



Tsuut'ina Nation General Meeting Guidelines (TGMG)

The following guidelines are intended to make public meetings more productive, and efficient while keeping with Tsuut'ina Nation cultural and community practices. In this type of meeting the primary purpose is to provide information, obtain meaningful engagement of the community at large maintaining respect and kindness.

A. General Meeting Considerations

- 1. Agenda/Feedback Form/Minutes:** The agenda provided includes writing space beside item for optional citizen notes or questions to Chief and Council or Executive Body.

Citizens shall receive feedback in writing by way of a response document posted within the Nation Administration Office from the Nation Government. No names shall be posted with questions or comments. Further information, discussion, or meetings may be scheduled per topic by request to specific project management, department or program.

Minutes of the meeting shall be available once adopted by the Chief and Council for in office review by scheduled appointment.

- 2. Traditional Practice:** We will not interrupt a prayer by speaking or walking around during a prayer or pipe ceremony.
- 3. Time:** We will start and end meetings on time and arrive at meetings punctually. We need to respect each other's time. The people who are present at the announced time should start without waiting for anyone not yet present. Presenters who are late will be moved to the end of the agenda.
- 4. Food Preparation and Delivery:** We will call on volunteers to distribute food to the Elders before anyone else. Please consider taking home leftovers for others so there is little waste. Please bring bags or containers to take home leftovers. Please help clean up garbage or collect recyclables.
- 5. Drugs and Alcohol:** Security shall refuse entry of suspected intoxicated individuals.
- 6. Recording Devices:** The topics presented and discussed within our general meetings are for Tsuut'ina Nation Community Citizens. Please refrain from using cameras, cell phones, tape recorders, or computers to record meetings for public distribution.

Citizens in attendance do not sign waivers for public release of their images, so the Tsuut'ina Nation Government does not consent to public release of information presented. Citizens who cannot attend the meetings may obtain minutes of meetings for in office review from the Chief and Council Executive Assistant.

B. Questions, Comments, or Recommendations

- 7. Treat everyone with respect:** We recognize the value of each other's input and time. Please do not interrupt presenters or have conversations while presentations are ongoing. We will express our opinions responsibly, focusing on the issues and not on personal differences. No name-calling or vulgar language will be permitted.
- 8. Stay focused on the topic under discussion.** We will stay focused on the agreed-upon topics unless the group makes a conscious decision to alter the agenda.
- 9. Speaker Time Limits:** Every Citizen will be given a maximum of four (4) minutes to ask a specific question or provide comment in relation to a topic on the agenda with the exception of an Elder. The facilitator will keep time signaling the speaking when time has lapsed.

***EXCEPTION NOTE** -- Elders must be allowed to speak as long as they need to. The Facilitator or Elder shall identify the Citizen as an Elder upon speaking so the drum group will not keep time.
- 10. Response:** If a question cannot be answered adequately at the meeting by the Chief and Council or the Executive Body, Citizens' may submit their questions in writing or request more information.
- 11. Resolutions/Motions:** Motions or resolutions are not permissible at general meetings.
- 12. Meeting Recommendations:** Recommendations are welcome and shall be considered and researched for Nation viability by Chief and Council and/or the Executive Body. One of three (3) actions shall be exercised in response to a recommendation:
 - a. Opinion poll or full referendum,
 - b. Adoption of recommendation at a duly convened Chief and Council meeting,
 - c. Written response for non-implementation of recommendation from Chief and Council or Executive Body per paragraph 1.
- 13. Enforcement of Guidelines:** The facilitator shall review the guidelines at the beginning of each meeting. By being in attendance of the meeting, participants are considered to accept these guidelines. A warning from the facilitator or security shall be issued to person(s) violating guidelines. If the behavior persists, the person(s) will be requested to leave by security.
- 14. Amendments to TGMG:** Citizens may make recommendations to Tsuut'ina Chief and Council for amendments to these guidelines.