

KLUANE FIRST NATION
RESOLUTIONS PROCEDURES
GENERAL ASSEMBLY, June 14-16, 2024

WHAT ARE RESOLUTIONS?

Resolutions are the essential mechanism by which KFN Citizens provide specific mandates and direction to the Chief and Council. The resolutions process serves to effectively foster and capture consensus on significant policy matters and are considered at the Annual General Assembly. Please allow us enough time to help you properly draft your resolutions prior to the General Assembly.

WHAT IS THE ROLE OF THE RESOLUTIONS COMMITTEE?

The Resolutions Committee manages all administrative aspects of the resolutions process from the time resolutions are first submitted in draft format until they are finalized and presented to the General Assembly. The Resolutions Committee consists of three (3) KFN Citizens that review all resolutions before they are presented to the General Assembly. The Resolutions Committee works closely with the Citizen or department seeking the resolution, the Chair of the Assembly and the Chief and Council.

2023 Resolutions Committee members:

1. **Robin Bradasch**
2. **Monique Martin**
3. **Diyet van Lieshout**

WHO CAN SUBMIT RESOLUTIONS?

Resolutions will only be accepted by the Resolutions Committee if the name of the mover is noted on the resolution. The mover must be a KFN Citizen and must be available to speak to the Resolution at the Assembly. If the mover is not noted on a resolution submitted for consideration, then the resolution will not be recorded and entered into the process as an official draft resolution.

WHERE DO YOU SEND RESOLUTIONS?

Please submit your resolution in the template provided. Please send the draft resolution to the resolutions email below. If it is not possible to send the draft resolution in electronic format, a copy may be emailed or mailed to the Resolutions Committee at the KFN office % resolution committee.

Kluane First Nation
Attn: Resolution Committee
PO Box 20
Burwash Landing, YT
Y0B 1V0
E-mail: resolutions.comm@kfn.ca

WHEN MUST RESOLUTIONS BE SUBMITTED?

The **resolution submission deadline is 1 week (7 days)** prior to the first day of a scheduled General Assembly.
This year's deadline is June 7, 2024 at 12:00 PM.

A *Call for Resolutions* will be distributed at least 6 weeks before the due date and **a reminder notice will be posted 2 weeks before the final deadline.**

The Resolutions Committee will contact the citizen to confirm receipt of the submission, so please ensure your contact information is included. If confirmation is not received, please contact the Resolutions Committee at the above address.

Resolutions that are received after the deadline will generally not be considered. In rare circumstances, a late resolution that is of an urgent nature will be considered provided that it meets the following criteria:

- it is in relation to an emerging issue of concern to Kluane First Nation that arose after the resolutions deadline and requires intervention prior to the next scheduled General Assembly;
- it is in relation to a situation that has regional and/or national implications;
- the resolution complies with the guidelines for resolutions; and
- the advancement of the resolution is supported by a majority of the members of the KFN Chief and Council.

All late resolutions are subject to approval by the Chair at the General Assembly, in consultation with the Resolutions Committee. Together, they will determine whether the proposed resolution meets the above criteria.

WHAT MUST A RESOLUTION INCLUDE?

It is the responsibility of the Resolutions Committee to ensure that all resolutions for consideration meet the criteria outlined below:

- Includes name of mover;
- Has a short but descriptive title;
- Is identified as either mandate/directional, organizational or support;
- Has a timeline or lifespan;
- Is relevant and strategic;
- Uses consistent wording (demand, request, direct, etc.);
- Considers the cost of implementation and available sources of funding;
- Is clear in its purpose and intent;
- Is consistent with the powers set out in the *KFN Constitution*;
- Is not in conflict with previously passed resolutions or KFN laws (or if there is a conflict, that the resolution clearly states within the new draft that there is a conflict);
- Is not in conflict with other draft resolutions that have been submitted; and
- Is no longer than 2 pages.

TYPES OF RESOLUTIONS

Mandating / Directional: These provide specific direction and/or mandate a specific action on a particular matter. In addition, the resolution process allows the Chief and Council and the General Assembly to set out their collective position on a particular issue, legislation, or any matter affecting KFN. These resolutions require full consideration by the General Assembly during designated times identified by the General Assembly agenda.

Organizational: These relate to internal matters regarding the operation and function of KFN (such as the audit or appointment of officials).

Support: To further improve administrative efficiencies and to enhance the effectiveness of General Assembly, support resolutions will be considered as “Support” rather than full-fledged resolutions.

A support resolution call for a specific advocacy approach such as writing a letter or requesting a meeting. However, if the Support is required itself, it will be dealt with at the General Assembly. They need to include who the support is for, what the support is for, and if necessary, the desired action. These will be read and recorded in the minutes as carried by consensus unless otherwise indicated from the floor.

These must be submitted using the same guidelines outlined for resolutions but are simply, clearly, and concisely stated in one clause.

GUIDELINES

HOW DO YOU WRITE A RESOLUTION?

General Format and Writing Guidelines

Writers are encouraged to observe the following guidelines when drafting resolutions for submission to the Resolutions Committee:

- All KFN resolutions have the same format which includes the information block (general info including mover and seconder), the preamble (background information that follows the term “whereas”), and the operative clause (course of action set forth by “therefore be it resolved that”).
- Writers are asked to use the draft blank word template that can be found in the General Assembly Notice package, or contact the Resolution Committee..
- Keep wording as simple, straightforward, and specific as possible.
- Be clear and concise when stating rationale and desired outcomes.
- There is a draft sample template included with these documents for Quick Tips to help writers with the format.

PROCESS

WHAT STEPS DOES A RESOLUTION GO THROUGH?

There are several steps in the resolutions process from the time of submission of the draft resolution to the time the final version is considered at the General Assembly.

BEFORE THE GENERAL ASSEMBLY:

1. Draft resolutions are received and recorded by the Resolutions Committee (all versions of submissions from original to final draft are kept on file*).
2. Review for compliance with the resolution guidelines. (If necessary, return any submitted resolutions to the originator to have deficiencies corrected.)
3. Review for grammar and format.
4. If necessary, send to appropriate KFN Director for content and technical review.

5. Advise the mover of substantive or procedural irregularities that could impede the Assembly's ability to arrive at a consensus on the resolution and/or make recommendations on revisions that may assist the adoption of the resolution.
6. Resolutions Committee meets to review all draft resolutions including legal review and to discuss any potentially contentious issues.
7. Steps may need to be taken to facilitate agreement or consolidate drafts where resolutions dealing with the same subject matter are submitted.
8. Modify draft resolutions as required.
9. Send suggested changes back to the writer.
10. Send revised versions to the writer for final review.
11. Prepare final draft versions.
12. Prioritize the order of resolutions based on the draft agenda for the Assembly.
13. Assign draft number beginning with YEAR/###.
14. Send all drafts for inclusion in the General Assembly kit materials for distribution at time of registration.

**If background materials accompanying a draft resolution, the material will be forwarded to the appropriate the writer and kept on file. However, the background materials will not be translated, nor will it be included in the distribution package at the Assembly.*

DURING THE GENERAL ASSEMBLY:

Final Draft Resolutions

1. The Chair will introduce each draft resolution by indicating the number, the title of the resolution, the mover. The Chair will ask the mover to identify themselves. If there is no mover and seconder, the resolution may be deferred to a later time, or it dies.
2. At this point, the mover may declare intent to withdraw the proposed resolution. In this event, the Chair will declare the resolution withdrawn and no further debate or comments will be allowed.
3. If not withdrawn, the Chair will ask for a seconder and the Chair will read the resolution in its entirety. The Chair will call for the mover to speak to the resolution and open the debate. The mover is allowed a limited amount of time to speak to the resolution.
4. The resolution is then debated by the General Assembly. Each delegate is allowed a limited and predetermined amount of time to speak to the resolution.
5. A designated member of the Resolutions Committee, as well as the official note taker, will record any amendments from the floor. Amendments from the floor are allowed if they comply with the intent of the original resolution. Amendments will be accepted by the mover and seconder. The amendments must be submitted in writing to the Resolutions Committee and the note taker.
6. When the Chair calls an end to the debate, they will then call for any opposition or abstentions to the resolution. If there is no opposition or abstentions, the Chair will declare the draft resolution carried by consensus.
7. If there is opposition, the Chair may allow additional time to build consensus. If all efforts at achieving consensus have been exhausted without success, the Chair shall put the matter to a vote. As long as there is a quorum, there can be a vote on the resolution.
8. The voting procedure will be followed as set out in Articles 7.12 to 7.14 of the *KFN Constitution*. The results of the vote will be recorded including the decision (number of votes for, against, and abstentions) and the date/time.

Other Notes

1. If the allotted time for resolution debate and vote expires, the session will be closed unless a majority of delegates present vote to extend the allotted time. If the resolutions do not get debated due to time constraints or lack of quorum, the Chair may refer the draft resolutions to the next KFN Executive Committee meeting, with recommendations, for their consideration.
2. Resolutions proposed from the floor will not be entertained unless the Chair deems the action appropriate after consultation with the Resolutions Committee and the Chief and Council or others that the Chair deems appropriate and necessary. The Chair would then suspend the *Rules of Procedure* for the stated purpose and ask the delegate to proceed. If there is any objection, a majority of delegates present may decide if the rules are suspended. All final draft resolutions are kept at the distribution table.

AFTER THE GENERAL ASSEMBLY:

1. All versions of the draft resolutions are returned to the KFN office electronically and in hard copy for filing.
2. All draft resolutions carried by the General Assembly are still considered “draft” until they are amended and passed by the General Assembly.
3. Draft versions are amended, using tracked changes, by the Resolutions Committee as passed by the General Assembly. Changes are made based on the handwritten notes taken by the Resolutions Committee, the note taker’s notes as well as the submissions provided by the mover/seconder.
4. Resolutions passed by the General Assembly shall not be further amended or modified except where spelling, grammar and clarification requirements suggest that additional changes are absolutely necessary.
5. All amended resolutions will be reviewed one last time by the Resolutions Committee.
6. The list of resolutions including the original draft number and the new final number is prepared.
7. All original finals are given to Executive Director for safekeeping with a copy to be filed in the KFN Archives.

HOW DO THE FINAL RESOLUTIONS GET ACTIONED?

The KFN Chief and Council assigns each General Assembly approved resolution to the appropriate KFN Department based on its subject matter. An update on the resolutions passed at the General Assembly is given at the next General Assembly.

Resolutions, once adopted, will remain the mandate of the KFN Chief and Council unless modified by subsequent resolution or until the resolution expires due to completion of all actions. If there is no action on resolutions within five years, they are then deemed inactive.