



Bylaws relating generally to the organization and the transactions of the affairs of the

Nova Scotia Native Women's Association Bylaws

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Preamble

‘Aboriginal’ is a broad term that encompasses three distinct groups of Indigenous Peoples in Canada: First Nations, Métis and Inuit People. As a term, ‘First Nations’ has replaced ‘Indian’ and may refer to a person (a First Nation woman), a community (Membertou First Nation) or a collective (Nova Scotia Mi’kmaq First Nations). Aboriginal is a term that has been applied to Indigenous Peoples of Canada, but is not necessarily a term chosen by Indigenous Peoples.

Mi’kma’ki is the name of the traditional territory of the Mi’kmaq Nation, and includes all of Nova Scotia and Prince Edward Island, and large areas of New Brunswick, the Gaspé Peninsula and Newfoundland. With due respect and deference to the traditional and contemporary Mi’kmaq governing authorities of this territory, these bylaws will refer to aboriginal women population as Mi’kmaw, because Nova Scotia lays within Mi’kma’ki. The Nova Scotia Native Women’s Association (NSNWA) is respecting the traditional protocols of the land and standards of respect for the traditional people of the region. NSNWA Bylaws will be construed as to include all Aboriginal women residing in this part of Mikma’ki, also known as Nova Scotia.

Memorandum of Association of the Nova Scotia Native Women’s Association

1. The name of the Association is Nova Scotia Native Women’s Association.
2. Mandate: To help empower Mi’kmaq women by being involved in developing and changing legislation which affect them, and by involving them in the development and delivery of programs promoting equal opportunity for Mi’kmaq Women and their families.
3. The objectives of the Association are:
 - a. To be the provincial voice for the Mi’kmaq Women.
 - b. To address issues in a manner which reflects the changing needs of Mi’kmaq women of Nova Scotia.
 - c. To assist and promote common goals towards self-determination and self-sufficiency for Mi’kmaq women on Nova Scotia.
 - d. To assist and encourage all Mi’kmaq women to contribute ideas and skills to the social, cultural and economical development and health of the Mi’kmaq Society.
 - e. To preserve and promote the sacred roles of Mi’kmaq women and their families as valued and respected members in the community.
 - f. To cultivate and teach the characteristics that are unique aspects of our Mi’kmaq culture and historical traditions.
 - g. To promote equal opportunities for Mi’kmaq Women in programs and activities.

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- h. To build relationships with all levels of government and other organizations to collaborate on all socio-economic issues affecting the well-being of all Mi'kmaq women and their families.
 - i. To administer services in a culturally respectful manner.
 4. The operations of the Association will be carried on in the province of Nova Scotia.
 5. The registered office of the association will be on Millbrook Reserve, Truro, Nova Scotia.

Article -1 Interpretation

Aboriginal: Means individuals who are included as Aboriginal people in s.35 of the *Constitution Act, 1982*, and for greater certainty, includes Inuit, Metis and First Nation people residing in Nova Scotia.

Association Means Nova Scotia Native Women's Association, a society incorporated under the Societies Act, R.S.N.S. 1967, c 286.

Appoint: Includes "elect" and vice versa

Board: Means the Board of Directors of NSNWA

By-Law Means the By-law and all other By-Laws of the Association

Director Means the director appointed in accordance with Article

Delegate Means a member of as described in Article 3

Elder Means the individual Mi'kmaq Women who is recognized for their knowledge and wisdom of ancestral laws. Age range for Elders is 55+

Executive Committee Means the President, 1st Vice President, 2nd, Vice President, 3rd Vice President, Secretary, Treasury and Provincial Elder.

General Assembly Means the annual meeting of the association.

Member- Means provincial members as described in Article 3

Motion Means a proposal or proposition raised at a meeting and submitted for consideration, debate and vote by Board of Directors and at General Assembly.

NSNWA Means the Nova Scotia Native Women’s Association

Off-Reserve Means that the individual resides off Federal First Nation Reserve Lands & Annex Lands as determined by the Indian and Northern Affairs Canada

President Means the President of the Board

Resolution: Means a resolution which is the decision of the Members at a meeting of the Board or directors and/ or general assembly

Special Assembly Means meetings other than the General Assembly called as set out hereunder

Youth Means a member as described in Article 3, age would be

Article 2-General

2.01 Head Office

The Head Office on NWAC shall be situated on the Millbrook Reserve in the province of Nova Scotia, or at such address as the Board may, by resolution, determine.

2.02 Corporate Seal

The seal, of which an impression is stamped herein, shall be the seal of NSNWA.

2.03 Rules of Procedure

Appendix _ shall govern the procedure at all meetings of the General Assembly, the Board, the Executive, and all other committees of NSNWA

2.04 Financial Year:

The financial year of NSNWA is April 1st of any year to March 31st of the following year.

2.05 Official Language

NSNWA will have two official languages (Mi’kmaq/English). Mi’kmaq Language will be used for Board Meetings/ Executive with the aid of translation tools, to help preserve the culture & heritage of the Mi’kmaw. Correspondence will be provided in English.

2.06 Books and Records

The Board shall ensure that all books and records of NSNWA required y Bylaws, the Funding Arrangements and by any applicable statue or law are regularly and properly kept.

2.07 Rules and Regulations

The Board may prescribe such rules and regulations that are consistent with Bylaws relating to the management and operation of NSNWA as it deems expedient, provided

that such rules and regulations shall have force and effect only until the next annual meeting of the Members of NSNWA.

2.08 Green Work Environment

The Nova Scotia Native Women's Association will work on creating an environmentally friendly work environment and meetings.

Article 3: Membership

3.01 Members

Members are all Mi'kmaq/ Aboriginal women in Nova Scotia.

3.02 Eligibility

- a. Membership is open to all Mi'kmaq women, both on & off reserve in Nova Scotia.
- b. Each community may have up to three (3) representatives with voting power at the General Assembly including their respective communities President or her designate.
- c. A community delegate must be eighteen (18) years of age or older.
- d. For the purpose of registration the number of members of the association is unlimited.

3.03 Membership Termination

Membership in the association shall cease upon the death of the member or if, notice in writing to the association, that she resigns her membership.

3.04 Community Election Process

- a.) Members of each respective community must conduct an election process every two years. NSNWA Community Election Protocols are available from NSNWA head office.
- b) Notices of the dates to be advertised in the Mi'kmaq/ Maliseet News, as well in the communities. Advertisement in the MMNews will be paid by the head office.
- b) Results of community election process must be submitted to NSNWA within 30 days of the event.

Article 4 Board of Directors

4.01 Board of Directors

The affairs of NSNWA shall be governed by a Board of Directors consisting of 16 Directors, each of whom shall be elected in the manner prescribed in Appendix II. The composition of the Board of Directors shall include:

- The President of the NSNWA
- 16 Community Designates
- Executive Members (3 Vice Chiefs, Treasurer, Secretary)
- Elder.

The Association shall file with the Registrar of Nova Scotia a list of Directors with their address, occupations and date of appointment/ or election, and within fourteen (14) days of Change of Directors, notify the Registrar of the change.

4.02 Qualifications and Eligibility

A director must have the legal capacity to enter into a contract, be at least 18 years of age and shall be a Mi'kmaq/Aboriginal woman.

4.03 Voting

a) Any questions arising at any meeting of the Board shall be decided by a majority of votes. Each director is authorized to exercise one vote. The Chair does not vote unless there is an equality of votes. All votes at any such meeting shall be taken by show of hands in the usual manner of assent or dissent. A declaration of the chair that a motion has been carried and entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour of or against such motion. However, a director is entitled to abstain or vote in the negative on a motion and have their votes recorded into the minutes as such.

4.04 Term of Office

Directors shall hold office provided that are in good standing by their elected community or until vacating the office according to the provisions and the By-Laws of NSNWA.

4.05 Vacation of Office

The office of director shall be automatically vacated:

- a) if at special general meeting of members, a resolution is passed by ten (10) of the votes cast in favour of the removal of the director.
- b) if a director has resigned her office by delivering a written resignation to the President/Executive Director of the organization.
- c) if she is found by court to be of unsound mind;
- d) on death

4.06 Vacancies

When a Director vacates the office before the expiration of the term, the community that appointed the vacating Director shall appoint a replacement Director to serve the balance of the term.

4.07 Removal and Suspension of a Director

a) The directors of NSNWA shall on the written notice of three directors call a special meeting of directors to consider the suspension, of up to 120 days or removal of any director. The written notice shall specify the reason or reasons why the director shall be removed or suspended from the Board.

b) Upon receipt of the written notice above, The President or the Executive Director shall set a date for considering the removal suspension of such director. At any such meeting a two-thirds vote of the quorum of directors present shall be required to remove or suspend the director.

c) A director can only be removed or suspended if it is determined that the conduct of the director was of such a nature that:

- i) it was not in accordance with the objectives of the NSNWA
- ii) it would tend to bring NSNWA into disrepute
- iii) it constitutes harassment, verbal or physical abuse, threatening words or actions, or
- iv) it amounts to wilful negligence or gross negligence

d) A director removed or suspended will qualify to hold office of director, if two-thirds of the NSNWA Directors present vote in favour of allowing the director to once again be eligible to hold office.

4.08 Powers and Duties of Directors

Board members are responsible for determining the overall policy of the association and its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.

The Board of Directors and officers have a duty to exercise due diligence in overseeing the activities of the organization that they serve. They are required to act in good faith and in the best interest of the organization. Directors have three basic duties

- Duty of Diligence (Duty of Care): Act reasonably, in good faith, in the organization's best interest.
 - Duty of Loyalty: Place the interest of the organization before your own.
 - Duty of Obedience: Act within the scope of the organization, within applicable rules and laws
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- a) The Board of Directors must approve all major decisions of the Executive committee and shall have the final authority on all matters affecting the Association.
 - b) The Board of Directors have appoint legal counsel, auditors, and make other arrangements for conducting the financial transactions of the Association.
 - c) The Board of Directors shall regulate the time and place for the holdings of the meetings of the members, the calling of meetings of the members and of the Board, the quorum at such meetings and the procedures in all things at such meetings.
 - d) The responsibility of the affairs of NSNWA, including the policies, programs and annual operating budget, shall be vested in the board. The day to day management of the affairs shall be the responsibility of the President/Executive Director.

e) The Board of Directors shall reside in her community of representation.

4.09 Remuneration:

A reasonable remuneration for the Board of Directors for activities outside of their Board Duties can be paid upon Board approval. Travel for board members may be paid in accordance with Treasury Board guidelines.

4.10 Committees

a) The Board may from time to time create such a standing, advisory, and ad hoc committee as it deems necessary or advisable with such powers as are prescribed by the Board of Directors.

b) Such committee or committees shall meet at the request of the Board and may be motion of the board.

4.11 Advisors to the Board

The Board may request persons who have special knowledge or ability to advise and the assist the Board. Such advisors shall not be entitled to vote on any matter.

4.12 Meetings of the Board of Directors

The Board of Directors shall meet at least twice a year, between the Annual General Assembly either in person, by telephone, electronically or by teleconference.

Meeting of the Board of Directors shall be held as often as the business of the association may require, and shall be called by the President or a quorum of the Board of Directors may call a meeting.

4.13 Notice of the Meeting:

Notice of all meetings, specifying the time and place thereof shall be given in writing to each Director within a reasonable time before the meeting is to take place, but non-receipt of such notice by any Director shall not invalidate the proceedings at any meeting of the Board.

4.14 Quorum


Fifty percent plus one of all voting Directors/Executive Members holding office at any meeting of the Board of Directors.

4.15 Chairperson

The President shall be the chairperson of any meeting of the Board of Directors. If President is not present, members of the Executive shall chair the meeting.

ARTICLE 5 Executive Council

5.01 Executive Council

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- a) There shall be an Executive for the Association which shall be composed of President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer. The Executive officers shall be responsible to the Association and the Board of Directors.
- b) The Executive Council shall be elected at the General Assembly of the Association. NSNWA Executive Election Protocols are available at the Head Office.
- c) The election of the Executive officer shall be carried out by secret ballot by the delegates at the General Assembly of the Association, and no other person shall be elected without obtaining fifty (50% plus one (1) of the votes cast by the delegates at the General Assembly.
- d) The Executive Council shall include an elder as a member.
- e) Appointed Executive Council shall hold office for term of two years.
- f) Where a vacancy occurs in an office, such vacancy may be filled by the Board of Directors for the unexpired portion of the term of office of the vacating officer.

5.02 Meetings of Executive Council

Not less than three (3) members of such committee shall constitute a quorum. No error or omission in giving notice of any meeting of the Executive Council or any adjourned meeting of the Executive Council of the Association shall invalidate such meeting or make void of any proceeding. The Executive Council will be required to meeting three (3) times through each fiscal year.

5.03 The Executive Council shall exercise only those powers as are authorized and delegated by the board of directors, as follows:

a) President

- i.** The President shall have such powers and duties as the Board of Directors may specify. The President must be a Mi'kmaq/Aboriginal woman. The President shall, present, preside at all meetings of the Board, Executive and members of the Association.
- ii.** The President of the Association shall be the Chief Executive Officer.
- iii.** The President shall be one of the signing officers of the Association.
- iv.** The President shall be responsible to the association through the General Assembly, and the Board of Directors.
- v.** The President shall be the custodian of the seal of the corporation.

b) 1st 2nd, 3rd Vice Presidents

- i.** The 1st Vice-President, 2nd Vice President and 3rd Vice President shall have such powers and duties as the board may specify and shall, by order of their seniority in the position fulfill the

President's duties when the President is unavailable or unable to do so.

- ii. The Vice Presidents shall perform other duties as may from time to time be determined by the Board of Directors.

c) Secretary

- i. The Secretary shall attend and act as the Secretary of all meeting of the Board and shall prepare and retain or cause to be prepared and retained minutes of all such meetings.
- ii. The Secretary shall perform other duties as may from time to time be determined by the Board of Directors.

d) Treasurer

- i. The Treasurer shall cause to be kept proper financial policies and accounting of the Associations.
- ii. The Treasurer shall cause the submission of proper financial statements to the general assembly, board of directors and funding organizations as required.
- iii. The Treasurer shall be one of the signing officers for the association.
- iv. The Treasurer shall perform such other duties as may from time to time be determined by the Board of Directors

5.04 Executive Director

The Board shall employ a salaried Executive Director who shall be charged with management of day to day operations of NSNWA affairs, subject to the policies and budgets established by motion of the Board.

ARTICLE 6: Protection of Directors and Executive Officers

6.01 Limitation of Liability

No Director or Officer of the NSNWA shall be liable for the acts, receipts, neglects or default of any other Director or Officer or employee of NSNWA.

6.02 Indemnity

Every Director, Officer, who has undertaken or is about to undertake any liability on behalf of NSNWA, and their heirs, administrators or executives and estates, effects, respectively will at all times, be indemnified and saved harmless by the NSNWA from and against:

- a) All costs, charges, and expenses that the Director, Officer sustains or incurs in or about any action, suit or proceedings which brought, commenced or prosecuted against that person, or in respect of any act, deed, matter or thing whatsoever done or permitted by that person, in or about execution of the duties of the office; and
- b) All other costs, charges or expenses that such Director, Officers sustains or incurs in or about or in relation to the affairs of the Association except such costs, charges or expenses as are occasioned by that person's own wilful neglect or default.

ARTICLE 7: General Assembly of NSNWA

7.01 General Assembly

The General Assembly of NSNWA shall be held at such time and on such date every year as the Board of Directors may from time to time determine. The General Assembly shall be held within six months of the end of the designate fiscal year. At every Annual General Assembly, in addition to any other business that may be transacted, the budget, the annual reports, the financial statements and the report of the Auditor shall be presented and auditors appointed for the ensuing year. The members may consider and transact any business, either special or general, at any Annual General Assembly. The chairperson of the General Assembly does not have a vote.

7.02 Persons entitle to present

The persons entitled to be present at the meeting of the Members are

- a) The President of NSNWA
- b) Board of Directors
- c) Community Delegates with voting power, and
- d) any other person entitled or required to be present at the meeting as determined by the Board of Directors

7.03 Quorum

At any meeting of the members, quorum of 50 percent plus one (1) of the voting Members registered for the meeting is required to conduct business.

7.04 Election of the President

- a) The President must be a Mi'kmaq/Aboriginal woman and shall be elected at a meeting of the Annual General Assembly. To be elected, the candidate must be a delegate of one of the communities in the province of Nova Scotia or which she resides and receive sixty (60) percent of the votes cast in the election by the members registered, present and entitled to vote.
- b) The President shall be elected for a term of two years.

7.05 Election of Directors

Directors of the NSNWA who are to be elected shall be selected in accordance with the following procedure:

- a) Nomination of individuals will be put forward by a nominator and seconder.
- b) The election of the executive officers shall be carried out by secret ballot by the delegates at the Annual General Assembly, and no other person shall be elected without obtaining fifty (50%) plus one (1) of the votes cast by the delegates at the Annual General Assembly.

7.06 Notice of Annual General Assembly

- a) Notice of meeting of the General Assembly shall be given to Members at least thirty (30) days before the date of the meeting.
- b) Every notice of meeting of members shall be accompanied by agenda and proxy information.

7.07 Proxies

Every member entitled to vote at meetings may appoint another member as her proxy to exercise on her behalf the power conferred by her membership. A proxy has all the powers and responsibilities of member, in regards to nominations, acceptance of nominations and voting matters of the membership. A proxy shall be in writing.

7.08 Voting at Members Meetings.

At any meeting of Members, every question shall, unless otherwise required by the By-Laws of NSNWA or by law, be determined by votes cast by fifty (50) percent plus (1) by the Members present and entitled to vote. The Chairperson shall ensure that every Member has a voice in the decision making process. All votes may be made by show of hands except when requested by any Member, Director or Officer, a roll call vote will be taken with exception of the President/Executive Officers of which their shall be secret ballot.

7.09 Adjournment

At the meeting of the Members, the Chairperson may, with the consent of the meeting and subject conditions as the members may decide, adjourn the meeting.

ARTICLE 8- Auditor, Financial Matters

8.01 Auditor

At the Annual General Assembly an Auditor shall be appointed to audit the accounts of NSNWA, and to hold the office of Auditor until the close of the next Annual General Meeting. If an appointment is not made, the Auditor in the office continues until a successor is appointed. In the case of a vacancy in the office of the Auditor, or for any reason of incapacity of the Auditor to perform the duties of the office, the Board of Directors may appoint a new Auditor who holds the office until the close of the next Annual General Assembly of the Members.

8.02 Approval of Audit

The NSNWA Audit will be approved by the Executive Council and then presented to the Board of Directors at the Annual General Assembly.

8.03 Auditors Report

The Association shall make a written report to the Members as to the financial position of the association and the report shall contain a balance sheet and operating account. The Auditor shall make a written report to members upon the balance sheet and operating account, and every such report, the Auditor shall state whether in his opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Association and properly drawn up, and such report shall be read at the Annual General Meeting. A copy of the balance sheet, showing the general particulars of its liabilities and asset and a financial statement of its income and expenditures in the proceeding year, audited by the auditor, shall be filed with the Registrar within 14 days after the General Assembly, as required by law.

8.03 Budget

The Board of Directors shall cause to have prepared an annual operating budget covering all activities of NSNWA for each fiscal year. The annual operating budget shall be approved by the Board of Directors.

ARTICLE 9 Execution of Documents and Banking

9.01 Execution of Documents

Contracts, documents or any instrument in writing requiring the signature of the Association, shall be signed by the President and all contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The seal of the Association when required may be affixed to contracts, documents and instruments in writing signed by the President.

9.02 Banking

The banking business of NSNWA shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designed by or under the authority of the Board of Directors. Such banking business or any part thereof shall be transacted under such agreements, instructions, and delegations of powers as the Board of Directors may from time to time prescribe or authorize. Any person or persons appointed by motion of the Board of Directors shall be authorized to sign cheques on behalf of NSNWA from time to time.

ARTICLE 10 Annual Reports

NSNWA shall, as soon as possible after the end of the fiscal year and within six (6) months in any case, prepare an annual report of its activities during the year and include in the report.

- a) Audited Financial Report
- b) Presidents Report

ARTICLE 11 Amendments of By-Laws

11.01 Procedure for Amending By-Laws

These By-laws may be repealed or amended in the following matter

- a) The proposed amendment must be submitted in writing to the President/Executive Director of NSNWA not less than thirty (30) days before the meeting of the General Assembly. The President/Executive Director shall forthwith cause to be delivered copies of the proposed amendment to each Member.
- b) No changes, amendments or alterations shall be made except at the General Assembly.
- c) Any such amendments to the By-Laws of NSNWA shall be presented to the meeting of Members as By-Laws for their approval. Such approval shall be granted by consensus or failing that, a vote where two thirds of the members registered at the meeting of the members duly called for the purpose of considering the amendment vote in favour of the amendment

Appendix I General Meeting Regulations

Purpose:

The purpose of this by-law appendix is to establish rules and regulations according to which the proceeding of the Board of Directors/ Executive to be governed and conducted.

Meetings of the Board:

1. All meeting of the Board of Directors/Executive shall take place in the Province of Nova Scotia and designated community site, selected by the Board.
2. The Board of Directors shall meet twice (2) a year. Executive will meet three (3) times a year.
3. The President shall be chairperson at all of the meetings of the Board/Executive.
4. Prior to each meeting, the Executive Director/President shall prepare an agenda of all business to be brought before the Board/Executive at such meeting.
5. The preparing the agenda, the Executive Director/President shall state the business for the consideration of the Board/Executive in the following order.
 - a. Approval and Adoption of the Agenda
 - b. Adoption of Minutes of previous meetings
 - c. Business Arising from previous meetings
 - d. Departmental Submissions
 - e. Correspondence
 - f. Executive Director Report
 - g. Information Pieces
6. If the President desires to leave the Chair for the purpose of taking debate, or otherwise she call upon another Director to take her place until the Chair is resumed.
7. As soon as members of Board are called to order the President shall call for change and/or additions to the Agenda, then shall call for a motion of adoption of the agenda.
8. The President then shall ask Board if there are any objections to the minutes of the previous meetings or any motion to correct, and shall forthwith ask Board to declare by motion the minutes adopted.
9. All regularly scheduled Board of Directors will be a maximum of eight (8) hours, unless a majority of members agrees to extend the meeting.
10. All meetings will follow Roberts Rules of Order:
See attached briefing on Roberts Rules of Order for reference.

Robert's Rules of Order for Beginners:

Call to Order

This occurs at the beginning of the meeting, once quorum has been attained. Quorum for GRC is at least 50% of all members, excluding the Speaker and any vacant positions. Quorum for General Meetings is fifty Active Members.

Motions

Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called *motions*. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to *second* the motion. Motions are then debated and voted upon.

No member may speak more than once to any motion (although the Speaker may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker's list is kept acknowledging individuals in the order in which they have raised their hands.

Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed “friendly” and it does not require a seconder and is not subject to debate. If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over “normal” motions...

1. Motion to Amend (as above)

2. Motion to Table – This is a motion to defer further debate on the main motion until some future time. The motion requires a seconder and is debatable only as to the length of time that the main motion will remain tabled.

3. Motion to Refer – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.

4. Motion to Call the Question – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a seconder and must pass by a two-thirds vote. The motion is not debatable.

5. Motion to Reconsider – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.

6. Motion to Adjourn – A motion to end the meeting. Requires a seconder and is not debatable.

Points


There are several special motions called “Points” that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

1. Point of Order - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.

2. Point of Privilege – Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure.

If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.

3. Point of Information - This point is the most misused one in the book. This Point is used to **ASK** for information that you feel is essential to your understanding of the debate.



It may not be used to give information.

The member may decide not to answer the question by refusing to yield the floor. Again, it is not in order to give someone information on a point of information.

4. Challenge to the Speaker – This Point is used when an individual disagrees with the Speaker’s ruling. The mover must state why he or she disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker’s ruling.

Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands; however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

To Ensure Smooth Discussion

- 1) **Raise your hand if you wish to speak.** The Speaker will take note and ask you to speak at the appropriate time.
- 2) **State your name and department before speaking to the topic at hand.**
- 3) **Speak to the topic or motion at hand!** If you wish to raise something not on the agenda, there are always the “Question Period” or “New Business” agenda items.
- 4) **If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment.** Your amendment will need seconding, after which it will become the current item on the floor.
- 5) **Try not to repeat points other people have already made** unless you have something new to add to the point.

Additional Reading on Robert’s Rules of Order can be found on www.robertsrules.com.



Appendix II: Dispute Resolution Committee

The Board of Directors will, as needed set up a Dispute Resolution Committee

1. The purpose of the Dispute Resolution Committee ("DRC") is:
 - a. To review matters appeals of disciplinary sanctions and disputes
 - b. To review matters between two communities, Directors and staff members
2. The Dispute Resolution Committee shall review evidence, deliberate and respond to current exceptional issues on a collective basis
3. Member communities may submit a written request for a telephone or in person hearing with the committee.
4. The composition of the committee will include at least two board members, one elder as well as individuals in the Mi'kmaq Community and wider community whose expertise is deemed necessary by the Board of Directors.



Appendix III Conflict of Interest Procedure

1. No Director shall directly or indirectly receive any profit from her position as such, not attempt to procure any gain or advantage, financial or otherwise, for her or herself, her or her friends or relatives.

2. Every Director who in any way interested in any contract or proposed contract with NSNWA, whether directly or indirectly, shall as soon as practicable, declare her interest at a meeting of the Board of Directors of NSNWA and shall not vote in respect of such contract or proposed contract. The required disclosure shall be made:

- a) At the meeting at which proposed contract is first considered
- b) If a person who is interested in a contract later becomes a Director, at the first meeting in their role as Director.
- c) A Director of NSNWA shall not place herself in a position to become obligated to any person who might expect from him/her special consideration, favour or special treatment
- d) No Director shall utilize her position with NSNWA, other Associations, or individuals in any manner, which may appear to be detrimental to NSNWA.

3. Nothing herein contained shall be construed to preclude and Director from serving the corporation as an officer or in any other capacity and receiving compensation therefore.

Appendix IV: NSNWA Board of Directors/Executive

Name	Position	Civic Address	Mailing Address
SHEILA FRANCIS	Director- Pictou Landing	163 SHORE RD TRENTON NS B0K 1X0	
IRENE LONG	Director-Membertou	139 TUPSI DR MEMBERTOU NS B1S 3W8	
NATALIE GLOADE	1 st Vice President Director-Millbrook	38 CHURCH STREET TRURO NS B2N 6N5	
MARY BASQUE	Director-Eskasoni	261 CASTLE BAY ROAD ESKASONI, NS B1W 1A7	
FLORENCE GEHUE	Director-Indianbrook	5 POPLAR ST APT 5 INDIAN BROOK NS B0N 1W0	
BARBARA DOREY	Director-Off Reserve	119 ABENAKI ROAD TRURO NS B2N 5N2	
VICTORIA CHAPMAN	Director-Off Reserve	5741 HWY. PORT BEVES BADDECK NS B0E 1B0	
DEBORAH ROBINSON	Director Off-Reserve	96 BLAURIE ST TRURO,NS B2N 5V2	
BERNADETTE MARSHALL	Director-Chapel Island Secretary	66 MOUNTAIN ROAD CHAPEL ISLAND NS B0E 3B0	
AGNES POTTER	Elder	320 RESERVATION ROAD BEAR RIVER NS B0F 1B0	
LORRAINE MELANSON	Director-Bear River	3 Beech Lane, Bear River, NS B0S 1B0	
NANCY BERNARD	Director-Wagmatcook	10644 TRANS CANADA HIGHWAY WAGMATCOOK NS B0E 1B0	
PHYLLIS GOOGOO	Director-Waycobah	9044 HWY. 104 WHYCOCOMAGH NS B0E 3M0	
ROSE JULIAN	Director-Paq'tnkek	60 PETOW LOOP Paq'tnkek First Nation Antigonish, County, NS B0H 1A0	
JANNETTE PETERSON	Director-Annapolis Valley	12 MAIN STREET CAMBRIAGE STATION NS B0P 1G0	
ANNA DECOURSEY	Director-Acadia	120 RESERVE ROAD ACADIA NS B5A 4B3	

LINDA MALONEY	Treasury	72 KENNEDY BRANCH RD BROOKFIELD NS B0N 1C0	
CHERYL L MALONEY	PRESIDENT Recognized Agent	106 HWY #234 SHUBENACADIE NS B0N 2H0	
IRENE LONG	Director-Membertou	139 TUPSI DR MEMBERTOU NS B1S 3W8	
CONNIE PINEO	Director Gloscap	90 SMITH ROAD HANTSPORT NS B0P 1W0	
MARY I LAFFORD	3 rd Vice President	179 Central rd. Paq'tnkek First Nation Antigonish, County, NS B0H 1A0	