

Council Meeting Procedure Regulations

Governance Committee
Mohawk Government
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Mohawk Council of Akwesasne Meeting Procedure Regulations

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Purpose

It has been deemed necessary for the Mohawk Council of Akwesasne to establish procedures in order to maintain order and provide increased accountability, transparency and efficiency in governance. The Mohawk Council of Akwesasne Meeting Procedure Regulation is the mechanism used to set out the procedures for Council to conduct business. This regulation was developed to document the procedures Council has agreed to use so that meetings are run effectively. Effectively run meetings will allow for informed decisions to be made on what actions should be taken by our government in order to best address the needs of our community members.

Section 1: SHORT TITLE

This regulation may be cited as the MCA Meeting Procedure Regulations

Section 2: DEFINITIONS

Chairperson means the person who presides at a meeting;

Conflict of Interest is a situation where financial or other personal or professional considerations could compromise an employee's objectivity, professional judgement, professional integrity, and/or ability to perform his or her responsibilities.

Council means the Mohawk Council of Akwesasne, which consists of the candidates elected pursuant to the Akwesasne Election Law;

Council Meeting means a meeting held routinely between Council and the Executive Director to; communicate information, consult, provide updates, and consider community, administrative, and issues of business concerning the Council, the community and and/or the Mohawk Council of Akwesasne organization.

District means any one of the following:

- **Kawehnoke** (Cornwall Island) and any island within the territory of Akwesasne in Ontario;
- **Kanatakon** (St. Regis) and St. Regis Island; or
- **Tsi Snaihne** (Snye) and any island within the territory of Akwesasne in Quebec except for St. Regis Island

District Chief means a person elected by voters within their District, pursuant to the Akwesasne Election Law, to provide leadership on District matters in accordance with (1) the terms of reference contained within the Ethical Conduct Law, and (2) the participation section of the Political Service Agreement;

District Meeting means a meeting held in a District at a minimum quarterly basis, between Members of the District and the District Chiefs to communicate information, consult, and/or provide updates on issues concerning the District or the community;

Emergency Meeting means a meeting called due to urgent business that must be dealt with because it may affect the health, safety, or well-being of the community or organization;

Ex-Officio means by virtue or because of an office;

Executive Director means the person employed to hold the principal, non-political, senior administrative management position for the Mohawk Council of Akwesasne, and includes any person acting in that position;

Focus Meeting means a meeting held on an as needed basis between Members and Portfolio Chiefs and may include MCA departmental personnel or other presenters (as needed) in order to communicate information, consult, and/or provide updates on specific subject matter;

General Meeting means a meeting held routinely between Members and Council to communicate information, and/or provide updates on issues concerning Council, the community and/or the Mohawk Council of Akwesasne organization;

Grand Chief means the person elected by voters within the community pursuant to the Akwesasne Election Law to provide leadership on community matters in accordance with (1) the terms of reference contained in the Ethical Conduct Law, and (2) the participation section of the Political Service Agreement;

Just Cause means a Council members attendance at a Council prior approved activity;

Majority means more than half of the Council members present;

Member means a person enrolled on the Akwesasne Membership Roll in accordance with the Akwesasne Membership Code;

Petition means a formal written request;

Portfolio means the areas of interest and responsibility held by the District Chief;

Portfolio Chief means a District Chief who has accepted the responsibility to maintain awareness of Portfolio related issues and to politically address these issues;

Portfolio Meeting means a meeting customarily held on a monthly basis between Portfolio Chiefs and representatives of the Portfolio to communicate information, consult, and/or provide updates on political issues;

Probationary Member means a person who has been granted probationary membership pursuant to the Akwesasne Membership Code;

Quorum means a minimum of seven (7) members of Council, and in the event of a vacancy on Council means a Majority of the remaining members of Council during the period of the vacancy, and for the purpose of an Emergency Meeting means a minimum of five (5) members of Council;

Recorder means a person designated to record the minutes of a meeting;

Resolution is a formal way of presenting a motion in writing;

Special General Meeting means a meeting held on an as needed basis between Members and Council to make a decision on a specific issue or subject matter.

Section 3: MEETINGS

- 3.1 The first General Meeting of the newly elected Council shall be held no later than one month after a sufficient number of Council members required to establish a quorum has been sworn into office.
- 3.2 After the first General Meeting, subsequent General Meetings shall be held routinely to communicate information, consult, and/or provide updates on issues concerning Council, the community, and/or the MCA organization.
- 3.3 Council will conduct a weekly Council Meeting. The proposed agenda will be provided to each member of Council at least (2) working days prior to the meeting.
- 3.4 The Grand Chief or a minimum of five District Chiefs may decide to call an Emergency Meeting. All Council members will be notified of the date, time, and location of the meeting.
- 3.5 Focus Meetings and Special General Meetings shall be held when deemed necessary, and Council approval to hold such meetings shall be evidenced by Resolution.
- 3.6 The location of all General Meetings, Focus Meetings, and Special General Meetings shall be rotated equally amongst the three Districts.
- 3.7 Council shall provide notice to the community of the date, time, and location of District Meetings, General Meetings, Focus Meetings, and Special General Meetings. Notice shall be given at least three (3) working days prior to the meeting.

Section 4: PERMITTED ATTENDANCE AT MEETINGS

4.1 Subject to Section 4.2:

- a. Council Meetings and Emergency Meetings shall be open only to Council members, the Executive Director, and required staff unless Council decides by Resolution that a specific Council Meeting or Emergency Meeting shall also be open to Members, Probationary Members, and/or the media;
- b. District Meetings shall be open only to Members and Probationary Members who are resident in the District and the District Chiefs of the District; and
- c. General Meetings, Focus Meetings, and Special General Meetings shall be open to Members and Probationary Members, who shall not be excluded from such meetings except for improper conduct.

4.2 Invited persons:

- a. A person may be invited by a District Chief to attend a District Meeting, provided that the invited person has been deemed necessary, and the other District Chiefs of the same District have been given at least twenty-four (24) hours' notice prior to the start of the meeting that the person has been invited to attend. The District Chief who has invited the person must ask the permission of the community members present for their consent for them to stay.

- b. A person may be invited by any Council member to attend a General Meeting, focus Meeting, or Special General Meeting provided that the invited person has been deemed necessary, and Council has been given at least twenty-four (24) hours' notice prior to the start of the meeting that the person has been invited to attend. The Chairperson must request the permission of the community members present for their consent to the person staying.
- 4.3 The Chairperson or Council by majority vote may expel or may exclude from any meeting any person, including a Council member, who causes an unreasonable disturbance at the meeting.
- 4.4 Any non-Member or non-Probationary Member wishing to attend a meeting in order to address Council must request permission to do so. Such permission must be requested in writing and submitted to Council at least three (3) working days prior to the meeting.

Section 5: COUNCIL ATTENDANCE AT MEETINGS

- 5.1 No Council member may be absent from two consecutive Council Meetings, two consecutive District Meetings, or two consecutive General Meetings except where the Council member is attending a Council related activity as part of their duties.
- a. If a Council member is going to be absent for a Council meeting, General Meeting, Focus Meeting, or Special General Meeting, that Council member shall notify the Recorder and provide a reason for their absence.
 - b. If a Council member is absent from a General Meeting, Focus Meeting or Special General Meeting, and if requested by a Member present at the meeting, the Chairperson shall inform the meeting attendees of the reason for the Council member's absence.
 - c. If a Council member is absent for two consecutive Council Meetings, two consecutive District Meetings, or two consecutive General Meetings without Just Cause, Council shall pass a Resolution requiring that a by-election be held in accordance with the Akwesasne Election Law.
- 5.2 All Council members shall make each Council related meeting a priority, and every effort shall be made to ensure their attendance at such meetings as part of their role and responsibility.

Section 6: QUORUM

- 6.1 A Quorum is required to hold a Council Meeting, General Meeting, Special General Meeting, or an Emergency Meeting.
- 6.2 A Quorum is not required to hold a Focus Meeting, Portfolio Meeting, or a District Meeting.

6.3 If a Quorum is not present within fifteen (15) minutes after the time scheduled for a meeting that requires Quorum, the meeting shall not commence.

Section 7: ORDER OF BUSINESS

7.1 The order of business may include the following:

- a. Ohenton Karihwaterkwe (Opening Address)
- b. Moment of Silence for lost members
- c. Rules of Order
- d. Recording of Council Attendance
- e. Call to Order/Meeting Commencement
- f. Acceptance of Agenda
- g. Presentations
- h. Concerns from the Floor
- i. Announcements/Updates from Council
- j. Council Meeting Invites (all Council Meetings and Events for Council's attendance)
- k. Resolutions
- l. Next Meeting Date
- m. Adjournment
- n. Ohenton Karihwaterkwen (Closing Address)

Section 8: RECORDER

8.1 Council Meetings, General Meetings, Special General Meetings, Emergency Meetings, Focus Meetings, Portfolio Meetings, Working Task Groups, and Committee Meetings shall have a Recorder in attendance, whose duties shall include, but are not limited to, the following (if applicable):

- a. Taking attendance of the participants
- b. Recording the minutes of the meeting
- c. Recording the tally of votes directly on a Resolution
- d. Including the results of all votes in the minutes
- e. Record Action Items

8.2 The Recorder shall take note of the time of any late arrivals or early departures of Council members at every meeting, and this information shall be included in the minutes.

8.3 The Recorder shall take note of any motions presented by Council, both mover and seconder, and the final decision in the meeting minutes.

8.4 If a Quorum is not present within fifteen (15) minutes of the time scheduled for a meeting that requires Quorum, the Recorder shall take note of the names of the Council members present and record this information in the attendance book with the notation: "No meeting due to lack of Quorum".

8.5 If Members are not present within fifteen (15) minutes of the time scheduled for a meeting that requires attendance by Members to proceed, the Recorder shall take note of the names of the Council members, Mohawk Council of Akwesasne staff members, and presenters in attendance

present and record this information in the attendance book with the notation: “No meeting due to lack of attendance”.

8.6 The final version of meeting minutes of a Council Meeting, General Meeting, Special General Meeting, Emergency Meeting, or Focus Meeting shall be submitted to Council for acceptance and approval by Resolution at a Council Meeting.

8.7 Meeting minutes of a Portfolio Meeting shall be submitted to the Portfolio Chiefs and representatives in advance of the next Portfolio Meeting.

Section 9: CHAIRPERSON

9.1 The Grand Chief is the Chairperson of council Meetings, General Meetings, Special General Meetings, and Emergency Meetings unless otherwise provided.

9.2 In the absence of the Grand Chief from a Council Meeting, General Meeting, Special General Meeting, or Emergency Meeting, the District Chiefs present shall select a Chairperson from amongst themselves or select the Executive Director as Chairperson for the meeting.

9.3 Subject to Section 9.2, where a District Chief declines to take the chair, an alternate may be chosen by a vote of District Chiefs present.

9.4 A Portfolio Chief is the Chairperson of Focus Meetings and Portfolio Meetings unless this responsibility has been delegated to an MCA departmental employee expected to attend the meeting.

9.5 At a District Meeting, the Chairperson shall be selected from amongst the District Chiefs present.

9.6 At the time scheduled for a meeting and provided that a Quorum of Council is in attendance, if applicable, the Chairperson shall call the meeting to order.

9.7 The Chairperson shall read out the prepared agenda and ask for a mover and seconder to accept the agenda. The acceptance of the agenda shall be voted on by Council. Once accepted, the agenda shall be followed for the duration of the meeting.

9.8 The Chairperson is responsible to:

- a. Facilitate the meeting by following the order of business dictated by the agenda
- b. Ensure that the meeting runs smoothly and fairly by maintaining order
- c. Remain impartial during debates
- d. Maintain a speaker’s list to allow for discussion in an orderly manner
- e. Allow speakers to be placed on the list who have not yet spoken before those who already have spoken in the debate, and
- f. Make decisions on points of order and points of privilege raised by District Chiefs during the meeting.

9.9 A motion to remove a Chairperson from their role as Chairperson of a meeting requires two-thirds (2/3) of Council members present and entitled to vote, to vote in favor of the motion in order for the motion to be deemed accepted.

Section 10: TAKING CARE OF BUSINESS

- 10.1 In order to address the Council, a Council member wishing to speak shall raise their hand to be recognized by the Chairperson.
- 10.2 An invited person(s) wishing to address Council at a meeting shall request and obtain the permission of the Chairperson in order to address Council.
- 10.3 Having been recognized by the Chairperson, any person addressing Council shall direct their remarks to the Chairperson and confine them self to the issue before Council.
- 10.4 A motion is the basis for discussion which is used to facilitate the decision-making process at meetings.
- 10.5 A Resolution is a formal way of presenting a motion. It is handled like any other motion except that it is always presented in writing.
- 10.6 Resolutions and other matters being considered by Council for decision require a Quorum and shall be decided by vote of Council members present and who are entitled to vote on the issue being considered.
- 10.7 Resolutions may be presented by a Council member for Council's consideration at Council Meetings, General Meetings, Special General Meetings and Emergency Meetings.
- 10.8 No Resolutions shall be presented for Council's consideration at Portfolio Meetings, District Meetings, or Focus Meetings.
- 10.9 A proposed Resolution shall be read out loud by the Chairperson during the meeting.
- 10.10 Every motion and Resolution must be moved by a District Chief and seconded by another District Chief in order for discussion and debate on the motion to begin.
- 10.11 District Chiefs shall discuss and debate the motion in an orderly manner based on the order of the speaker's list maintained by the Chairperson.
- 10.12 Each District Chief may speak only twice in each motion. A second turn to speak to a motion can only be taken after every District Chief who wishes to speak to a motion for the first time has spoken.
- 10.13 A District Chief may introduce an amendment to a motion being debated when it is their turn to address Council.
- 10.14 If a motion to amend a motion is moved by a District Chief, it must be seconded by another District Chief before a vote can be taken on the amendment.
- 10.15 If an amendment to a motion is approved by a majority of Council members present, discussion and debate on the amended motion shall take place.
- 10.16 If an amendment to a motion is denied by a majority of Council members present, discussion and debate on the original motion shall take place.

- 10.17 At any time during a debate on a motion or resolution, a Council member may raise a ‘point of information’ by asking a question of the sponsoring Chief(s) in order to obtain clarification, receive further details, or otherwise make a more informed decision on the issue being considered. This ‘point of information’ must be raised in the form of a question.
- 10.18 Anyone present may require a proposed motion to be read out loud for their information during any point of the debate on the motion, provided they do not interrupt any Council member speaking on the motion.
- 10.19 At any time during the meeting, a Council member may raise a ‘point of order’ if they feel that the rules of order are being broken and the Council member must state what rule has been broken or not enforced by the Chairperson.
- 10.20 The Chairperson shall immediately make a decision on any ‘point of order’ issue raised.
- 10.21 At any time during the meeting, a Council member may raise a ‘point of privilege’ if they feel that their rights or privileges have been infringed upon and must state their issue. A ‘point of privilege’ refers to anything regarding the comfort of the Council member (i.e. too much noise, inability to hear the speaker, the room is too hot or too cold, the Council member is unclear on matters of procedure) or to the right of the Council member to not be insulted, misquoted, or deliberately misinterpreted.
- 10.22 The Chairperson shall immediately make a decision on any ‘point of privilege’ issue raised.
- 10.23 Any District Chief may immediately appeal the decision rendered by the Chairperson pursuant to Subsection 10.20 or 10.22. Appeals of this nature shall be immediately decided without debate by vote of the Council members present and entitled to vote.
- 10.24 During debate on a motion or Resolution, a District Chief may make a motion requesting that the motion being debated be withdrawn from the table. The Chairperson will ask the mover and seconder if they agree to have the motion withdrawn. If the mover and seconder agree, the motion is officially withdrawn, debate ends, and the motion is essentially killed.
- 10.25 The withdrawal of a motion or Resolution may provide the extra time required to obtain answers to questions that were raised throughout debate by a ‘point of information’ or to otherwise obtain clarification on the issues that have been raised. After the answers and/or clarifications have been obtained, the motion be re-introduced at a later date in accordance with Section 10.
- 10.26 If the mover and seconder do not agree to withdraw the motion or Resolution, debate will continue.
- 10.27 During debate on a motion or Resolution, a District Chief may ‘call the question’. When the question is called, debate ends and a vote on the motion will immediately be taken.

Section 11: VIRTUAL MEETING ETIQUETTE

- 11.1 Notwithstanding Section 10, the following provisions shall take effect during a virtual Council Meeting, General Meeting, Special General Meeting, Focus Meeting, District Meeting or Emergency Meeting, and any other council sanctioned meeting.
- 11.2 Accepting Petitions in a virtual format shall only be accepted after the petition has been physically delivered to the Office of the Grand Chief and will be formally accepted at the next General Meeting or Special General Meeting.
- 11.3 Every effort shall be made to ensure all community meetings are accessible by all community members.
- 11.4 Council members must review the meeting agenda prior to the meeting. The Council member who has a conflict of interest shall, at the start of each meeting, fully disclose the nature and extent of the conflict to the Council at the meeting. Once the discussion item or resolution is reached, the Chairperson will place the Council member who has declared a conflict into the waiting room of the meeting platform until the end of the discussion item or Resolution vote.
- 11.5 Council meetings taking place in a virtual setting shall be communicated clearly, indicate the platform that will be used for the virtual meeting and will include the meeting link in the calendar event. (ex. Zoom, Skype, Microsoft Teams, etc.)
- 11.6 In order to address the Council in a virtual setting, a Council member wishing to speak shall use the raise hand function in order to be recognized by the Chairperson.
- 11.7 Having been recognized by the Chairperson, any person addressing Council shall direct their remarks to the Chairperson and confine them self to the issue before Council. Once their discourse is complete, the speaker shall utilize the “mute” function to indicate the conclusion of their time.
- 11.8 Individuals wishing to speak will use the raise hand function and wait to be recognized by the chair before unmuting themselves to speak.
- 11.9 The Question & Answer and the Chat functions of the virtual format will be utilized during presentations and meetings where designated. (ex. General Meetings, Special General Meetings, Focus Meetings, etc.)
- 11.10 During a virtual meeting, Resolutions shall be shared on the screen for Council members to see.
- 11.11 Calling Question in a virtual setting shall be done by a Chief present and entitled to vote by unmuting themselves and verbally stating “Question”.
- 11.12 When voting in a virtual setting, the Chairperson will request during each call of “FOR” or “AGAINST” that a show of hands be held in front of the camera until they are counted. The Chairperson will verbally indicate once the count is complete, and the Chiefs present and entitled to vote may lower their hands.

Section 12: VOTING

- 12.1 Unless a secret ballot vote is requested, and approved by Council members present and entitled to vote, all voting shall be conducted by a show of hands.
- 12.2 When a vote is called, District Chiefs shall indicate either a 'for' or 'against' vote.
- 12.3 No District Chief shall abstain from a vote unless there is a conflict of interest. Once a conflict of interest has been declared, the District Chief claiming such shall remove themselves from the meeting and will not participate in the vote or debate.
- 12.4 The Chairperson may only cast a vote in the event of a tie and will verbally state that the vote has reached a tie, then they will state their vote verbally to all present.
- 12.5 The Chairperson may cast a vote in a secret ballot vote, but the vote will only be counted in the event of a tie and only if the vote was tendered to the Recorder at the same time as the other votes. The vote cast by the Chairperson shall be held separately by the Recorder and revealed only if needed to break a tie.
- 12.6 The Chairperson's vote shall only be counted in accordance with Sections 12.4 and 12.5.
- 12.7 Where the Executive Director acts as Chairperson at a meeting, the Chairperson shall not be entitled to vote.
- 12.8 A motion shall be deemed approved if the Majority of Council members present and entitled to vote decide in favor of the motion. The only exception to this threshold requirement is the removal of the Chairperson, pursuant to Section 9.10.
- 12.9 A motion shall be deemed denied if a Majority of Council members present and entitled to vote decide against the motion.
- 12.10 If a Resolution is voted on, every Council member present must sign the Resolution and those that voted must checkmark "YES" if they voted in favor of the Resolution, or "NO" if they voted against the Resolution.
- 12.11 Council members present for the vote on a Resolution must also be available to sign any required supporting documentation attached to the Resolution.
- 12.12 The Recorder shall indicate the tally of votes on a motion formally presented as a Resolution, on the Resolution form.
- 12.13 The Recorder shall indicate the results of a vote on a motion formally presented as a Resolution, on the Resolution form as either 'carried' if it was approved or 'denied' if it was denied.
- 12.14 The results of a vote by Council shall be recorded in the minutes.
- 12.15 The Executive Director or their delegate shall ensure that all Resolutions voted on by Council are recorded and filed in chronological order based on the fiscal year that the vote was conducted.
- 12.16 The Executive Director or their delegate shall ensure that a copy of any Resolution voted on by Council is distributed to appropriate parties for informational purposes and/or follow-ups.

- 12.17 Where a Resolution was denied by Council, the Resolution or one substantially similar cannot be presented to Council again for at least thirty (30) days from the date the Resolution was voted on by Council, unless a unanimous vote of Council members present at a meeting and entitled to vote agree to reconsider the Resolution or a substantially similar Resolution.
- 12.18 A Resolution may be amended or rescinded by a subsequent duly passed Resolution that specifically rescinds or amends the earlier motion or otherwise deals with the same subject matter in a different and/or contradictory way.
- 12.19 Where two Resolutions duly passed in accordance with the MCA Meeting Procedural Regulation deal with the same subject matter in contradictory ways, the earlier ~~motion~~ Resolution or pertinent parts of the earlier ~~motion~~ Resolution shall be deemed amended to the extent necessary to resolve the contradiction.

Section 13: CONFLICT OF INTEREST

- 13.1 A conflict of interest exists when a Council discusses or wishes to decide on a matter at a meeting that has the potential to personally or financially benefit a Council member, a member of a Council member's immediate family (spouse, common-law, partner, parent, parent-in-law, grandparent, brother, sister, child, or grandchild) or the spouse of a Council member's immediate family.
- 13.2 In the event that a conflict of interest exists, the Council member who has a conflict of interest shall, as soon as possible, fully disclose the nature and extent of the conflict to the Council at the meeting.
- 13.3 A Council member who discloses a conflict of interest shall:
- a. Leave the meeting
 - b. Not participate in discussions of the matter
 - c. Not vote on any decisions regarding the matter.
- 13.4 The required abstention from the vote, as described in 13.3c, is permitted only in this exceptional circumstance, and is not counted as a vote either 'YES' or 'NO'.

Section 14: PETITIONS

- 14.1 A clearly drafted petition, other than the petitions addressed in the Akwesasne Election Law, may be presented and delivered to the Chairperson at a duly convened General Meeting or Special General Meeting.
- 14.2 Council shall accept the petition in principle and make it a matter of record by acknowledging its receipt and reading its contents out loud for inclusion as part of the meeting minutes. The petition at this point, becomes property of Council.
- 14.3 Council shall instruct the Executive Director or their delegate representative to deliver the petition to the Director of the Akwesasne Justice Department or their representatives for verification that an adequate number of eligible voters have signed the petition.

- a. *Note: in the event that a signatory's name does not appear on the current Voter's List, the Akwesasne Justice Department shall determine whether the individuals name can be added, by virtue of the requirements contained in the Akwesasne Election Law.*
- 14.4 The verification referred to in Section 14.3 shall be completed within fifteen (15) working days.
- 14.5 Upon verification, the Director of the Akwesasne Justice Department or their representatives, shall prepare a report that outlines their findings, for presentation at a duly convened Council meeting or General Meeting.
- 14.6 Council shall review the report submitted by the Director of the Akwesasne Justice Department or their representative and:
- a. If there are an adequate number of eligible voters that signed the petition, Council shall:
 - i. Consider the petition as though as motion had been made then seconded by a District Chief; and
 - ii. Vote to accept or deny the petition in accordance with Section 12 of the MCA Meeting Procedure Regulations; or
 - b. If there are an inadequate number of eligible voters that signed the petition, Council shall:
 - i. Vote to accept a Resolution declaring the petition to be null and void; and
 - ii. Attach the petition to it as an exhibit

Section 15: COUNCIL APPOINTMENTS

- 15.1 Council shall appoint District Chiefs to the various Portfolios by Resolution within ninety (90) days of the new term.
- 15.2 Council may appoint individuals to serve on boards, committees, commissions, working task groups, or other bodies, in order to address matters of concern to Council, the Mohawk Council of Akwesasne organization, and/or the community. Such appointments shall be made by a Resolution which must contain the mandate for the body being established.
- 15.3 From time to time, Council may appoint District Chiefs to or remove District Chiefs from Portfolios, boards, committees, commissions, working task groups, or other bodies established by Council. Such appointments or removals shall be made by Resolution.
- 15.4 Any board, committee, commission, working task group, or other body established by Resolution shall remain in effect until:
- a. The mandate for which it was established has been satisfactorily completed; or
 - b. A subsequent Resolution accepted by Council revokes or amends the establishment of mandate of the body in question.
- 15.5 All policies, procedures or regulations established by said boards, committees, commissions, working task groups, or other bodies shall have no effect until accepted by Council Resolutions, unless the authority to accept, approve, and implement said policies, procedures or regulations has otherwise already been conferred upon the body in question by a Council Resolution.

- 15.6 The Grand Chief may participate as an ex-officio member of boards, committees, commissions, or working task groups comprised of District Chiefs and shall be entitled to attend all meetings but shall not be counted in determining the Quorum of the body in question or be entitled to vote.
- 15.7 Subject to the provisions of a charter or other organizational document of a board, committee, commission, working task group or other body, District Chiefs may participate as ex-officio members of bodies that are associated with their Portfolios and shall be entitled to attend meetings but shall not be counted in determining Quorum for the body in question or be entitled to vote.
- 15.8 In subject areas outside their Portfolio responsibility, District Chiefs may only attend meetings of boards, committees, commissions, working task groups or other bodies with notice to the Portfolio in question and shall not take part in the discussion or be entitled to vote.
- 15.9 The general duties of boards, committees, commissions, working task groups or other bodies shall include:
- a. To select a Chairperson;
 - b. To hold regular meetings;
 - c. To document their meetings through note-taking;
 - d. To establish procedures for their operation consistent with the mandate contained in the Resolution under which they were established;
 - e. To work as required with Council members;
 - f. To carry out their mandate;
 - g. To provide meeting minutes to Council.
- 15.10 Subject to the provisions of a charter or other organizational document of a board, committee, commission, working task group or other body, regular meetings shall be called by the Chairperson of the body in question or by request of a Portfolio Holder.

Section 16: ADJOURNMENTS

- 16.1 Meetings that require a Quorum of Council shall be adjourned by a motion duly moved then seconded by District Chiefs and approved by a vote of Council members present and entitled to vote.
- 16.2 Notwithstanding section 16.1, a meeting that requires a Quorum of Council shall be deemed adjourned at the moment there is no longer a quorum of Council members present.

Section 17: AMENDMENTS

- 17.1 The MCA Meeting Procedure Regulation may be amended through the following procedure:
- a. Notice of the proposed amendment(s) shall be given to Council at least one week prior to the vote on the proposed amendment(s).
 - b. A motion to accept and approve the proposed amendment(s) must be duly moved then seconded by District Chiefs at a Council Meeting.
 - c. Council members present and entitled to vote shall be provided with the opportunity to discuss and debate the proposed amendment(s).
 - d. The proposed amendment(s) shall be voted on by Council members in accordance with Section 12.