



# **ASSEMBLY RESOLUTION PROCEDURES**

Amendments and Review Record		
Version	Amendments	Approval
0.0	*Developed *Reviewed by the Elders Council as per SFN Constitution section 7.7.1	March 22, 2021
0.0	Council Review & Approval	March 24, 2021
0.1	Assembly Approval & Effective date	March 26, 2021

## **WHY HAVE A RESOLUTION PROCEDURE?**

To have a better way to share with Citizens, a resolution process that is accessible to all Citizens, and to enable Citizens to follow how decisions are being implemented. Also, to allow sufficient time for SFN Government Departments to determine any costs, policy, legal and organizational implications.

## **WHAT ARE RESOLUTIONS?**

Resolutions are tools by which Selkirk First Nation Citizens provide mandates and direction to the Selkirk First Nation Council. The resolution process serves to capture consensus on significant legislative and policy matters and are considered at an Assembly or at a Special Assembly.

## **WHO IS THE RESOLUTION COMMITTEE?**

The *2023 Resolution Committee* members are: David Silas, Dorothy Johnson and Rena Simon.

The Resolution Committee works closely with the Chairperson of the Assembly, any technical and legal advisors as required, and any related SFN Department and/or Council, and other SFN Governing Bodies.

## **HOW IS THE RESOLUTION COMMITTEE APPOINTED?**

The Resolution Committee consists of three (3) members and two (2) alternate members, nominated, and appointed by the Assembly. The appointees must be Citizens over the age of 18 and the term of the appointment is from the adjournment of the Assembly they were appointed, to the adjournment of the next Assembly.

## **WHAT ARE THE RESPONSIBILITIES OF THE RESOLUTION COMMITTEE?**

The Resolution Committee manages all aspects of the resolutions process to ensure the following:

- A descriptive title
- Is clear in its purpose and intent
- Name of Mover. (any Citizen, who is eligible to vote (18 years old or older), may be a Mover or a Secunder, but shall not do both with respect to the same resolution)
- Name of Secunder
- Is relevant and strategic
- Is not contrary to the SFN Constitution or any SFN laws or other general laws of application
- Is directed at Council (not to the management or staff of any particular department)
- Is not in conflict with previously passed resolutions or SFN laws (or clearly state that there is a conflict)
- Is not in conflict with existing policy. (or clearly state there is a conflict)

- Is not redundant (an area in which SFN already has policy)
- Is assigned a number and logged into the Draft Resolutions Registry
- Is distributed to the Executive/Department Directors to consider the costs of implementation and available sources of funding, policy and organizational requirements
- that jurisdiction does not lie with another government

### **WHO CAN SUBMIT RESOLUTIONS?**

Selkirk First Nation Citizens, 18 years old and older can submit resolutions. The Mover or Seconder must speak to the Resolution at the Assembly. SFN Governing bodies can also submit resolutions. For Governing bodies, if a Mover and Seconder are not noted, a Mover and Seconder may be acquired on the floor of the Assembly.

### **WHERE DO YOU SEND RESOLUTIONS?**

The format to submit a resolution is preferably by email using the draft resolution template posted on the SFN website. If it is not possible to send the draft resolution in electronic format, a copy may be faxed or mailed to the Resolutions Committee at:

SELKIRK FIRST NATION, Attn: Resolutions Committee  
 Box 40, Pelly Crossing, Yukon, Y0B 1M0  
 Tel: (867) 537-3331, Fax: (867) 537- 3902  
 E-mail: [resolutions@selkirkfn.com](mailto:resolutions@selkirkfn.com)

### **WHEN MUST RESOLUTIONS BE SUBMITTED?**

SFN Citizens and Governing Bodies can submit draft resolutions any time of the year. However, they must be submitted no later than 21 days in advance of any Assembly.

A late resolution may be considered, that is of an urgent nature provided, that it is in relation to an emerging issue of concern that arose after the deadline and requires intervention prior to the next Assembly.

The Chairperson would then suspend the Assembly Resolution Procedures for the stated purpose and ask the Assembly to proceed. If, there is an objection, a (2/3) majority of the delegates present, may decide if the rules are suspended.

A reminder *Call for Resolutions* will be posted on the SFN website, the SFN Facebook page and in the local newspapers throughout the year.

The Resolution Committee will contact the Citizen or any Governing Body to confirm receipt of the submission, so please ensure your contact information is included. If confirmation is not received, please contact the Resolution Committee at the above address.

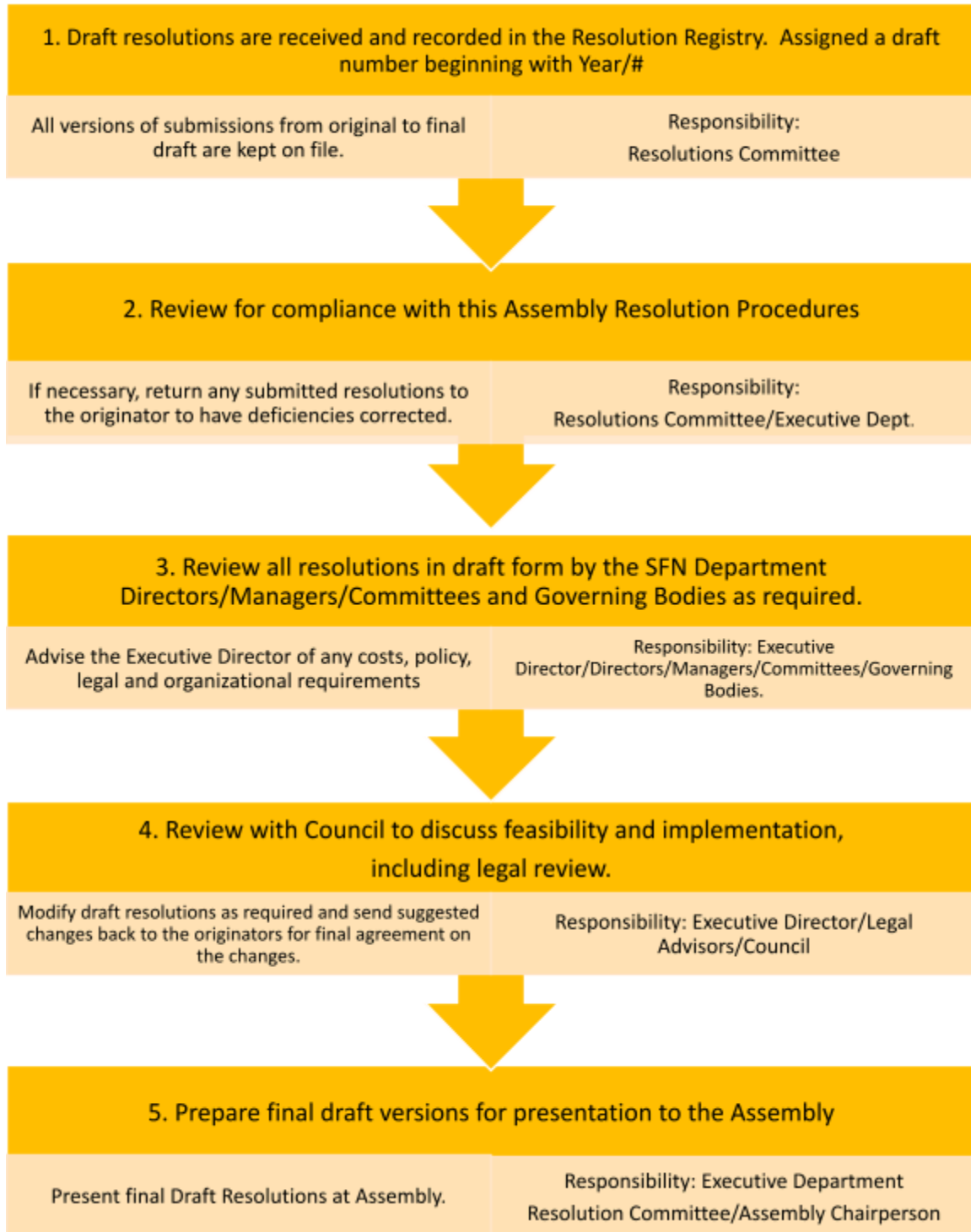
### **WHAT MUST A RESOLUTION INCLUDE?**

SFN Citizens are encouraged to refer to the *Draft Resolution Example Template* available on the SFN Website.

## WHAT STEPS DOES A RESOLUTION GO THROUGH?

There are several steps in the resolution process, from the time of submission of the draft resolution to the time the final versions are signed by the Chairperson of the Assembly.

### PRE-ASSEMBLY



## DURING THE ASSEMBLY



## **HOW DO THE APPROVED RESOLUTIONS GET ACTIONED?**

The Selkirk First Nation Executive Director assigns each resolution to the appropriate SFN Department based on its subject matter for implementation. An update report for resolutions passed at the previous year's Assembly is prepared for distribution at the

next Assembly. 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 SFN unless modified by subsequent resolution or until the resolution expires due to completion of all actions.

## **POST-ASSEMBLY**



### **How will Amendments to the Assembly Resolution Procedures be made?**

If the Assembly Resolution Procedure is not having the desired effect, the Resolution Committee, from time to time, can recommend amendments to this procedure. Amendments must be supported by the Elders Council and the Council before being presented to the Assembly.

