



RULES OF PROCEDURE FOR MEETINGS OF THE OTIPEMISIWAK MÉTIS GOVERNMENT CITIZENS' GATHERING

The following rules of procedure were approved by resolution of the Citizens' Council on June 26, 2024, in fulfilment of and alignment with the Otipemisiwak Métis Government Constitution (the "Constitution) and Laws.

This Rules of Procedure (the "Rules") document has been prepared to provide guidance and direction on the rules, voting, and procedures of the Otipemisiwak Métis Government Citizens' Gathering. The Otipemisiwak Métis Government serves the Citizens of the Métis Nation within Alberta, and these rules of procedure endeavour to ensure all Citizens can exercise their rights equitably during a Citizens' Gathering as guaranteed by the Constitution.¹

The Chair or their designate has the sole authority to apply and enforce the rules, with discretion as guided by their judgement, and to maintain order and advance the function of Citizens' Gatherings.² If the rules of procedure are silent on a matter, the Chair must decide the rules of the procedure for that matter.³ The Chair is obligated to take any action necessary to uphold the rules and principles outlined in this document, the Constitution, and Otipemisiwak Métis Government Law(s), up to and including removing non-compliant persons from the meeting premises.⁴

To help maintain order, respectful debate, and efficient progress through the agenda, all Citizens and non-Citizen attendees are expected to be familiar with the rules and to adhere to them and those set out by the Chair during Citizens' Gatherings.

PURPOSES

- 1) These rules of procedure apply to any meeting of the Otipemisiwak Métis Government Citizens' Gathering convened in accordance with section 14 of the Constitution.

DEFINITIONS

- 2) For the purposes of these rules:
 - a) "**Chair**" means the presiding officer of the Citizens' Gathering.
 - b) "**Citizen**" means a Métis individual who is registered as a Citizen of the Métis Nation within Alberta in the Register of Citizens.

¹ *Otipemisiwak Métis Government Constitution*, section 14.2

² *Self-Government Act*, section 59(1)

³ *Self-Government Act*, section 59(2)

⁴ *Self-Government Act* section 59(3)

- c) **“Citizens’ Gathering”** means the annual meeting of the Citizens, to be held in accordance with the Constitution.
- d) **“Ordinary Resolution”** means a resolution passed by a majority vote, of not less than 50% +1 of all votes cast of Citizens, at a Citizens’ Gathering.
- e) **“Scrutineer”** means a person who oversees the voting process, ensuring that ballots are distributed, collected, and counted accurately and fairly.
- f) **“Special Resolution”** means a resolution passed by a vote of not less than 75% of Citizens at a Citizens’ Gathering, with at least 21 days’ notice for said resolution, OR a resolution agreed upon by all present Citizens entitled to vote if less than 21 days’ notice is given, or a resolution consented to in writing by all entitled Citizens.

DUTIES OF THE CHAIR

- 3) The Chair shall preside over all meetings of the Citizens’ Gathering and shall be responsible for maintaining order and adherence to these rules of procedure.
- 4) The Chair shall:
 - a) remain neutral and impartial;
 - b) preside over the Citizens’ Gathering;
 - c) ensure that a quorum is present;
 - d) ensure the Gathering is planned effectively and maintain order;
 - e) ensure matters are dealt with in an efficient manner; and
 - f) following every Citizens’ Gathering, prepare a report for the Citizens’ Council summarizing the questions, views, and proposals presented by Citizens.⁵
- 5) The Chair has the sole authority to make decisions on questions of order, practice, and procedure of the Citizens’ Gathering.
- 6) The Chair may not take part in substantive discussion of a matter before the Citizens’ Gathering, except to the extent necessary to discharge the Chair’s responsibilities.

PROCEDURE FOR GATHERINGS

Voting Procedure

- 7) All motions at the Citizens’ Gathering shall be decided by ordinary resolution unless otherwise required by the Constitution or an Otipemisiwak Métis Government Law.⁶
- 8) The following matters shall be open for decision by an ordinary resolution of Citizens present at a Gathering:

⁵ *Self-Government Act section 58, 59(2), and 60(1)*

⁶ *Self-Government Act section 14*

- a) Adoption of the Agenda
- b) Acceptance of Minutes of a previous Gathering.
- c) Adoption of Citizens Proposals
- d) Adjournment

Quorum

- 9) A quorum at a Gathering shall be a minimum of one hundred (100) eligible Citizens who are present in person, have registered to attend the Citizens' Gathering, and are qualified to vote.⁷

Participation

- 10) All Citizens have the right to attend, participate, and speak at the Citizens' Gathering, with the Chair having the discretion to permit non-Citizens to speak.⁸
- 11) Virtual participation, such as video conferencing or remote voting, is not permitted. Meetings will be livestreamed to allow for remote viewing by those unable to attend in person.
- 12) Any official language may be used in the proceedings of the Citizens' Gathering.⁹

Minutes of the Citizens' Gathering

- 13) The Provincial Secretary of Records must cause:
 - a) the minutes and procedures of the Citizens' Gathering, including but not limited to the record of all motions introduced and the results of votes taken, to be recorded; and
 - b) the records of the Citizens' Gathering to be made public within 30 days of the close of a Gathering.¹⁰
- 14) For greater clarity, the records of the Citizens' Gathering include any reports presented at the Citizens' Gathering.

Decorum

- 15) Expected conduct at the Gathering:
 - a) Display respect and consideration towards all Citizens, elected Representatives, Administration, and non-Citizens in attendance.
 - b) Refrain from engaging in personal attacks against fellow Citizens.
 - c) Adhere to the rules and regulations governing the proceedings of the meeting.

⁷ *Self-Government Act section 9(1)*

⁸ *Self-Government Act section 10(1) and 10(2)*

⁹ *Otipemisiwak Métis Government Constitution, section 8.2*

¹⁰ *Self-Government Act section 11(a) and 11(b)*

- d) Limit speaking contributions to two interventions per Citizen on a specific matter.¹¹
- 16) The following conduct is considered unacceptable:
- a) Engaging in personal attacks directed at another Citizen, Staff Member, Elected Official, Officer, or Guest of the Otipemisiwak Métis Government.
 - b) Inflicting physical or verbal abuse or threat of same upon a Citizen, Staff Member, Elected Official, Officer, or Guest of the Otipemisiwak Métis Government.
 - c) Interrupting or disrupting any speaker without justification.
- 17) To ensure the safety of all persons present at the Citizens' Gathering, certain items are prohibited within the venue, including:
- a) The use of posters, signs, banners, or other similar forms of political messaging.
 - b) Alcohol is not permitted at Citizens' Gatherings.
 - c) Weapons, including firearms, hunting knives, and any other weapon, whether concealed or openly carried, is strictly prohibited at Citizens' Gatherings. Exceptions may be considered for religious or cultural items at the discretion of the Chair and the Sergeant-at-Arms, which should be declared to the Chair or Sergeant-at-Arms upon arrival at the venue, provided that strict safety protocols and regulations are followed to ensure the security of all participants.

Consequences of Non-Compliance

- 18) The Chair may take the following measure to maintain order and decorum at a Citizens' Gathering:
- a) The Chair may order the expulsion of a person from a Citizens' Gathering.
 - b) The Chair may appoint and direct a Sergeant-at-Arms to enforce and maintain order at a Citizens' Gathering.¹²

DECISION-MAKING PROCEDURE OF THE CITIZENS' GATHERING

Decision-Making

- 19) Every motion that is properly tabled and accepted by the Chair at a Citizens' Gathering shall be decided by ordinary resolution unless otherwise required by the Constitution or an Otipemisiwak Métis Government Law.¹³

Voting

¹¹ *Self-Government Act section 13(1)*

¹² *Self-Government Act section 59(3)*

¹³ *Self-Government Act section 14*

- 20) Each eligible Citizen is entitled to one vote per resolution, with voting conducted either by show of hands or secret ballot.¹⁴

Methods of Voting

- 21) Show of Hands Vote: This is the preferred method of ascertaining the will of the Citizens' Gathering on questions which require a simple majority vote. The Chair shall decide the result on the basis of their observation of the number of hands raised for the motion, against the motion, and abstentions. If the Chair deems that the show of hands is too close to be assured, counters will conduct a precise tally.¹⁵
- 22) Secret Ballot Vote: This method requires the distribution of ballots by the scrutineers. Each Citizen registered to vote at a Gathering is entitled to one ballot per vote, which they must mark behind a privacy screen. Scrutineers will verify that each entitled Citizen, who chooses to exercise their right to vote, has received one ballot. When each Citizen who is entitled to vote has completed their ballot, Citizens must deposit their ballot in a secure ballot box. In no case shall the number of completed ballots received by the scrutineers exceed the number of Citizens who are present at the meeting and entitled to vote.
- a) The Chief Electoral Officer must oversee any secret ballot conducted at a gathering.¹⁶
- 23) A secret ballot vote may be called in one of the following ways:
- a) Immediately following a vote by way of show of hands, Citizens' Gathering adopts an ordinary resolution calling for a secret ballot vote. There will be no debate on that ordinary resolution and the vote on that ordinary resolution must be held by way of show of hands; or
- b) If the Chair deems it necessary for ensuring a fair and unbiased vote.¹⁷
- 24) Voting by proxy is not permitted at the Citizens' Gathering.¹⁸
- 25) In the event of a tie, the resolution shall be declared failed.

Recount

- 26) The Chair must proceed with a recount of a vote by secret ballot if requested by an ordinary resolution of the Citizens' Gathering or deemed necessary by the Chair.¹⁹

REPORTING

Reports to the Citizens' Gathering

¹⁴ *Self-Government Act section 16*

¹⁵ *Self-Government 18 Act section 3(b)*

¹⁶ *Self-Government Act section 18(2)*

¹⁷ *Self-Government Act section 18(3)*

¹⁸ *Self-Government Act section 15(3)*

¹⁹ *Self-Government Act section 19*

- 27) All reports required to be made at the Citizens' Gathering under the Constitution or any Otipemisiwak Métis Government Law will be presented verbally.
- 28) A Q&A period will follow the delivery of each report for Citizens to ask questions regarding the reports.²⁰
 - a) To ensure as many Citizens as possible are able to ask their questions, speakers will be limited to one question at a time; speakers may ask additional questions once all other speakers have had a chance to ask their question.

DECISION-MAKING BY CITIZENS

Special Resolutions

- 29) Special resolutions must be submitted to the Chair no less than 22 days in advance of the first day of the Citizens' Gathering to allow for thorough review and decision as indicated in the Notice of Citizens' Gathering.
- 30) Special Resolutions may only be introduced for the following purposes:
 - a) To amend the Bylaws of the Metis Nation of Alberta Association, where such proposed amendment is in compliance with the Constitution and Otipemisiwak Metis Government Law(s);
 - b) To adopt a law for the purpose of ratifying a modern-day treaty or land claims agreement within the meaning of section 35(3) of the *Constitution Act*, 1982; or
 - c) another purpose prescribed in Otipemisiwak Metis Government Law.

Citizens Proposals

- 31) The Citizens' Gathering may, by ordinary resolution, adopt proposals to the Citizens' Council, with such proposals being advisory in nature.²¹
- 32) A proposal should:
 - a) Address a specific issue or topic relevant to the Métis community.
 - b) Clearly explain the suggestion, idea, or recommendation.
 - c) Offer a recommended action or solution.
 - d) Be presented verbally at the Citizens' Gathering.
- 33) A Citizens' Proposal shall be deemed by the Chair to be out of order where the Proposal:
 - a) purports to implement new legislation for the Otipemisiwak Metis Government;
 - b) purports to alter, amend, or rescind Otipemisiwak Metis Government Law;
 - c) purports to be binding upon the Otipemisiwak Metis Government, its Citizens' Council, or its Administration;

²⁰ *Otipemisiwak Métis Government Constitution section 14(b)*

²¹ *Self-Government Act section 20*

- d) purports to direct the action(s) of any Officer of the Otipemisiwak Metis Government; or
- e) where such proposal is deemed to be out of order by the Chair for other reasons of non-compliance.

Response To Proposals

- 34) Each motion properly tabled and accepted by the Chair must be resolved (passed, defeated, tabled, or postponed indefinitely).
- 35) The Citizens' Council must submit a report of any actions taken regarding proposals adopted at the preceding Citizens' Gathering, to be made public no later than 21 days before the next Citizens' Gathering.²²

AMENDMENTS TO RULES OF PROCEDURE

- 36) These rules of procedure may be amended by ordinary resolution of the Citizens' Council.

²² *Self-Government Act section 21(1)*