



## **JCM GUIDELINES**

### *Protocol for Joint Clan Meetings*

1. Each meeting will commence and adjourn with a prayer.
2. At the start of every meeting Elders, Clan Leaders and Clan Members are to be acknowledged and welcomed. Special Guests, Presenters and Visitors shall be acknowledged and welcomed.
3. The Chairperson will provide a brief description, describing the role of the Joint Clan Meetings (JCM) and how it operates.
4. The Chairperson will announce the need for those in attendance to sign an attendance sheet in accordance to their respective Clans for ensuring Quorum as per section 4.3.4 of the Taku River Tlingit First Nation Constitution (TRTFN).
5. Only TRTFN Citizens, designated representatives and presenters should be seated at the JCM Table. Advisors, Consultants and Invited Guests are welcome to attend the JCM but should not be seated at the JCM Table, unless specifically requested to.

NOTE: *The Chairperson will remind delegates at the start of each day of the JCM of Protocol #4.*

6. Only Delegates and designated Delegates of the TRTFN may be recognized by the Chairperson.

NOTE: *If someone other than a Delegate or Designate Representative of the TRTFN wishes to speak during the JCM they must approach the Chairperson for consent.*

7. At the request of a TRTFN Citizen and with the consent of the Chairperson, guests may be invited to address the JCM.

## **JCM SPEAKING GUIDELINES**

- 1) Each speaker after being recognized by the Chairperson, must identify herself/himself and the Clan they are from.
- 2) Each Speaker will initially be allowed a maximum of five (5) minutes to speak to a JCM agenda item. Each speaker will be allotted a maximum of two (2) minutes to speak on that same agenda item only after everyone else has been provided with an opportunity



to speak. The Chairperson will facilitate in such a manner that eliminates speakers from repeating their same points.

- 3) The only exceptions to the speaking limit will be made for the presenters of major reports from the Elders, Youth, Clan Directors Council, Departments and Committee Heads.
- 4) Every attempt will be made by the Chairperson to make decisions by consensus. Failing to achieve consensus will necessitate a vote where 70% shall constitute a majority as per section 4.3.4 of the TRTFN Constitution.

### **RESOLUTION/MANDATE – DECISION MAKING**

- 1) Resolutions are to be submitted to the Chairperson in draft form. The Chairperson will present the draft resolution to the JCM Table.
- 2) The Chairperson will call for a Mover and a Secunder to pass the resolution from anyone present at the JCM Table. The Mover and Secunder will identify themselves by Name and Clan.
- 3) The Chairperson will call for discussion on the motion/resolution from those present at the JCM Table.
- 4) Speakers to the motion will identify themselves by Name and Clan, declare if they are in favor or against the motion and state their reasons within the speaking guidelines.
- 5) The Chairperson will allow for changes to the motion/resolution by facilitating to achieve consensus. The Chairperson will also seek the approval of the Mover and Secunder for any changes required to the motion/resolution.
- 6) The Chairperson will exercise reasonable discretion for the amount of time allotted for total discussion required for the motion.
- 7) If there are no further discussions to the motion/resolution or no discussions against the motion/resolution then the Chairperson will declare the motion passed by consensus after a call to the forum three times on whether anyone is opposed to the motion/resolution.
- 8) If consensus cannot be reached after every effort is made, the Chairperson will call for a vote where 70% will constitute a majority for the motion/resolution to be passed as per section 4.3.4 of the TRTFN Constitution.
- 9) If 70% cannot be achieved, the motion shall be tabled for a later JCM.