

You are the President of your Chartered Community, now what?

Congratulations! You have been chosen to be the leader (kaniikaniit) of your MNBC Chartered Community. To be successful, you will need to have a working knowledge of governance procedure and be familiar with your Chartered Communities constitution, bylaws, objectives, and other rules.

Your Board in the Box is your toolkit and should assist you with finding what you need. However, should you not be able to locate what you are looking for, or if you just want to discuss anything, please feel free to reach out to us at communityservices@mnbc.ca

Generally, a Chartered Community President or Kaniikaniit (Leader) is required to do the following - your current board may already have a standing process to their meetings that are followed and applicable.

Here are items to consider and what is generally required of elected presidents of their organization:

- Be a registered Métis Citizen
- Be the official representative of your Chartered Community
- Attend MNBC AGM's, MNGA's, RGC's, and RLM's – see Board in the Box directory for more information
- Carry out all executive and administrative duties as outlined in your Chartered Community bylaws
- Prepare all reports for funding and meetings including MNGA's, RGC's and AGM's

Elected presidents are also expected to serve as presiding officer at Chartered Community board meetings. As presiding officer, you should:

- Be addressed as “the Chair”; do not use “I” when referencing yourself in meetings
- Call meetings to order at the set time
- Confirm a quorum is present at your Charter Community board meetings (quorum is set in your bylaws)
- Announce in proper order the business that is listed on your agenda
- Recognize and name board members entitled to speak as requested
- State and put to a vote all questions that are legitimate and come before the meeting
- Announce the results of each vote and the action or outcome of the action
- Expedite business where possible while not denying members of their rights
- Enforce meeting and board expectations of debate, decorum, and order
- Decide all points of order (which may also be subject to appeal)
- Respond to relevant questions from board members

- Refrain from voting except when the vote is by ballot or if the vote would affect the result
- Declare the meeting adjourned when the meeting has concluded or by a motion to adjourn
- Stand when calling a meeting to order, adjourning a meeting or while putting a motion or question to vote (optional)

As the President or Kaniikaniit you have all the same rights as members of your board to make motions, debate, vote etc.

Agenda – See templates in your Board of the Box Directory. In general, the agenda is prepared as a duty of your Secretary however you may wish to prepare the agenda yourself, which is fine to do so.

Sample Agenda schedule for a regular Chartered Community board meeting:

Call the meeting to order – As President, stand and call the meeting to order or simply do so for a virtual meeting and introduce the person or Elder giving the Prayer/ Blessing / Good Words if this is a regular part of your Chartered Community's regular meeting process and if you are not supplying the prayer yourself.

Prayer/ Blessing / Good Words – A sample of good words from Theresa Fritz of Slave Lake Alberta who had the prayer come to her in a dream and disclaims any credit for its composition:

*"O Lord, help us to organize and work together;
To put our heads up;
To be proud of ourselves;
To open our eyes to see the world;
To share and listen with our ears;
To speak our rights with our mouths;
To use our hands to work together
And to move our bodies actively
So that we can stand on our own two feet.
Protect us everywhere we go
For we are the Métis of the World"*

Introduction and welcome of guests and board members – Go through and allow attendees to introduce themselves (as needed)

Attendance and call for quorum – This may be done by the Secretary and attendees and regrets are recorded in the meeting minutes; as the President you confirm if quorum is present.

Minutes – The minutes of the previous Board meeting should be circulated to each Board member prior to the meeting. The Chair asks if there are any corrections to the minutes, and should there be none, the minutes are approved as presented. If there are additions or corrections, they are to be recorded and added into record and again the question is to be asked if there are any further additions or corrections and if not, the minutes are approved as corrected. For in-person meetings you remain sitting through this process.

Correspondence – The Secretary may read any received relevant correspondence and including who sent it, when it was received and condensing information where possible.

Treasurer's Report – You may call for the Treasurer's Report if required and remain sitting while it is being read. Once completed you may ask if there are any questions, if there are none, the report is placed on file. The Treasurer's report is *not* adopted by vote.

You may then call for any bills that require payment and the Treasurer should read any invoices; the Treasurer, or any member, may move that the invoices be paid. A seconded call is then required, and please note that this is not required if the Board has already authorized the expenditure.

Other Reports – Should there be any other report, you remain seated while the reports are being read and stand should you put any questions to a vote.

Board - Should there have been any other actions taken by the Chartered Community Board (not the minutes of the Board), the Secretary reads the report. If the report includes motions or resolutions to implement recommendations of the Board, the Secretary moves their adoption and a second is not required.

If an officer of the Chartered Community makes a recommendation in his report, another member must make the move that it be adopted.

Standing Committees – Check in advance for any committee reports and you would call on in order as listed in the bylaws, only those who have reports to make. You or the reporting member moves the adoption of motions or resolutions to implement recommendations of the committee and no second is required unless it is a committee of only one member.

Special, Ad Hoc, or Select Committees – In order of their appointment only those prepared and requested to report should now be called upon. Some of these reports may be for information only and if there are recommendations, the same procedure as above for the standing committee is applicable. Once a Special Committee has completed its work and made a final report the committee is discharged.

Unfinished Business – (not to be referred to as “old business”) This refers to business that was recorded in the minutes as having started but not completed at the previous meeting. You

would introduce any unfinished business and put it forward to the members. You would not ask for any unfinished business to be brought forward.

New Business – As Chair, you bring forward and state the next business for consideration. You also ask if there is any new business.

Further Business – As Chair you may call for any further business, however board members should be encouraged to bring up any new business at the proper time. As the Chairperson of the meeting, it is best practice that you do not turn the meeting over to anyone and always remain in control of the meeting.

Announcements – As Chair, you make your announcements first and then call for any further announcements from attendees

Closing the Meeting and Adjournment – You or another member may wish to close the meeting with good words and may wish to do so at this time. An invitation for guests may also be extended for their return. The adjournment of the meeting may be by general consent, or if required, by a motion and vote of the meeting. As President or Chair you would stand (for an in-person meeting) and announce that if there is no further business that the meeting will be adjourned. If no one speaks you would then call the meeting adjourned.

MNBC and your Chartered Community have certain meetings at which elections are held, required reports are provided, special actions are requested etc., and all bylaws and any rules should be reviewed and adhered to as necessary and added to the agenda accordingly.

See the Roberts Rules of Order Cheat Sheet in the Board in the Box and some examples of Motions are:

Motions that do not require a second, but are not inclusive of:

- A call of the – division of the assembly in voting
- Orders of the day
- Recall of a motion to reconsider
- Inquiries of any kind
- Point of Order
- Questions of Order

Some Motions which require a two-thirds vote but are not inclusive of are:

- Amendment of bylaws (previous notice is also required)
- Amend or rescind an item previously adopted if notice has not been given
- Close of nominations
- Limiting or extending the Limits of Debate
- Take up a question out of its proper order
- Suspension of any Rules and note that bylaws cannot be suspended

Motions which are not debatable and not amendable but are not inclusive are:

- Adjournment
- Appeal as it relates to a transgression of the rules of speaking
- Amend an amendment to an undebatable motion
- Calling a member to order
- Call for the Orders of the Day
- Call for the division of the Assembly
- Call up a motion to Reconsider, or a motion to Reconsider and Enter on the Minutes
- Dispense of the reading of the minutes
- Granting permission to continue speaking after indecorum
- Objection to the consideration of a question
- Point of Order unless one referred to assembly by the Chair on which appeal would be debatable
- A previous question
- Reconsideration of an undebatable motion
- Requests or motions to grant requests to withdraw a motion, or to modify a motion
- Suspension of any Rules
- To discuss any question out of proper order

Some Motions which are amendable, but not inclusive of:

- All main motions
- Adjournment when not Privileged
- A primary Amendment to a Debatable Motion
- Postpone to a certain time
- Limiting or extending limits of debate
- Taking a recess
- A fixed time at which to adjourn
- Approving or correcting meeting minutes
- Closing or reopening nominations
- The discharging of a committee
- Amending something previously adopted

Some Motions which open the main question to debate, but are not inclusive:

- Amending something previously adopted
- Discharging a committee
- Postponing indefinitely
- Ratifying
- Reconsideration of a Debatable Motion
- Rescinding

Some Motions which are not debatable but are amendable, not inclusive are:

- Amendment of an Undebatable Motion
- Limit or extend Limits of Debate
- Motions relating to methods of voting and the polls
- Motions relating to nominations

Some Motions which are not amendable but are debatable, not inclusive are:

- Amend an Amendment to a Debatable Motion
- Making of Nominations
- Reconsideration of a Debatable Motions