KWANLIN DÜN FIRST NATION

The Rules of Order for the 2026 General Assembly

KWANLIN DÜN FIRST NATION
GENERAL ASSEMBLY

October 24 & 25, 2026

RULES OF ORDER

Definitions

1. In the Rules of Order

"Chief" has the same meaning as assigned to it by paragraph 67(1)(c) of the constitution;

"citizen" has the same meaning as assigned to it by paragraph 67(1)(g) of the constitution;

"constitution" means the Constitution of the Kwanlin Dün First Nation.

Application

2. The Rules of Order shall be in effect for the meeting of the General Assembly held on October 24 - 25, 2026.

Chair and Co-chair

3. The meeting of the General Assembly shall be chaired by the Chief and a designated Co-chair.

4. The Co-chair shall provide assistance to the Chair and carry out the duties of the Chair in their absence or upon the Chair's direction.

Composition of the General Assembly

5. The composition of the General Assembly is set out in section 28 of the constitution (Appendix A).

Powers of the General Assembly

6. The powers of the General Assembly are set out in section 29 of the constitution (Appendix A).

Meetings of the General Assembly

7. The meetings of the General Assembly shall be conducted pursuant to section 30 of the constitution (Appendix A).

Business at the General Assembly

8. The business at the General Assembly shall be conducted pursuant to section 31 of the constitution (Appendix A).

Call to order or continue the General Assembly

9. The General Assembly may be called to order, or continue, pursuant to subsections 30(5) and (6) of the constitution (Appendix A).

Quorum, decisions and voting

10. The quorum and process for a vote are set out in subsection 30(5) and 31(4) of the constitution, respectively (Appendix A), and in Appendix B.

11. Subject to the Chair determining any fact indicating otherwise, a citizen will be presumed to be present at the meeting if the telephone or video conference connecting that citizen to the meeting remains live.

12. A telephone or video conference connection may be associated with no more than one citizen for the purposes of determining quorum and voting.

13. In a vote an abstention counts with the majority.

Motions and resolutions

Appointment of the Resolution Committee

14. The Chair shall appoint the Resolution Committee made up of at least two citizens attending the General Assembly.

15. The Resolutions Committee shall
    (a) receive and collect from citizens attending the General Assembly their comments for proposed resolutions;
    (b) in a prescribed format and with the comments referred to in paragraph (a), prepare drafts of the proposed resolutions;
    (c) review the draft resolutions with the citizens who have put forward their comments; and
    (d) provide the Chair with the draft resolutions numbered in the order they were put forward by the citizens; and
    (e) be assisted by staff from the Executive Council Office where needed.

Appointment of the Voting and Ballot Committee

16. The Chair shall appoint a Voting and Ballot Committee in the event that the General Assembly votes on a resolution by secret ballot pursuant to subsection 31(4) of the constitution (Appendix A).
17. The Voting and Ballot Committee shall conduct its business pursuant to the Terms of Reference of the General Assembly Voting and Ballot Committee (Appendix B).

Moving and seconding a motion or a resolution

18. Any citizen may move or second a motion or a resolution but shall not do both with respect to that motion or resolution.

19. At the discretion of the Chair, discussions on a motion or a resolution may be allowed before the motion or the resolution is being moved or seconded. For greater certainty, all citizens in attendance shall have a right to participate in the discussions of a motion or a resolution that has been moved or seconded.

20. A citizen who moves or seconds a motion or a resolution shall have the first opportunity to speak to that motion or that resolution.

21. A citizen shall only speak to the motion or the resolution that is on the floor. If, in the opinion of the Chair, a citizen speaks about matters other than the motion or the resolution, the Chair shall ask the citizen to speak only to the motion or the resolution.

22. A citizen shall not speak more than once and not more than five minutes to any motion or resolution on the floor. The Chair may extend the time limit in case a citizen seeks clarification regarding the wording or intent of a motion or resolution.

23. The Chair may end the debate on a motion or a resolution on the floor if he or she is satisfied that every citizen has had an opportunity to speak or if a citizen calls for a vote on the motion or the resolution.

24. If a vote is called on a motion or a resolution on the floor, the Chair may allow the discussion to continue if he or she is not satisfied that every citizen who wishes to do so has had an opportunity to speak.

25. Any motion or resolution on the floor may be amended or withdrawn at any point during the discussions if both the mover and the seconder agree.

Eligibility to vote

26. A citizen shall be eligible to vote if he or she, on the voting day, is
    (a) 18 years of age or older; and
    (b) registered as a citizen of KDFN.

General speaking rules

27. The Chair shall keep a list of citizens requesting to speak. A citizen may not speak unless he or she has been recognized by the Chair.

28. Each citizen shall use a microphone and state his or her name. The purpose of the use of microphones is to record the proceedings of the General Assembly more accurately.

29. A citizen participating in the meeting through an approved remote connection may signal their desire to speak and indicate their first and last name by:
    (a) using the chat function or other appropriate manner provided by the video conference provider;
    (b) emailing the appropriate contact identified in distributed meeting materials; or
    (c) calling or texting the phone number provided in those materials.

30. Each citizen shall be provided a reasonable opportunity to speak to any other issue on the agenda of the General Assembly.

Participation of employees

31. A citizen who is an employee of the Kwanlin Dün First Nation shall have a right to attend the meeting of the General Assembly.

32. Notwithstanding section 27, an employee of the Kwanlin Dün First Nation is bound by the Oath of Confidentiality and the Conflict of Interest Declaration and, at the meeting of the General Assembly, shall not
    (a) raise any matters or issues that are related directly to his or her employment, program or department, unless authorized otherwise by the Chief;
    (b) raise any matters or issues related to information that he or she has obtained during the course of his or her employment, unless authorized otherwise by the Chief; and
    (c) seek mandates or instructions from the General Assembly related to his or her employment.

Approval of agenda

33. The Chair shall conduct the meeting of the General Assembly in accordance with the agenda approved by a motion passed by the General Assembly.

Order and decorum

34. The Chair shall maintain the order and decorum at all times and ensure that all attendees of the General Assembly conduct themselves in accordance with the Rules of Order.

35. Misconduct or unacceptable behaviour may include, but not be limited to
    (a) intoxication;
    (b) belligerence and disrespect;
    (c) physical violence;
    (d) using abusive language;
    (e) casting aspersions; or
    (f) refusing to comply with the Rules of Order.

36. In the event of misconduct or unacceptable behaviour by an attendee, the offender shall apologize and, if necessary, immediately withdraw any offensive statement they may have made.

37. If the offender refuses to apologize and, if necessary, withdraw any offensive statement he or she may have made, the Chair shall ask the offender to leave the meeting of the General Assembly.

38. For greater certainty, where the Chair is of the opinion that a citizen has failed to comply with section 32, he or she shall suspend the proceedings of the General Assembly and immediately call for a motion, without debate, to invoke section 33 after which the proceedings shall continue.

Attendance of media

39. At the discretion of the General Assembly, the Chair may declare the meeting open or closed to the media.

Eligibility to participate in prize draws

40. In accordance with General Assembly Resolution GAR–2018–05, participants in a prize draw at a General Assembly
    (a) must be a citizen of the Kwanlin Dün First Nation;
    (b) include the employees of the Kwanlin Dün First Nation and the auxiliary and kitchen staff on duty at a General Assembly; and
    (c) must have attended the entire meeting or have been logged in for the duration of the General Assembly for the day on which the prize draw takes place.

Appeal of a ruling by the Chair

41. A citizen who disagrees with a ruling by the Chair may appeal the ruling, in which case the matter shall be decided, without debate, by consensus or a vote pursuant to subsection 31(4) of the constitution.

Adoption of the Rules of Order

42. The General Assembly, duly convened, shall adopt the Rules of Order by a motion made pursuant to subsection 31(4) of the constitution.

APPENDIX A

Note: The legal text in this appendix has been prepared for convenience of reference only and has no official sanction. For all purposes of interpreting and applying the law the reader should obtain the official version of the *Constitution of the Kwanlin Dün First Nation*.

The *Constitution of the Kwanlin Dün First Nation*

Chapter Six, Part 1 – The General Assembly

28. Composition of the General Assembly

(1) The General Assembly is composed of all Citizens.

(2) Every Citizen is eligible to attend and participate in any meeting of the General Assembly.

(3) A Citizen who is at least 18 years of age is entitled to vote at any meeting of the General Assembly at which the Citizen is present.

(4) At a meeting of the General Assembly, each Citizen:

(a) has equal authority and rights, subject to subsection (3); and

(b) may participate in accordance with the rules of procedure adopted for that meeting.

29. Powers of the General Assembly

(1) The General Assembly may:

(a) review the progress of the Kwanlin Dün First Nation in realizing the vision reflected in the Preamble and Chapter 1 of this Constitution;

(b) review the status of the recommendations made at previous General Assemblies;

(c) review, and make recommendations, regarding any report submitted by any other branch of Kwanlin Dün First Nation;

(d) establish general policy guidelines, or develop general mandates statements, to be considered by any other branch of the Kwanlin Dün First Nation;

(e) recommend the development of laws;

(f) recommend any changes to the current or proposed budget of the Kwanlin Dün First Nation;

(g) recommend changes to resolutions adopted, or actions taken, by the Council; and

(h) recommend to the Council the names of persons to be considered for appointment to any committee, commission or board.

30. Meetings of the General Assembly

(1) The Council:

(a) must convene an Annual General Assembly before the end of October in each calendar year;

(b) must convene a Special General Assembly within a reasonable time, if 50 or more Citizens have signed a Citizens' order calling for a Special General Assembly and submitted it to the Council; and

(c) may convene a Special General Assembly at any time in accordance with this Constitution and any rules of procedure adopted for such Assemblies.

(2) At least 14 days before the first date of a meeting of the General Assembly, the Council is responsible to give notice of that meeting, with the proposed agenda for the meeting by:

(a) posting the notice at all Kwanlin Dün First Nation administrative offices;

(b) publishing a copy of the notice in a newspaper having circulation in Yukon; and

(c) causing the notice to be broadcast by radio or television in Yukon.

(3) Every meeting of the General Assembly must be held in the Traditional Territory.

(4) The Council may postpone a scheduled meeting of a General Assembly in case of death in the community, or a natural disaster. In that case, the General Assembly will meet as soon as practicable.

(5) A General Assembly may not be called to order, or continue, unless, in addition to the Chief and members of Council, there are at least 40 Citizens present, each of whom is at least 18 years of age.

(6) If, at any time during a meeting of the General Assembly, the requirements of subsection (5) are not met, the Chief may continue the meeting with the Citizens present, for the purpose of information and discussion, but such a continued meeting may not conduct any business of the General Assembly until the requirements of subsection (5) are again satisfied.

(7) The Council is responsible to:

(a) arrange and facilitate meetings of a General Assembly;

(b) prepare an information package for each General Assembly at least seven days before the first meeting of that Assembly; and

(c) make the information package available to Citizens:

(i) at the Kwanlin Dün First Nation administration offices at least seven days before the first meeting of that Assembly; and

(ii) at each meeting of that General Assembly.

(8) The information package prepared for an Annual General Assembly must include copies of:

(a) the Kwanlin Dün First Nation budget for the current fiscal year;

(b) the most recent audited financial statement of the Kwanlin Dün First Nation; and

(c) each resolution passed by the Council since the previous Annual General Assembly.

(9) Kwanlin Dün legislation may establish:

(a) procedures for convening and giving notice of a General Assembly; and

(b) rules of procedure to be followed at a General Assembly.

31. Business at a General Assembly

(1) The Chief presides at a meeting of a General Assembly.

(2) Each member of the Council must attend each meeting of the General Assembly, unless excused by the Chief for reasonable cause, and must report to the Assembly in accordance with the rules of procedure.

(3) During a General Assembly, a period must be scheduled for an open forum, during which Citizens may ask questions of, or present proposals or recommendations to, members of the Council.

(4) A General Assembly must attempt to decide matters by consensus. If consensus cannot be achieved, the General Assembly may pass a resolution if 60 percent of the Citizens present and voting support the resolution. Upon the request of any Kwanlin Dün Citizen, such a vote must be conducted by secret ballot.

APPENDIX B

THE TERMS OF REFERENCE FOR THE GENERAL ASSEMBLY VOTING AND BALLOT COMMITTEE

Appointment of a Voting and Ballot Committee

1. The Voting and Ballot Committee shall be appointed in accordance within sections 16 and 17 of the Rules of Order for the General Assembly.

Membership

2. The Committee shall consist of at least three members.

Mandate

3. In order to conduct voting by secret ballot by the General Assembly, in accordance with section 31(4) of the Constitution of the Kwanlin Dun First Nation, the Voting and Ballot Committee shall
   (a) make best efforts to uphold the security and anonymity of the voting process;
   (b) ensure that all the necessary materials and equipment, are on site to enable voting by secret ballot;
   (c) establish the voting place in each interactive hub;
   (d) ensure that an official list of eligible voters in attendance at each interactive hub.
   (e) assist in confirming each person's eligibility to vote; and
   (f) oversee and supervise the voting process to meet the standards outlined in these Terms of Reference.

Secret Ballot Voting Procedures

4. Voters may vote by one of the following methods:
   (a) Online via a secure platform that allows anonymous voting,
   (b) In-person via a secret paper ballot, or
   (c) Over the phone with the assistance of the technical support contractor.
5. Members of the General Assembly who are in physically in attendance must vote using a paper ballot. Members who are attending by remote connection must use option 5(a) or 5(c).

Ballot form

6. The ballot shall be designed so that the voter may select either
   (a) "Yes", meaning "In Favour", or
   (b) "No", meaning "Opposed".

Conduct of in-person vote

7. Upon issuing a ballot to a voter, Voting and Ballot Committee member shall put a line through the voter's name on the official voters list;
8. The voter shall
   (a) proceed to the private compartment provided for marking the ballot;
   (b) mark the ballot by placing a cross, check or other mark to clearly indicate the voter's choice;
   (c) fold the ballot concealing the mark on the face of the ballot; and
   (d) deliver the ballot to the ballot box.
9. The ballot box shall be placed in public view for the reception of ballots.
10. Immediately after the vote, the Voting and Ballot Committee shall proceed with the count.
11. The Voting and Ballot Committee shall reject any ballot
   (a) upon which votes have been cast for both "Yes," "In Favour" and "No," "Opposed";
   (b) upon which anything appears that identifies the voter;
   (c) that has not been marked;
   (d) that does not indicate a clear and unambiguous preference for either "Yes", "In Favour" or "No", "Opposed"; or
   (e) that is not an official and valid ballot.

Conduct of digital vote

12. The eligibility of remote connection voters shall be verified upon registration.
13. Remote connection voting results shall be collected in a manner that conceals the identity of voters to other members of the General Assembly.
14. Remote connection voting shall open and close at a time designated by the Chair of the General Assembly.
15. Remote connection voting shall be conducted in a manner that conceals the identity of the voter.
16. Following the count by the Voting and Ballot Committee, the Voting and Ballot committee shall report, in writing, the result of the count to the Chair of the General Assembly, including whether or not the vote reached a minimum of 60 per cent support in favor of the resolution.