



MÉTIS NATION-SASKATCHEWAN RESOLUTIONS PROCEDURES

WHAT ARE RESOLUTIONS?

Resolutions are important instruments by which Métis citizens and elected officials provide specific mandates and direction to the Métis Nation Legislative Assembly (MNLA). The resolutions process serves to effectively foster and capture regional consensus on significant policy matters and are considered at the MNLA.

WHAT IS THE ROLE OF THE RESOLUTIONS COMMITTEE?

The Resolutions Committee manages all administrative aspects of the resolutions process from the time draft resolutions are first submitted in draft format until they are finalized. The Resolutions Committee consists of technical and legal advisors that review all resolutions before they are presented to the MNLA. The Clerk/CEO of the Métis Nation Legislative Assembly will appoint the Resolution Committee a minimum of 60 days prior to the MNLA. The Resolutions Committee works closely with the Clerk of the Métis Nation Legislative Assembly to preside over the Assembly and also with the MN-S President.

WHO CAN SUBMIT RESOLUTIONS?

Resolutions will only be accepted by the Resolutions Committee if the name and Region/Local of the mover and seconder are noted on the resolution. The mover and seconder must be either a President of Local or Region and must be available to speak to the Resolution at the Assembly. If the mover and seconder are 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?

The format to submit a resolution is preferably by email using the draft resolution template posted on the MN-s website at:

<https://metisnation.sk.com/wp-content/uploads/2021/09/RESOLUTION-MNLA.pdf>

If it is not possible to send the draft resolution in electronic format, a copy may be mailed to the Resolutions Committee at the MN-S Office.

Attention: Resolutions Committee
Métis Nation-Saskatchewan
310 – 20th Street East
Saskatoon, SK S7K 0A7
E-mail: mnlaresolutions@mns.work

WHEN MUST RESOLUTIONS BE SUBMITTED?

In accordance to the MN-S Constitution relating to the official notice of MNLA meetings, the resolution submission deadline will fall within the 30-day requirement.

A Call for Resolutions will be distributed at least one month before the final due date. The Resolutions Committee will contact the originator to confirm receipt of the submission. If confirmation is not received, the onus will be on the originator to contact the Resolutions Committee at the above address.

Resolutions that are received after the deadline will generally not be considered and have to be re-submitted for consideration at a subsequent Assembly. In rare circumstances, a late resolution that is of an urgent or emerging nature will be considered provided that it meets the following criteria:

- It is in relation to an emergent issue of concern to the MN-S that arose after the resolutions deadline and requires intervention prior to the next scheduled Assembly; and
- It is in relation to a situation that has national implications; and
- The resolution complies with the guidelines for resolutions set out elsewhere in this procedure; and
- The advancement of the resolution is supported by at least half of the members of the Resolution Committee.

All late resolutions are subject to approval by the Clerk of the MNLA, in consultation with the Resolutions Committee. Together, they will determine whether the proposed resolution meets the above criteria.

All accepted late resolutions will be clearly marked as such and will be deliberated upon at a set time on the Assembly Agenda, generally occurring on the final day or at the end of the Agenda of the Assembly.

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 and Region/Local of mover
- Includes name and Region/Local of seconder
- Has a short but descriptive title
- Is regional (provincial) in scope (cannot be purely local)
- 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....)
- Clearly details 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 MN-S Constitution (amended September 9, 2008)
- Is not in conflict with previously passed resolutions (or clearly state within the new draft that there is a conflict)
- Is not in conflict with other draft resolutions that have been submitted
- Is no longer than 2 pages (maximum)

HOW DO THE FINAL RESOLUTIONS GET ACTIONED?

The Resolutions Committee assigns each resolution to the appropriate MN-S portfolio (unit) based on its subject matter. An update report for resolutions passed at the Assembly is prepared for distribution at the next Assembly. This report includes each of the resolutions with the number, title, mover, seconder and all clauses in the “Therefore be it resolved” section. The actions taken to implement the resolution are outlined for each resolution. This report is included with the distribution information at the next Assembly.

Resolutions, once adopted, will remain the mandate of the MN-S 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.

TYPES OF RESOLUTIONS

Mandating/Directional: These provide specific direction and/or mandate a specific action on a particular matter. MN-S requires a mandate to engage with government on particular topics. In addition, the resolution process allows the Métis Nation Legislative Assembly to set out their collective position on a particular issue, legislation, or any matter affecting the Métis Nation. These resolutions require full consideration by the Assembly during designated times identified by subject matter on the Assembly agenda.

Government Business: These relate to internal matters regarding the operation and function of the Métis Nation government (such as the audit or appointment of officials). These resolutions

require full consideration by the Assembly and may be addressed during the Business portion of the meeting ordinarily.

Support: These call for a specific advocacy approach such as writing a letter or requesting a meeting. It is important that support resolutions clearly describe the desired outcome from the Assembly, in order to ensure that the request is being addressed in the most effective and timely manner possible. There may be other tools and means that could be explored that might achieve the desired outcome rather than through a Support resolution. For example, if the Regional Directors/Local President is looking for an action such as correspondence from the MN-S President to a specific federal Minister, then this could be done without a resolution. The Resolutions Committee could simply put in a request for this action to the MN-S President's Office.

Support resolutions will be dealt with at such times the specific topic area to which they relate is being discussed OR brought to Assembly on the final day of the Assembly and may be read and adopted as a block.

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 MN-S resolutions have the same format which includes the information block (title and subject), 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 template that can be found at:
<https://metisnationask.com/wp-content/uploads/2021/09/RESOLUTION-MNLA.pdf>
- A vocabulary that is provincial in scope should be used at all times when drafting resolutions in order to maintain provincial significance of all MN-S resolutions.
- Keep wording as simple, straightforward and specific as possible.
- Be clear and concise when stating rationale and desired outcomes.

Information Block

- *Title* – this should appropriately reflect the intended course of action of the resolutions
- *Subject* – main topic area of the resolution (health, education, duty to consult, etc....)
- *Mover* – include properly spelled Regional Directors/Local President name (first and last names), region and local
- *Secunder* – include properly spelled Regional Directors/Local President name (first and last names), region and local

Preamble (begins with “WHEREAS”)

- This section provides the background information for the resolution.
- It identifies the exact problem to be addressed.
- Each “whereas” is a reason for the resolution and each reason requires a separate clause.
- If the rationale cannot be explained in five clauses or less due to the complexity of the issue, then background or supporting documentation may be attached.
- This section should prepare the reader for the action presented in the next section.

Operative Clause (begins with “THEREFORE BE IT RESOLVED that the Métis Nation Legislative Assembly”)

- This is the very reason why the resolution is being drafted in the first place.
- The course of action that is being put forward should be identified here.
- Each action requires a separate clause.
- Be as clear as possible when stating what the resolution is meant to achieve.
- Try to begin each clause with an action verb (e.g., direct, request, call upon, etc....)
- There should be no doubt as to what action is being requested, who should do it, how it should be done and when it should be done.
- Clauses addressing federal issues should direct the MN-S to request the federal government to work to achieve the desired objective (e.g., “that the Métis Nation Legislative Assembly direct the MN-S to urge/call upon the federal government to...”).
- The Métis Nation Legislative Assembly cannot direct another organization or government to do something, however, a course of action can be recommended to another organization or government.
- A recommendation for action must consider the cost of doing so and may be contingent upon funding – any available sources of funding should be identified in the resolution.

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 versions are signed by the Clerk of Métis Nation Legislative Assembly are distributed to the Assembly.

PRE-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 MN-S Resolution Procedures. (If necessary, return any submitted resolutions to the originator to have deficiencies corrected.)

3. Review for grammar and format.
4. Resolutions are compiled in a package and reviewed in draft form by the Clerk of the MNLA and Resolutions Committee, at a meeting convened for this purpose.
5. Send to appropriate administrative lead for portfolio (unit) for content and technical review.
6. Based upon Administrative Leader's review and feedback, advise the mover/second 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.
7. Resolutions Committee meets to review all draft resolutions including legal review and to discuss any potentially contentious issues.
8. Steps may need to be taken to facilitate agreement or consolidate drafts where resolutions dealing with the same subject matter are submitted.
9. Modify draft resolutions as required.
10. Send suggested changes back to the originators.
11. Prepare final draft versions for presentation at Assembly.
12. Prioritize the order of resolutions based on the draft agenda for the Assembly.
13. Assign draft number beginning with #001/year.
14. Send all drafts for inclusion in the Assembly kit materials for distribution at time of registration.

** If background materials accompany the draft resolution, the material will be forwarded to the appropriate team leader and kept on file. However, the background will not be included in the distribution package at the Assembly.*

DURING THE ASSEMBLY:

Final Draft Resolutions

1. Projected time that resolutions will be discussed will appear on the Assembly agenda approved by delegates.
2. The Speaker and/or Deputy Speaker of the Métis Nation Legislative Assembly will introduce each draft resolution by indicating the number, the title of the resolution, the mover and seconders.
3. The Speaker and/or Deputy Speaker of the Métis Nation Legislative Assembly will ask the mover and seconder to identify themselves. If they are not present, the Speaker and/or Deputy Speaker will ask another duly registered delegate to move/second the draft resolution. If there is no mover and seconder, the resolution may be deferred to a later time or it dies.
4. At this point, the mover may declare intent to withdraw the proposed resolution. In this event, the Speaker and/or Deputy Speaker will declare the resolution withdrawn and no further debate or comments will be allowed.

5. If not withdrawn, the Speaker and/or Deputy Speaker will read the resolution in its entirety.
6. The Speaker and/or Deputy Speaker will call for the mover to speak to the resolution and open the debate. The mover and seconder are allowed a limited and pre-determined amount of time to speak to the resolution.
7. The resolution is then debated by the Assembly. Each delegate is allowed a limited and pre-determined amount of time to speak to the resolution.
8. A designated member of the Resolutions Committee, as well as the official note taker, will record any amendments from the floor.
9. Amendments from the floor are allowed if they comply with the intent of the original resolution. Amendments will be accepted when duly moved and seconded. The amendments must be submitted in writing to the Resolutions Committee and the note taker.
10. When the Speaker and/or Deputy Speaker call an end to the debate, they will then call for any opposition or abstentions to the resolution.
11. If there is no opposition or abstentions, the Speaker and/or Deputy Speaker will declare the draft resolution carried by consensus.
12. If all efforts at achieving consensus have been exhausted without success, the Speaker and/or Deputy Speaker shall put the matter to a vote.
13. As long as there is a quorum (see Article 4 – Voting and Quorum Métis Nation-Saskatchewan Legislative Assembly Act), there can be a vote on the resolution.
14. Voting may be by a show of hands, by standing vote, or by another means as determined by the Speaker and Deputy Speaker.
15. At least 75 members of the Métis Nation Legislative Assembly constitutes a quorum of the Métis Nation Legislative Assembly and for Constitutional amendments shall require seventy-five percent (75%) of the members of the Roll Call, quorum being the minimum (Article 4 – Voting and Quorum Métis Nation-Saskatchewan Legislative Assembly Act) in attendance must vote in favour of the resolution for it to be carried.
16. Abstentions will not be counted in calculating the necessary percentage required to carry the resolution.
17. 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 Speaker and Deputy Speaker may refer the draft resolutions to the next Métis Nation Legislative Assembly.
2. Resolutions proposed from the floor will not be entertained unless the Speaker and Deputy Speaker deem the action appropriate after consultation with the Clerk of the MNLA and the Resolutions Committee or others as the Speaker and Deputy Speaker

deem appropriate and necessary. The Speaker and Deputy Speaker would then suspend the debate for the stated purpose and ask the delegate to proceed.

3. All final draft resolutions are kept at the distribution table.

POST-ASSEMBLY:

1. All versions of the draft resolutions are returned to the MN-S office electronically and in hard copy for filing.
2. All draft resolutions carried by the Assembly are still considered “draft” until they are amended and signed off by the Clerk of the MN-S. It may take several weeks before the final versions are ready for distribution.
3. The Resolutions Committee will maintain a list and contact information for all inquiries for copies of final resolutions and these will be circulated as they become available.
4. Draft versions are amended, using track changes, by the Resolutions Committee as passed by the Assembly. Changes are made based on the handwritten notes taken by the Resolutions Committee, the note take’s notes as well as the submissions provided by the mover/seconded.
5. Resolutions passed by the Assembly shall not be further amended or modified except where spelling, grammar and clarification requirements suggests that additional changes are absolutely necessary.
6. All information in the 'Information Block' (mover/seconded name, region, local, etc....) is verified against the registration list.
7. All amended resolutions will be reviewed one last time by the Resolutions Committee.
8. The list of resolutions including the original draft number and the new final number (determined chronologically from the last resolution passed in that calendar year) is prepared.
9. Final versions are printed on MN-S letterhead and provided to the Clerk of the MN-S for signature.
10. Once signed, they become final and are distributed.
11. All original finals are filed by the Resolutions Committee.

Other Notes

1. If the draft resolutions have been referred to the MN-S Executive and PMC, copies will be prepared, and a package made available prior to the next MN-S Executive and PMC meeting.
2. All resolutions passed by the MN-S Executive and PMC must follow the same process as those passed by the Assembly.