

Métis Women of British Columbia Policies and Procedures

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A. General

POLICIES AND PROCEDURES GUIDELINES

POLICY

Métis Women of British Columbia (MWBC) Policies and Procedures are an integral component of the Métis Nation British Columbia (MNBC) Guide Book and will be consistent with the MNBC Constitution and the Laws of British Columbia and Canada.

The MWBC will establish and recommend appropriate policies and procedures regarding governance of the MWBC to the MNBC Board of Directors.

PROCEDURES

1. The MWBC Policies and Procedures will be reviewed annually (or more frequently as required) to identify a need for new and/or revised policies and procedures.
2. The MWBC Committee of Representatives will make revisions and/or additions to the policies and procedures that meet the requirements of the Committee, and recommend approval of the new and/or revised policies and procedures to the MNBC Board of Directors.
3. Approved new and/or revised policies and procedures must be signed by a majority of the Committee of Regional Representatives and the MNBC Board of Directors President and must contain a revised date.
4. Within thirty (30) days following approval and sign off of new and/or revised policies and procedures by the Board of Directors, the new and/or revised policies and procedures will be implemented by incorporation in the appropriate section of the MNBC Guide Book.

POLICIES AND PROCEDURES GUIDELINES

REFERENCE TO POLICY FOUND IN OTHER MANUALS

Some MNBC policies are universal and relevant to more than one Manual; therefore the **Travel** policy is found in the Finance Manual and the following policies are in the Human Resources Manual:

Oath of Allegiance Confidentiality and Conduct	Discrimination and Harassment	Reference and Record Checking
Business Tool-Assigned and Shared	Employment of Family Members/Relatives	Respectful Workplace

Conflict of Interest

Privacy

Statutory Orders

Search of Criminal Record

Public Relations

Workplace Health and Safety

Workplace Safety

B. Strategic Direction

POLICY

While supporting the vision and mandate of the MNBC as an arm of governance for Métis Women in British Columbia, the MWBC maintains its own set of governing and guiding objectives and principles. The MWBC will develop and establish a set of values and beliefs and/or principles that will guide its goals and operations and establish strategic direction and priorities for the organization.

MNBC Vision Statement

“Métis Nation British Columbia will build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.”

MNBC Mandate

“Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services.”

MWBC Vision Statement

“The Métis Women of British Columbia have an agenda of an open heart and we respect and trust in the process. We are encouraging respectful relationships, principles and procedures.”

MWBC Mandate:

The MWBC is the elected voice for all the Métis Women of British Columbia. The MWBC is entrusted to enhance and empower the rights of Métis Women and to ensure that Métis Women’s aspirations are included at the community, regional, provincial and national level to promote the social, economic, cultural and political well being of all Métis women, by working with the MNBC and its recognized affiliates.

MWBC Guiding Objectives and Principles:

The MWBC is committed to promoting opportunities for Métis women to share their skills and accomplishments and to achieve their full potential. The MWBC will advocate on behalf of all Métis women and support them in maintaining their pride in who they are, in retaining the culture, language and traditions of the Métis people, in nurturing healthy families and communities through sustaining a healthy lifestyle, in respecting the diversity and uniqueness

of all Métis people, in honoring our Elders and valuing their knowledge and in managing and preserving our natural resources for future generations.

MWBC Roles and Responsibilities:

The MWBC will provide an infrastructure for all Métis women of British Columbia within the MNBC. The MWBC welcomes the participation of all Métis women as volunteers to support Regional Representatives, and Community Representatives. The MWBC will address issues in a manner which reflects the changing needs of all Métis women in British Columbia, and will be sensitive to the diversity between these needs in urban and rural communities.

PROCEDURES:

1. The MWBC Committee of Representatives will collectively develop a mandate, identification of guiding objectives and principles, goals and objectives statements, and the development of strategic direction for MWBC.

C. MWBC ORGANIZATIONAL STRUCTURE

MWBC Committee of Representatives Structure

POLICY

The MWBC Committee of Representatives is comprised of:

A Provincially Elected Women’s Chairperson, and seven Elected Regional Women’s Representatives.

The seven Regions represented by the MWBC Committee of Representatives include:

- Region 1: Vancouver Island
- Region 2: Lower Mainland
- Region 3: Thompson/Okanagan
- Region 4: Kootenays
- Region 5: North Central
- Region 6: North West
- Region 7: Northeast

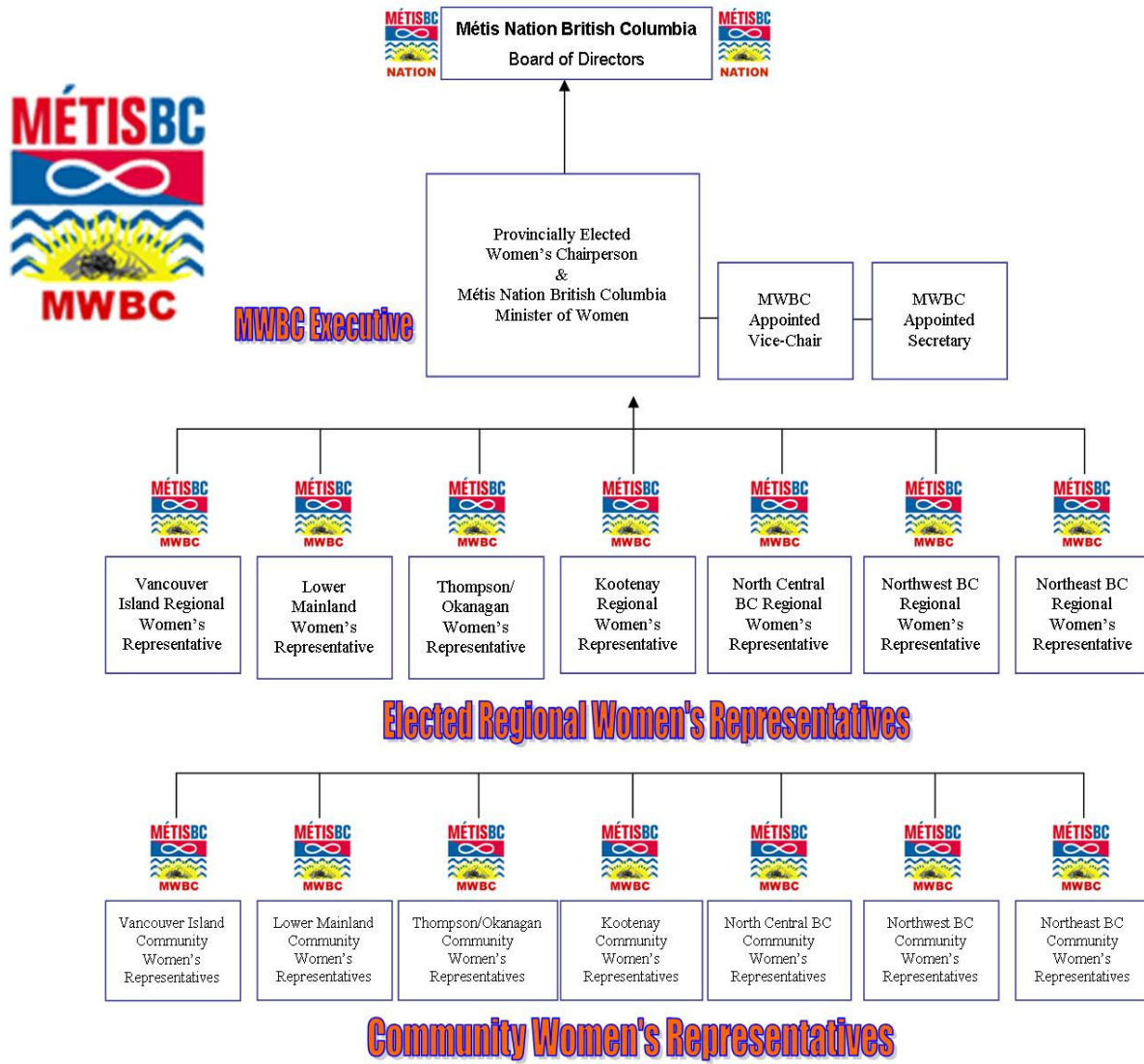
The mandate of the MWBC Committee of Representatives is to govern the operations of the MWBC by setting direction and policy and by providing leadership to all Métis women of British Columbia.

The members of the MWBC Committee of Representatives shall elect a Vice-Chair and a Secretary from the membership of the Committee.

MWBC Committee of Representatives Authority

1. The MWBC Committee of Representatives derives its authority from the MNBC Constitution and as established by policies and procedures of the MWBC.
2. The MWBC Committee of Representatives is elected by the Métis Women of British Columbia to conduct the affairs of the MWBC.
3. The MWBC Committee of Representatives governs as a collective. All collaboratively made decisions are implemented by motions at meetings of the MWBC Committee of Representatives.
4. The MWBC Committee of Representatives commits to creating an opportunity for each member to be heard, utilizing traditional circles when engaging in collaborative decision making.
5. The MWBC Committee of Representatives acknowledges that its role is a governance role.

MWBC Organizational Chart



Roles and Responsibilities of the MWBC Committee of Representatives:

1. Attends all meetings of the MWBC Committee of Representatives and the MNBC Annual General Meeting.
2. Is responsible for establishing and communicating the mandate, guiding objectives and principles, goals and objectives of the MWBC and defining the parameters within which the MWBC operates.
3. Is responsible for setting long and short-term goals of the MWBC.
4. Has authority and responsibility for the operations and policies of the MWBC, consistent with those of the MNBC.
5. Represents the MWBC's mandate, guiding objectives and principles, goals and objectives to the citizenship of the MNBC, the chartered Métis communities, governments, funding agencies, foundations, and other Aboriginal organizations.
6. Develops and ensures Métis community awareness regarding the purpose and programs and services of the MWBC throughout the Province of BC.
7. Participates in issue clarification and resolution.
8. Is responsible for maintaining and promoting a professional image consistent with MNBC Policy.
9. In their capacity as a Regional Representative, they will to the best of their ability:
 - Represent the interests of all Métis women in their respective regions.
 - Listen and communicate the voice of all Métis women and advocate on their behalf.
 - Support Métis community development and leadership development when the opportunity arises in their respective regions.
10. Provide advance notification by contacting meeting chair if unable to attend a MWBC Committee of Representatives meeting.
11. Read all minutes and reports in advance of meetings to identify errors, omissions and actions that may require follow-up.
12. Prepare reports, motions, resolutions or policies as required.
13. Maintain communication with Métis women within their respective region, keeping women informed and up to date on current information, meetings, plans and goals of the MWBC.

Community Representatives Structure

PROCEDURES

1. As Community Representatives are appointed by the Communities throughout the province, the Regional Women's Representatives will engage with communities for updates

periodically, and share contact information for their Community Women's representatives with the MWBC Committee of Representatives and support staff to update contact database.

Role of the Community Representative

In her capacity as a Community Representative, she will:

1. Represent the interests of all Métis women in her respective community.
2. Listen and communicate the voices of Métis women in her community, and advocate on their behalf.
3. Communicate to the Métis women in her community regarding her role as a Community Representative.

MWBC Committee of Representatives Executive Roles And Responsibilities

POLICY

Duties and Responsibilities will be assigned to all members of the MWBC Committee of Representatives.

MWBC PROVINCIAL CHAIRPERSON

As a Provincially Elected Board Member and Elected Women's Provincial Chairperson, the MWBC chair:

1. Attends all meetings of the Committee of Regional Representatives and the MNBC Annual General Meeting.
2. Supports and ensures the effective governance of the MWBC and for carrying out the wishes of the MWBC Committee of Representatives in relation to the strategic direction, priorities, programs and services of the MWBC.
3. Ensures the proper issuing of Notice of Meetings and Agenda preparation for the MWBC Committee of Representatives.
4. Ensures that there is a chair for meetings of the MWBC Committee of Representatives and is accountable for the overall operation of the Committee.
5. Presents an Annual Report of the MWBC activities at the MNBC Annual General Meeting, and furthermore, reports on MWBC as requested by the MNBC Board of Directors.
6. Ensures that directions and or resolutions of the MWBC Committee of Representatives are carried out.

7. As a Provincially Elected Board Member and Women's Provincial Chairperson, the MWBC chair holds a voting seat on the MNBC Board of Directors and is the Provincial Minister for Women.

8. The Elected Women's Provincial Chairperson will represent the MWBC at affiliated Métis Women's Meetings or events, or appoint an alternate representative to attend.

MWBC VICE-CHAIR

The MWBC Vice-Chair of the MWBC Committee of Representatives:

1. Attends all meetings of the MWBC Committee of Representatives and the MNBC Annual General Meeting.
2. Assists, as directed by the MWBC Committee of Representatives or the Women's Provincial Chairperson, in the performance of the duties of the Women's Provincial Chairperson.
3. Carries out the duties of the Women's Provincial Chairperson, when the Women's Provincial Chairperson is absent, as directed by the MWBC Committee of Representatives.
4. In the absence of the MWBC Women's Provincial Chairperson, the Vice Chair can sit as a non-voting member at the MNBC Board of Directors Meetings.
5. Performs such other duties and responsibilities as delegated by the MWBC Committee of Representatives and the Elected Women's Provincial Chairperson.

MWBC SECRETARY

The MWBC Secretary of the MWBC Committee of Representatives:

1. Ensures that minutes of Meetings of the MWBC Committee of Representatives are properly recorded, distributed, and approved.
2. The MNBC will provide technical support for minute-taking for meetings of the MWBC Committee of Representatives.
3. Ensures that copies of all minutes of meetings are distributed to the MWBC Committee of Representatives and Director of Women in a timely manner.
4. Ensures that annually, a written copy of approved meeting minutes is archived at the head office of the MNBC.

MWBC Sub-Committees

POLICY

The MWBC Committee of Representatives may establish standing Sub-Committees to meet the ongoing requirements of the MWBC.

In addition, the MWBC Committee of Representatives may establish Ad-Hoc Committees as the need arises. Ad Hoc Committees will continue to exist until their mandates have been completed.

The terms of reference, membership and authority of each Sub-Committee of the MWBC Committee of Representatives will be defined in writing prior to the commencement of Sub-Committee operation (Refer to Appendix for Terms of Reference for Standing and Ad Hoc Committees).

Sub-Committees may only function with no less than seventy-five (75%) percent attendance.

Sub-Committees may not make decisions on behalf of the MWBC Committee of Representatives. Instead, the decisions of Sub-Committees will become recommendations to the MWBC Committee of Representatives as a whole.

Sub-Committees of the MWBC Committee of Representatives may not direct staff.

PROCEDURES

1. Each Sub-Committee will meet at the call of the MWBC Committee of Representatives.
2. Each Sub-Committee will produce and distribute an agenda for each meeting.
3. Sub-Committees will make decisions by consensus.
4. Sub-Committees will provide the MWBC Committee of Representatives with written recommendations arising out of meetings.

D. MWBC COMMITTEE OF REPRESENTATIVES OPERATIONS

MWBC Committee of Representatives Orientation

POLICY

All members of the MWBC Committee of Representatives will receive formal orientation on the philosophy, mission, principles, goals and objectives, and programs (where applicable) of the MWBC and the MNBC.

PROCEDURES

1. Following election, each MWBC Committee of Representative will be provided with the MWBC polices and procedures along with a copy of the MNBC Constitution and the MNBC Guide Book.
2. MWBC Committee of Representatives will be required to complete an Oath of Allegiance, Confidentiality and Conduct.
3. MNBC Financial procedures including travel claims submissions, will be explained to MWBC Committee of Representatives.

MWBC Committee of Representatives Meetings

POLICY

Regular Meetings of the MWBC Committee of Representatives will be held regularly at a time, date and location, or by teleconferencing, as determined by the MWBC Committee of Representatives

PROCEDURES

1. Quorum of the MWBC Committee of Representatives: A quorum of the MWBC Committee of Representatives is fifty (50%) percent plus one.
2. Agenda: Agendas will be provided electronically the day before every meeting. *(Refer to Appendix for General Meeting Agenda - Sample)*
3. The Women's Provincial Chairperson, or a delegated member of the MWBC Committee of Representatives will chair Meetings.
4. Meetings are to be conducted using Roberts Rules of Order as a guideline. *(Refer to Appendix for Robert's Rules of Order)*

In-Camera Meetings

POLICY

In-camera meetings may be convened at the MWBC Committee of Representatives' discretion.

PROCEDURES

1. The MWBC Committee of Representatives, will determine the requirement for an in-camera meeting. The requirement for an in-camera session may encompass an entire meeting or a portion of a regular meeting.
2. All discussions during an in-camera meeting will be off the record.
3. Names of MWBC Committee of Representatives will be recorded.
4. Only a summary of motions/actions/decisions made will be recorded by the Secretary or designate.
5. All motions should be recorded after the in-camera meeting has adjourned. Any motion must be made and the mover and seconder noted.
6. Amendments to the minutes will be submitted to the Chair prior to the next MWBC Committee of Representatives meeting to ensure confidentiality of information.
7. Minutes, as amended, will be submitted to the next MWBC Committee of Representatives meeting for review and approval.

MWBC Annual General Meeting

POLICY

During the month of September of each year, and in the context of the Annual General Meeting held by the MNBC, the MWBC will hold its own Annual General Meeting of the MWBC membership.

Note: Membership to include all Métis women attending the MNBC AGM.

The Women's Provincial Chairperson of the MWBC Committee of Representatives, or in her absence, the Vice-Chair, will chair the Annual General Meeting, or may designate another individual to do so.

In addition, the MWBC Committee of Representatives, assisted by the Director of Women will prepare and provide a report to the general membership of the MNBC during the MNBC Annual General Meeting.

E. MWBC COMMITTEE OF REPRESENTATIVES ELECTIONS

POLICY

Due to the inclusion of the MWBC in the Elections Act of the MNBC, all electoral activities are governed by said act. Elections for the positions of Provincial Women's Chairperson and Regional Women's Representative(s) of the MWBC will be held once every four years during the General Election of the MN BC. There are no limitations on the number of terms a Provincial Women's Chairperson or Regional Women's Representative of the MWBC may serve.

Please refer to MNBC Elections Act.

G. Appointment of Women's Community Representatives

POLICY

Chartered Métis Communities in British Columbia are asked to appoint Community Women's Representatives. The process of appointment at the community level is to be governed by the chartered community; the representative may be appointed by the Chartered Community Board of Directors, or elected as part of the Community Charter Association's Annual General Meeting.

When a vacancy occurs, the Chartered Community will decide how to fill said vacancy, and may approach the Regional Women's Representative for support or assistance. There are no limitations on the number of terms a Community Representative of the MWBC may serve; the representative must however, be a Métis Chartered Community member who is a woman.

All candidates for Community Representatives should possess the following credentials:

1. Is a Métis Woman who is a member of the Chartered Community, according to the Chartered Communities' membership and governance policy.
2. A commitment to the mission of the MWBC and the mission of the MNBC.
3. A commitment to attend their Chartered Community Meetings.
4. A commitment to support the delivery of women's programming at the community level, and to communicate related information to women at the community level.

PROCEDURES

1. Community Charter Board of Directors may implement a community representative in the manner in which they see fit. The representative may be appointed by the board, or elected as a director at the AGM of the Charter Community Association.

2. Regional Women's Representatives may from time to time follow up with Chartered Communities to ensure that a Community Representative is in place.

APPENDICES

Appendix A. Sample Meeting Agenda

MWBC Vision Statement

“The Métis Women of British Columbia have an agenda of an open heart and we respect and trust in the process. We are encouraging respectful relationships, principles and procedures.”

Start Time – End Time :

Date:

Location:

Opening Prayer

Agenda Review

- Review the Agenda
- Additions to the Agenda
- Omissions from the Agenda

Minutes from Last Meeting

- Ask the secretary to review the minutes from the last meeting, minutes are amended as required, and a motion to approve is required.

Updates from MWBC Committee of Representatives

- Members of the Committee are invited to report on their regional activities and to provide updates.

Updates from Director of Women or other MNBC Staff as relevant

Discussion on Agenda Items as determined by MWBC Committee of Representatives

Propose next meeting date, time, location and Chair

Adjournment

Closing Prayer

NOTE: Using the Robert’s Rules of Order format RONR (10th edition), p.342-351

Appendix B. Robert's Rules of Order

Roberts Rules of Order are a widely accepted method of conducting meetings and are used by governments and societies all over the world. The latest edition of the Rules of Order is the 10th Edition and is the one used in these examples and the following meeting agenda. To present a motion to the assembly, there are six required steps:

Step 1. *A member stands or raises their arm and makes a motion;*

This motion requires that Steps 2-4 be completed before the speaker can discuss the motion they are presenting.

Step 2. *The Chairperson asks for a seconder, another member seconds the motion;*

The seconding person cannot discuss the motion until 3 and 4 are completed.

Step 3. *The Chairperson restates the motion to the assembly;*

The motion is re-stated by the Chairperson, be careful in stating the motion. The motion to be adopted is not the one set forward by the maker of the original motion but the one stated by the Chairperson.

Step 4. *The members debate the motion;*

Members should speak only when recognized by the Chair and are not allowed direct comments to each other; all discussion must be directed at the Chair.

Step 5. *The Chairperson asks for a vote on the stated motion;*

Either asks the members to raise their arms or to stand, both those voting for and against the motion must be asked to vote and be counted.

Step 6. *The Chairperson announces the result of the vote;*

Instructs the corresponding officer to take action and moves to the next item of business.

For the sake of expediency, the Chairperson can always ask, “Are there any objections?”, if no one objects, then the six steps are skipped and the motion has been adopted. If there is an objection then the above six steps must be followed, if no seconder comes forward, then the motion is dropped.