

PROVINCAL MÉTIS COUNCIL MEETING RULES and PROCEDURES

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PREAMBLE

WHEREAS it is desirable for the Provincial Métis Council to formally adopt rules and procedures to provide clear and consistent guidance in its deliberations, built on Métis customs and traditions of respect, order and decorum;

Therefore, the Provincial Métis Council hereby adopts the following rules and procedures to guide its meetings:

GENERAL

Definitions

1 In these Rules:

“CEO” means the Chief Executive Officer of the MN-S appointed by the PMC in accordance with section 7 of the *Provincial Métis Council Conduct Policy*;

“Constitution” means the *Constitution of the Métis Nation – Saskatchewan*, as amended from time to time;

“MN-S” means the Métis Nation – Saskatchewan;

“MN-S Citizen” means a person who is registered as a Métis citizen in accordance with *The Métis Nation – Saskatchewan Citizenship Act, 1999*;

“MNLA” means the Métis Nation Legislative Assembly established pursuant to Article 2 of the Constitution;

“PMC” means the Provincial Métis Council described in Article 3 of the Constitution;

“President” means the President of the MN-S elected in accordance with Article 4 of the Constitution.

Procedure in unprovided cases

2 Roberts Rules of Order Newly Revised, current edition, shall govern in all procedural matters not otherwise covered by the Constitution, applicable legislation enacted by the MNLA, or these Rules.

Attendance

3 Members of the PMC may attend a meeting in person, via virtual means, or by telephone.

Publication of proceedings and documents

4(1) The official record of the proceedings of the PMC consists of the minutes as approved by the PMC.

(2) The official documents of the PMC shall be printed and published only under the authority of the chair.

MEETINGS

Chair

5(1) The President is the chair of each PMC meeting, unless the President delegates the responsibility of the chair to another person and the PMC ratifies that delegation.

(2) The chair shall not take part in debate.

(3) The chair shall decide any points of order raised and may confer with legal counsel or others, as the chair sees fit, for advice.

(4) A member of the PMC who disagrees with a ruling by the chair may appeal the ruling as follows:

1. once recognized by the chair, the member shall move a motion stating, “shall the ruling of the chair be upheld”;
2. the motion requires a seconder;
3. there is no debate on the motion;
4. the chair shall put the motion to a vote.

(5) A motion to uphold the ruling of the chair requires the support of a majority of those voting to pass.

Meeting schedule

6(1) In accordance with Article 3-5 of the Constitution, the PMC must meet at least once every two calendar months.

(2) The PMC meeting schedule is set annually in advance by the PMC and must identify meeting dates for the upcoming year and whether meetings are to be held in person or virtually.

Special meetings

7(1) A special meeting may be scheduled if, in the President’s sole discretion, a special meeting is necessary or otherwise advisable in the circumstances.

(2) A special meeting may only address the business identified in the notice of the meeting.

Notice of meetings

8(1) All members of the PMC must receive notice of the time and location of each PMC meeting, or a change to the time or location of a PMC meeting, at least seven days prior to the PMC meeting, unless a quorum of PMC Members consents to a shorter notice period either in writing or verbally at the meeting.

(2) In the event a special meeting is scheduled in response to an emergency, PMC members must not unreasonably withhold their consent to the shorter notice period.

Ordinary meeting time

9 The ordinary times for a meeting and adjournment of the PMC is from 9:00 a.m. until 5:00 p.m., with a recess approximately midway through each of the morning and afternoon, but that time may be extended by a motion to do so if necessary staff are available past that time.

Opening and closing meetings

10 One of Lii Vyeu Mond selected by the President shall open and close each meeting.

Agenda

11(1) The CEO, in consultation with the President, shall prepare a proposed agenda for each PMC meeting that includes times when each item will be considered by the meeting.

(2) The agenda shall include items to be approved in one motion by consent, such as:

- (a) minutes of previous meetings;
- (b) appointing the recording secretary;
- (c) routine correspondence to be received and filed;
- (d) reports provided for information where no decision is required; and
- (e) other routine matters.

(3) A member of the PMC who wishes to discuss an item from the consent agenda shall advise the chair prior to the meeting and the chair shall then remove the item from the consent agenda and place it as a separate item on the agenda.

(4) After there has been a motion to approve the regular agenda, the chair shall invite a motion to approve the consent agenda.

Meeting packages

12 The CEO shall distribute or cause to be distributed document packages including the agenda and documents related to it, other than matters to be included in an *in camera* meeting or portion of a meeting, to each member of the PMC:

(a) at least seven days prior to a regular PMC meeting containing:

- (i) the proposed agenda for the meeting;
- (ii) the minutes from the previous PMC meeting;
- (iii) the minutes of any special meeting that has been held since the previous regular PMC meeting; and
- (iv) the materials to be discussed at the meeting as identified in the agenda;

(b) as soon as possible prior to a special meeting containing:

- (i) the proposed agenda for the meeting in accordance with the notice of the meeting; and
- (ii) the materials to be discussed at the meeting as identified in the agenda.

In camera

13(1) Meetings or portions of meetings may be held *in camera* if the subject matter being considered is related to one or more of the following:

- (a) personal information about an identifiable individual being considered for an award, honour, or position;
- (b) discussions involving human resources, labour or employment issues;
- (c) the security of MN-S assets or property;
- (d) the acquisition or disposition of land;
- (e) litigation or legal advice subject to solicitor-client privilege, including communications necessary for that purpose;
- (f) information relating to law enforcement or a lawful investigation;
- (g) discussions involving ongoing negotiations with industry, other governments, or third parties, where public disclosure could have a negative effect on the outcome of those talks or the relationship between the parties;
- (h) advice from officials;
- (i) strategic planning;
- (j) information that is confidential pursuant to any legislation enacted or policy adopted by the MNLA or the PMC.

(2) In order to preserve confidentiality, confidential *in camera* agendas and associated document packages are distributed in a secure manner, either by distributing paper copies prior to the meeting and collected at the end of the meeting, and stamped by dynamic digital watermarking, or distributing and collecting by any other secure method. (*Amended June 23, 2026*)

(3) Members of the PMC who are participating in an *in camera* meeting virtually must keep their camera on and the chair shall ask members to confirm that no one else is in the room with them.

(4) The CEO shall be present in an *in camera* meeting and shall determine what staff or consultants should be present to provide expertise or assistance to the members of the PMC.

(5) A motion made *in camera* must include a reference to the authority pursuant to which it is made as described in clauses 13(1)(a) to (i) and the period of time for which it must be kept confidential and after which it may be publicly disclosed.

(6) If a motion must be made that requires actions to be taken outside of the *in camera* meeting, the motion must be made or reported in an open meeting.

Minutes

14(1) The CEO shall ensure the minutes for each PMC meeting are recorded and that the matters discussed in any in camera portion of the meeting are recorded separately.

(2) Following each PMC meeting, the CEO shall ensure that the minutes are prepared in a form suitable for later review by the PMC.

(3) At the beginning of each regular PMC meeting, the PMC must review the minutes of the previous PMC meeting, revise them as needed, and approve the minutes of the previous PMC meeting or the revised minutes, as applicable.

(4) The CEO shall ensure that:

(a) minutes of all meetings are kept secure and safe from risk of loss, damage and unauthorized access; and

(b) minutes of all meetings, other than meetings or portions of meetings that are held *in camera*, are posted on the MN-S website within 60 days of approval by the PMC.

Recess or adjournment

15(1) A motion that the meeting recess or be adjourned may be moved without notice by any member when a question is not under debate, in accordance with the following process:

1. once recognized by the chair, the member shall move a motion to recess or adjourn for a specified period of time;

2. the motion requires a seconder;

3. there is no debate on the motion;

4. the chair shall put the motion to a vote.

(2) If a motion to recess or adjourn is defeated, no second motion to the same effect may be made until after some intermediate proceeding has taken place.

(3) The chair shall make an announcement five minutes before the expiry of a recess or adjournment to summon members back to the meeting.

Lack of quorum

16(1) If at any time during a meeting of the PMC there is not a quorum of 11 members as required by the Constitution, the chair may adjourn the meeting until the next regularly scheduled meeting of the PMC, and all business pending on the meeting agenda is thereupon tabled until the adjourned date and time.

(2) Whenever the chair adjourns the meeting for lack of a quorum, the time of the adjournment and the names of the members then present shall be recorded in the minutes.

Procedure at time of adjournment

17 At the time of daily adjournment, unless a motion is made to extend the time for the meeting pursuant to section 9, the chair shall interrupt the proceedings on any business under consideration and adjourn the meeting without question put, but all business pending on the meeting agenda is thereupon tabled until the next regularly scheduled meeting of the PMC.

PMC SUBMISSIONS

Submissions to the PMC

18(1) A submission to the PMC is in the form of a resolution for adoption by the PMC that:

- (a) proposes any initiative or other course of action that may have an impact on the MN-S budget for the current or any future fiscal year not previously accounted for;
- (b) is seeking PMC approval pursuant to a law, policy or guideline of the MN-S, or at the direction of the PMC; or
- (c) proposes a new law for consideration by the MNLA or a policy or position to be adopted by the MN-S, or an amendment to an existing law, policy or position of the MN-S.

(2) Any member of the PMC may make a submission to the PMC.

(3) In order to be added to the agenda, a submission should be accompanied by a briefing note that:

- (a) clearly defines the purpose of the submission;
- (b) considers the fit of the submission with the strategic plan of the MN-S;
- (c) provides details of consultations with the applicable standing committee, if any;
- (d) provide details of consultations with ministers, as appropriate;
- (e) clarifies that the legal, financial and operational viability of the submission have been confirmed with MN-S officials, as applicable; and
- (f) identify the member of the PMC who will second the resolution.

(4) A draft of a submission must be provided to the President and the CEO at least 14 days prior to the PMC meeting at which it is to be considered.

(5) The CEO shall not add a submission that is incomplete to the agenda and shall, prior to the meeting, advise the member of the PMC who made the submission of the reasons why.

(6) A member of the PMC may withdraw a submission made by the member and may request that the PMC consider the submission at a later PMC meeting or not at all.

Late submissions

19 A member of the PMC may ask the President to add a late submission to the agenda and the President may do so only if the submission relates to an emergency or an emerging public health or safety or public policy matter that must be addressed without delay and the member of the PMC provides a written explanation justifying it being dealt with immediately.

Request for information or documents

20 A request by a member of the PMC to be provided with information or documents is not a submission, is not added to the agenda, and must be directed to the CEO for a response.

ORDER OF BUSINESS

Precedence of business

21 All items included in the meeting agenda prepared and circulated in advance of the meeting shall be taken up in the order in which they are included.

Withdrawal of items of business

22 A member may withdraw an item of business on the meeting agenda that is in the member's own name when it is called.

Items of business postponed

23 Whenever an item of business is interrupted pursuant to a Rule or Order, unless otherwise provided, the proceeding postponed is to be taken up at the same stage where its progress was interrupted.

ORDER AND DECORUM

Chair to preserve order and decorum

24(1) The chair shall preserve order and decorum in the meeting.

(2) When deciding questions of order, the chair shall state the Rule or authority applicable to the decision.

Recognition by chair

25 No member or other person may speak until they obtain the recognition of the chair, and any person who obtains the permission of the chair to speak shall address their remarks to the chair and to the merits of the motion under discussion.

Participation by non-members

26 Staff or consultants may be requested to be available to the meeting to respond to questions or provide factual information.

Rules for decorum

27(1) Members, as well as any staff, consultants or observers present, shall maintain the decorum of the meeting and, in particular, shall observe the following rules:

- (a) smoking is not permitted;
- (b) mobile and cellular telephones, laptops, tablets and handheld computers, including personal digital assistants, may be used during the meeting, provided they are operated silently and not used as a telephone, recording device, camera, or pager or to watch videos or stream online content;
- (c) all persons present shall refrain from loud private conversations or comments or any other disruptive conduct;
- (d) persons present who are not members of the PMC shall not applaud or make comments that are supportive or in disagreement with the comments made or resolutions adopted by the PMC.

(2) Members, as well as any staff, consultants or observers present, shall dress appropriately for a business meeting and, in particular, shall not wear offensive t-shirts or gang colours.

Inappropriate language and actions

28 When a motion is under discussion, no member shall:

- (a) interrupt the member speaking except to raise a point of order or call attention to the lack of a quorum;
- (b) reflect on the absence of another member;
- (c) reflect on the conduct of the chair;
- (d) use offensive, provocative or threatening language;
- (e) involve the chair in the debate;
- (f) censure, attack, make personal references, or impute the motives of any officer or employee of the MN-S;
- (g) persist in irrelevance or tedious repetition, either of their own arguments or of the arguments used by other members;
- (h) excessively read extracts from documents, books, publications, and correspondence;
- (i) quote anything that if stated directly would be contrary to the Rules and practices of the PMC;
or
- (j) involve persons other than members in the debate.

Disorder

29(1) The chair may, after providing two warnings, suspend, for the remainder of the day, any member who persistently disregards the chair's authority to preserve order and decorum.

(2) In the case of grave disorder, the chair, in the chair's sole discretion, may recess the meeting, without question put, to a time to be determined by the chair.

(3) The chair may expel any person other than a member who causes disorder.

RULES OF DEBATE

Member may only speak twice

30 A member may only speak twice to a motion, unless responding to a question from another member.

Time limits

31(1) A member may only speak for two minutes at any time.

(2) Debate on any one motion is limited to 30 minutes, at which time the chair shall put the motion to a vote unless a motion to extend the time is made as follows:

1. the member must be recognized by the chair and move a motion to extend the time and identifying the length of time by which the debate is to be extended;
2. the motion requires a seconder;
3. there is no debate on the motion;
4. the chair shall immediately put the motion to a vote.

(3) A motion to extend the time for debate requires the support of two-thirds of those voting to pass.

(4) If a motion to extend the time for debate is accepted, the debate shall continue on the original motion for the time indicated in the motion.

(5) If a motion to extend the time for debate is defeated, the chair shall immediately put the original motion to a vote and members who are on the chair's list maintained pursuant to section 39 may not speak.

Documents cited

32 A member who quotes any document in debate is required to provide the document to the chair and the CEO to be distributed to all members, if requested by any member.

Points of order

33(1) A member who is called to order either by the chair or on a point raised by another member, shall cease speaking while the point of order is being stated, after which the member may explain.

- (2) The chair shall then immediately rule on the point of order.

MOTIONS AND AMENDMENTS

Requirements for motions

34 The following rules apply to motions:

- (a) every motion must be drafted in the form of a proposition such that, if adopted, it becomes a resolution of the PMC;
- (b) a motion may not be moved if it raises substantially the same question as one that has already been decided at the same meeting.

Motions not included in agenda

35(1) A motion that is not included in the agenda may not be introduced unless a motion to consider that it be dealt with is moved and seconded and is supported by two-thirds of those voting.

- (2) A motion to add a submission to the agenda is out of order.
- (3) A motion pursuant to subsection (1) must be made as an amendment to the motion to approve the agenda.
- (4) Where a motion pursuant to subsection (1) is successful, the motion to be included is to be added to the end of the agenda.

Moving a motion

36(1) A member who wishes to move a motion shall state the motion so that it can be reduced to writing and displayed on the screen in the meeting.

- (2) When a motion is seconded, the chair shall read the motion to the meeting and open the motion to debate.

Amendments to motions

37(1) An amendment may be moved to any debatable motion to omit or insert words in the motion except as otherwise prohibited by the Rules.

- (3) An amendment to omit all words in a motion is not in order.
- (4) An amendment to an amendment is not in order.
- (5) A motion to amend a main motion requires a seconder, is debatable and requires the support of a majority of those voting to pass.

- (6) If a motion to amend is accepted, the debate then resumes on the main motion as amended and the main motion must ultimately be voted on.

Friendly amendments

38 A proposed amendment to a motion, other than a motion relating to a submission, that is acceptable to the mover and the seconder can be incorporated into the motion without a formal amendment, and the written version of the motion displayed on the screen shall be revised accordingly.

Chair's list

39 The chair shall maintain a list of the names of members who have indicated they wish to speak to a motion and the list of names shall be displayed on the screen in the meeting in the order in which they will be recognized.

Calling the question

40(1) A request to call the question is in effect a motion to close debate and can only be made as follows:

1. the member must be recognized by the chair and move a motion to close debate;
 2. the motion requires a seconder;
 3. there is no debate on the motion;
 4. the chair shall put the motion to a vote.
- (2) A motion to close debate requires the support of two-thirds of those voting to pass.
- (3) If a motion to close debate is accepted, the chair shall then put the motion in relation to which debate is now closed to a vote and members who are on the chair's list maintained pursuant to section 39 may not speak.
- (4) If a motion to close debate is defeated, the debate continues.

Motions out of order

41 When the chair is of the opinion that a motion offered is out of order, the chair shall inform the meeting immediately, before putting the question, and quote the authority applicable to the case.

Debatable motions

42(1) Except as otherwise specified in these Rules, the following motions are debatable:

- (a) motions contained on the agenda;
- (b) for the concurrence in a report submitted to the Provincial Métis Council;
- (c) for the appointment of a committee;
- (d) for reference of a report or other documents to a committee or other body;

- (e) any other motion that may be required for the observance of the proprieties of the PMC, the maintenance of its authority, the appointment or conduct of its officers, the management of its business, the arrangement of its proceedings, the correctness of its records, the fixing of its sitting days, or the times of its meeting.

Non-debatable motions

43 All motions other than those described in section 42 shall be decided without debate or amendment.

Motion to move *in camera*

44(1) A member may make a motion to move *in camera* to discuss matters relating to matters described in section 13 as follows:

1. once recognized by the chair, the member shall move a motion to move *in camera*;
2. the motion requires a seconder;
3. the motion is debatable;
4. once debate has concluded or the question has been called in accordance with section 39, the chair shall put the motion to a vote.

AMENDMENT OF RULES

Notice of motion to amend rules

45(1) A member of the PMC who wishes to propose an amendment to these Rules must provide notice of the proposed amendment at the meeting before the meeting at which the proposed amendment is to be discussed.

- (2) A notice to amend must include the proposed resolution that the PMC will be asked to adopt and the reasons why the amendment is necessary and appropriate.