

## SENATE NO. 1: SENATE FORMS

The following Senate forms must be used when applying for a Senate Appeal.

- a. Citizenship Appeal Consent to Release Confidential Information
- b. Abandonment/Withdrawal
- c. Affidavit
- d. Demands for List and Documents
- e. Order Declaration (Decision Result)
- f. Pre-election Appeal
- g. Electoral Result Appeal Submission
- h. Mediation/Dispute Applicant Submission
- i. Mediation/Dispute Respondent Submission
- j. Notice of Appeal
- k. Response to Notice of Appeal
- l. Request for Actions
- m. Decision Endorsement

These forms are available on the Senate webpage on the MNBC website ([www.mnbc.ca](http://www.mnbc.ca)) or can be requested from the Senate Clerk.

Senate documentation will be stored in a locked file cabinet in a secure location and be accessible only by the Senate Clerk and the Senate Chairperson.

## SENATE NO. 2: APPEALS

Upon receiving an appeal application form, the Senate Clerk will immediately date stamp the form and, within 14-days, send a letter to confirm the acceptance and/or the denial of a Senate Appeal.

If accepted, the letter will highlight the official received date and further instructions on the Appeal process. If denied, the letter will highlight the reasons for denial of the Appeal and the appropriate actions, if any, that the applicant may consider pursuing.

## SENATE NO. 3: FILE NUMBERING SYSTEM

The file numbering system to be used for all Appeals is as follows:

**Format:** 7-24-07-61-3-00001  
*(7 is the region)*  
*(24-07-61 is the birth date)*  
*(3 is the authority type as per the MNBC Senate Act)*  
*(00001 is the appeal number)*

## SENATE NO. 4: CITIZENSHIP APPEAL FILE

The MNBC Provincial Registrar will compile a *Citizenship Appeal File* for any individual that has applied for an appeal.

The file will include the following:

- a. The contents of the original citizenship application file
- b. An appeal check list
- c. An appeal research log
- d. An appeal research summary
- e. An appeal letter
- f. The Senate Clerk will assign an appeal file number

Upon notification of receipt of Intent to Appeal, the Registrar reviews the *Citizenship Appeal File* to ensure it is complete.

The Citizenship Appeal File:

1. Citizenship Appeal Checklist: divided into three sections
  - 1.1. Basic Application Elements
  - 1.2. Genealogical Documentation
  - 1.3. Genealogical Documentation notes on the genealogical documentation submitted.
2. Appeal Research Log divided into seven sections
  - 2.1. Appeal file number
  - 2.2. Date of research
  - 2.3. Location/Call number of sources researched
  - 2.4. Description of sources
  - 2.5. Documents retrieved and identified numerically
  - 2.6. Geographic location of research
  - 2.7. Notes/comments
3. Appeal research summary: highlights research conducted on the file. Appeal letter: divided into five sections
  - 3.1. Outline of genealogical component.
  - 3.2. Outline of genealogical findings.
  - 3.3. Copy of the National Definition and Jean Teillet's article.
  - 3.4. Notification of the applicant's right to appeal.

3.5. Notification to contact the Registry in writing to indicate the intent to appeal or withdraw their application

4. Genogram: user-friendly format for viewing genealogy

## SENATE NO. 5: CEREMONIAL ACTIVITIES

The inaugural ceremony for swearing in Elected Officials is as follows:

- Step 1 The Senator/elder escorts the elected official to the podium, upon which the Senate/Elder Chairperson conducts the official swearing in ceremony.
  
- Step 2 The newly elected official shakes hands with the remaining Senator/Elders who are assembled nearby.
  
- Step 3 Upon completion of handshakes, the elected official is to be escorted to a table where the *Oath of Office* document is signed and witnessed by the elected official and Senate Chairperson respectively. The Senate Clerk or Annual General Meeting Clerk will assist in this process. An opportunity for photography will be provided.
  
- Step 4 The official will then return to their seat.

## SENATE NO. 6: ATTENDANCE AT EVENTS

### Large-Scale Events (provincial/regional):

Forward requests to the Senate Clerk outlining: the nature of the event, date, time, location and indication if all or a number of senators are to attend. The Senate Clerk will confirm or deny each request subject to senator availability and/or funding to facilitate travel, if necessary.

### Small-Scale Events (community):

Contact your regional Senator/Elder with details regarding the nature of the event, date, time, location and indication if all or a number of senators are to attend. Attendance will be dependent on availability of senators/elders or the availability of funding.