

**TRTFN JOINT CLAN MEETING CODE OF CONDUCT
INCLUDING ON-LINE PARTICIPATION
February 2023**

How we will do our work in harmony and solidarity...

Our Constitution says “2.12. Strength and balance in all relationships requires each of us to respect, trust, care and share. As Tlingit, we stand together in a circle and, in this way; we are connected to each other and all life.”

Note: All advertisements for the JCM will include information on how Members who wish to take part on-line can register through the virtual coordinator at the TRT Administration Office.

Members on-line are to register with the virtual coordinator in advance of the start time, providing their name and Clan, and identifying status as Elder where this applies. The virtual coordinator will provide the pass code enabling participation, and all Members on the list will be granted entry by the virtual coordinator when they sign-in to the virtual site (platform).

If a Member does not register in advance or arrives on-line late, they will be held in the virtual “waiting room” until the next break at which time they will be recognized by the Chair and added to the virtual room. The virtual coordinator is the “gate keeper” for managing the on-line participation and for keeping the list of all those on-line who are taking part in the JCM.

- 1. We will begin and end our meeting with a traditional ceremony, including prayer and smudging.**

Members on-line will bring these values of "respect, trust, care and share" to their participation in the meeting.

Members on-line will take part by witnessing ceremony and smudging, and will participate in the prayers.

- 2. We start by honouring our Elders, and acknowledging and welcoming Clan Leaders and all Clan Members. Special Guests shall be acknowledged and welcomed.**

The Chair will recognize all those on-line based on the list provided by the virtual coordinator identifying them by name and Clan, and giving acknowledgement to all who are Elders.

The Chair will recognize all Special Guests who are on-line.

- 3. We will recognize our Chair (co-Chair). Our Chair will describe the role and importance of the Joint Clan Meeting (JCM) which is a very important Taku River Tlingit (TRT) Governing Body. Our Chair will read these Guidelines and seek their acceptance as our way forward in this meeting.**

The Guidelines considered by the JCM for adoption will include provisions on managing the on-line participation.

- 4. Our Chair will call upon us to sign an attendance sheet including recognition of the member's Clan.**

Members on-line will have registered with the virtual coordinator, and will be recognized as a participant in the minutes of the JCM.

- 5. Our Chair shall declare Quorum when a minimum of 10 members from each Clan are present (see s. 4.3.4 TRT Constitution).**

Determining quorum will include those Members who are on-line and able to participate.

From time to time during the JCM if quorum must be determined to enable declaration of consensus or conduct of a vote, the virtual coordinator will advise the Chair of the number of Members and their Clan as part of the count.

- 6. We welcome TRTFN members at the JCM Table. From time to time presenters may be invited to join at the JCM Table**

If the presenter is on-line that person is to register with the on-line coordinator in advance of the meeting.

NOTE: *The Chair will remind delegates at the start of each day of the JCM of #4, the need to sign the attendance sheet.*

JCM SPEAKING GUIDE

- 7. Our Chair has sole authority to recognize members or presenters to speak on a matter under discussion at the JCM, and may request of members time allocation for items on the Agenda.**

Recognition of a Member of presenter wishing to speak applies to both in-person and on-line participants.

Where time allocation is requested, this will be determined by a vote of Members, including those participating on-line.

8. At the request of a TRTFN member guests may be invited to address the JCM. The Chair has sole authority to determine whether a guest may speak.

Members on-line may also request that a guest be invited to address the JCM. The Chair has authority to make the determination whether in-person or on-line.

9. To speak at the JCM a member must be recognized by the Chair. The member will be asked to identify herself/himself and their Clan.

The Members on-line will need to add their name to the list of speakers, by notifying the virtual coordinator of their wish to speak by using the "virtual hand". From time to time, the Chair will ask the virtual coordinator for the names of Members on-line who wish to speak on a matter, in order of notification. The Chair has the sole discretion to determine when to call for the virtual list, but is responsible for providing a fair balance between in-person and virtual participation.

The chat functions available through the on-line forums will not be considered by the Chair as contribution to the JCM discussions.

Attempts by anyone to "jump in" from the on-line platform will not be tolerated. It is important for the Chair to have well-managed lists of those in-person and those on-line and to respect the speaking order on those lists.

10. Our Chair will give a speaker three (3) minutes to speak to a JCM agenda item. The Chair may allow a speaker two (2) more minutes to speak on the item only after everyone else has been provided with an opportunity to speak. The Chair will manage the conversation in a way that reduces a point being made twice.

The Chair will give the same time allocation to individuals speaking on-line.

- 11. The only exceptions to the speaking limit will be made for the presenters where sufficient time has been allocated on the Agenda.**

RESOLUTION/MANDATE – DECISION MAKING

- 12. “Consensus”, or unanimous group agreement, is our way of making decisions. If a group agreement cannot be reached, the Chair will call for a vote where 70% of members in attendance and voting are needed for approval (see s. 4.3.4 of the TRTFN Constitution).**

When seeking consensus, the Chair will canvas the room for any expression of opposition. The Chair will then ask if anyone on-line is opposed. The Chair will explore the nature of the opposition to determine if it is a misunderstanding or a procedural issue that can be explained to the satisfaction of the Member opposed. If that is unsuccessful, and someone in-person or on-line continues to be opposed to the matter before the JCM then the Chair will proceed to a vote.

Following determination of all Members in the room willing to vote, the Chair will ask all those on-line who wish to vote to raise their “virtual hands”. The virtual coordinator will then confirm that total number.

If there is quorum, the Chair will then ask for a show of hands from all Members in-person and on-line who wish to vote in favor of the matter before the JCM. The virtual coordinator is to provide the on-line number to the Chair.

The Chair will then be able to determine if all those in favor, both in the room and on-line, meets the 70% threshold required for the vote to be declared passed.

- 13. Resolutions are to be submitted to the Chair in draft form. The Chair will present the draft resolution to the JCM Table.**

Any Member on-line will submit a draft resolution to the virtual coordinator, who will advise the Chair so that it can be presented to the JCM Table.

- 14. The Chair will call for a Mover and a Secunder for the resolution to be considered at the JCM Table. The Mover and Secunder will identify themselves by Name and Clan.**

Movers and Seconders can be Members participating in-person or on-line. If the Mover is in-person, the Chair will seek the name of a Secunder on-line, and will return to the room if no one on-line wishes to Second the motion. The reverse will be the procedure if the Mover is on-line.

- 15. They will call for discussion on the motion/resolution from those present at the JCM Table. The Mover and Secunder have first opportunity to speak.**

The "JCM Table", in this instance is to be read as including all Members participating on-line.

- 16. Speakers to the motion will identify themselves by Name and Clan and declare if they are in favor or against the motion and state reasons.**

The Chair will maintain the same procedure when calling on Members on-line to respond to the matter before the JCM.

- 17. The Chair will allow for changes to the motion/resolution to facilitate consensus. The Chair will also seek the approval of the Mover and Secunder for any changes required to the motion/resolution.**

Changes will be entertained from both in-person and on-line Members.

Any change to a motion/resolution will require formal record by the Chair, including a vote if consensus is not reached.

- 18. The Chair will decide on the amount of time allotted for total discussion required for the motion, and respect time allocation if that has been granted by the JCM.**

The amount of time allotted will include input from both in-person and on-line contributions in total.

- 19. The Chair will ask for decision agreement by calling three times whether anyone opposes the motion/resolution as amended (if any). If no opposition, the Chair will declare the motion passed by consensus.**

The Chair will first canvas the room and then turn to the virtual coordinator to see if anyone on-line has put up their hand in opposition.

- 20. If consensus agreement cannot be reached the constitution's 70% vote requirement will apply.**

Procedures relating to the vote are outlined above (see #12).

- 21. If a 70% in favour vote cannot be achieved, the motion shall be revisited at a later JCM.**

Notification of a later JCM where the matter is to be revisited will be identified in the advertisements for that JCM to assist Members participating virtually to know when the matter is before the JCM again.