, and provided that the receipts are submitted, WRFN will reimburse costs. Meal Allowance [8.3]: WRFN Citizens will be given a meal allowance: \$20.00 for round-trip for adult Citizens; \$10.00 for round-trip for child Citizens (less than 16 years of age).

If you qualify for the above, please submit to the Finance Director by Saturday 6:00 pm.

White River First Nation
1998 General Assembly

March 14 – 15, 1998 Beaver Creek, Yukon

Resolution # 1

Sample Resolution

WHEREAS the White River First Nation wishes to have a sample resolution attached to the General Assembly Policy;

BE IT RESOLVED THAT this document shall serve as the sample.

Moved by:

Seconded by:

Approved / Defeated

RULES OF ORDER

1. The meeting shall convene each day at 10:00 a.m.
2. You must be a member and/or a beneficiary of the White River First Nation to be eligible to vote.
3. A quorum at this General Meeting shall be a minimum of twenty (20) eligible voters: ten from Upper Tanana and ten from the Northern Tutchone.
4. Any official delegate may move or second a motion, but may not do both at the same time.
5. Discussion on a motion can only be entertained if the motion has been duly moved and seconded.
6. Each speaker should approach a microphone and give his/her name and that community/organization s/he represents. The use of microphones will assist the secretary in recording the minutes more accurately.
7. No delegate shall speak unless s/he is recognized by the chair. With the exception of elders, who shall be given additional time if needed, each delegate shall be allowed to speak for one to five minutes until all who wish to speak on that issue have had an opportunity to do so, then the chair may allow the second opportunity for delegates to speak on the topic.
8. The discussion on a motion may be terminated at the discretion of the chair when s/he is satisfied that everyone has had an opportunity to speak or when one of the delegates call "question";
9. Any motion may, at any time during the discussion stage be withdrawn or amended provided both the mover and seconder agree.
10. For the purpose of voting on motions and resolutions, abstentions will count with the majority.
11. A motion or resolution may be passed by consensus. In the event a consensus cannot be reached, a simple majority is required, except on constitutional issues, in which case a three-quarters majority vote is required.
12. No alcohol or drugs will be allowed in or around the Assembly. No one under the influence will be allowed to participate in the Assembly.

The above Rules of Order, or an amended version, shall be passed by way of motion. Such Rules shall be binding on the Assembly. The above shall be the only Rules of Order to which reference may be made in the event of a dispute.

(January 29, 1999)