

Western Region 2A Métis Assoc. Inc. Code of Conduct Policy March 2025

ARTICLE I. SCOPE OF Policy

This Policy is the “Housekeeping Rules of the Western Region 2A Métis Assoc. Inc. (WR2A)”. This by-law will govern all Regional Council meetings of the Western Region 2A Metis Assoc. Inc.

ARTICLE II. ENFORCEMENT OF HOUSEKEEPING RULES

This Policy shall be read at the start of all Regional Council meetings as deemed necessary. Committees and Councils of the WR2A will adopt these rules for their meetings unless they draft their own rules as part of their terms of reference. If the housekeeping rules are not adhered to, the member in violation may be called to a hearing before the **Accountability Committee**. This committee will be composed of four (4) non-elected, apolitical members selected from the citizens of the Region. The representatives must be two (2) from the rural and two (2) from the urban. These citizens will not be elected presidents.

ARTICLE III. THE CHAIR

The WR2A Regional Director shall be the chair, of all Regional Council and Regional Committee meetings. In the event that the Regional Director is unavailable or has a conflict of interest, the Regional Council can elect an interim chair from among the local presidents. The Chair must provide an agenda for all meetings, providing room for additions and deletions, and the agenda must be adhered to.

The Chair will:

- a. be brief when speaking to the Regional Council;
- b. acknowledge the person wanting to speak and allow the persons to speak in order; and
- c. not dominate the meeting.

ARTICLE IV. REGIONAL COUNCIL

The local presidents, an elder, women, and youth representative will be the members of Regional Council. The members of Regional Council shall ask to speak through the Chair, then wait for his or her turn. The members of Regional Council shall speak on the same subject, and will be limited to speaking on the same subject twice when a vote is deemed to be necessary, though may respond to questions if asked.

ARTICLE V. GUEST SPEAKERS

Guest speakers will be admitted only on the invitation of the chair of the meeting or by resolution of the members. All guest speakers that wish to speak at a Regional Council meeting must be given a time limit. The Local presidents will write down their questions while the guest speaker is speaking, and not

interrupt the guest speaker. When the guest speaker is finished speaking, the local presidents will be allowed to ask their questions.

All members of the Region are allowed to attend meetings as observers, but are not given speaking opportunities.

ARTICLE VI. MEETINGS

All local presidents must self-identify and disclose any conflicts of interest or perceived conflicts of interest on the agenda of the meeting. All Regional Council meetings will conclude with an *in camera* session.

All regular meetings will try to keep to 2 hours – 4 hours or less, There will be no adjournments until all business is complete. There is no maximum length for special meetings.

ARTICLE VII. RULES AND BEHAVIOUR DURING MEETINGS

All Regional Council members, delegates and guests shall behave in a manner that solicits and warrants the highest level of respect for others during the normal course of WR2A business. The onus of appropriate behaviour rests on the member and they shall always adhere to the following rules of conduct:

- a. Members shall observe Roberts Rules of Order;
- b. Members shall act seriously and courteously, and avoid unnecessary arguments with other parties or members;
- c. Members shall abide by the rules of procedural fairness and rules of Roberts Rules process during the formal part of the meetings. Members, through the Chair, shall seek recognition before speaking;
- d. Members shall refrain from having any discussion with other parties during the formal part of the meeting;
- e. When members do not understand a matter or issue, and require clarification, it is appropriate and necessary to ask questions. When asking questions, it is not appropriate to be hostile to parties or other members;
- f. Members shall at all times be guided by the principles of the best interests for the WR2A in their behaviour and conduct during meetings;
- g. Members will refrain from texting and cell phone use during meetings;
- h. Members will refrain from side conversations and be respectful while others are speaking
- i. Members shall not commit acts of lateral violence towards other members during meetings; and
- j. Members shall leave the meeting when requested by the Chair for any breach of sections of this by-law or for any conduct unbecoming under this by-law.

If a Regional Council member is called out of order three times for violating this by-law in a single meeting, or for any egregious violations of this by-law, they will be asked to leave the meeting. They may also be called for a hearing before the Accountability Committee.

ARTICLE VIII. BIAS AND REASONABLE APPREHENSION OF BIAS

During the normal course of the WR2A Inc. business, all local presidents shall always demonstrate the receptiveness of an open mind, avoiding both bias and the appearance of bias. This section of the Policy attempts to establish rules to safeguard members from bias and the appearance of bias. All members shall attempt to adhere to the following rules:

- a. Abide by the rules of procedural fairness and rules of Roberts Rules during the formal part of the meetings;
- b. Behave seriously and courteously at all times even if others lose their perspective;
- c. Avoid becoming unduly empathetic with parties, matters, and issues to the point of loss of perspective – practice impartiality at all times;
- d. Refrain from presenting issues or matters that are unsubstantiated; all matters and issues shall be supported in writing – there is not exception to this rule;
- e. Be fair and just, and avoid accepting any information or evidence except during the formal part of the meeting; and
- f. Avoid making approval or disapproval of information or evidence presented during the course of a meeting.

ARTICLE IX. ADOPTION OF BY-LAW

Subject to an ordinary resolution, this Policy will be effective when made by the WR2A Regional Council. This Policy will repeal and replace the previous “Western Region Ila Housekeeping Rules”.

CERTIFIED to be Code of Conduct Policy of WR2A Métis Assoc. Inc., as enacted by the members of the Corporation by special resolution on the _____ day of _____, 20_____ .

WR2A Regional Director Signature

WR2A Director 1 – Local President Signature

WR2A Regional Director - PRINT

WR2A Director 2 – Local President - Signature

Date Signed

Date Signed