



WHISPERING PINES/CLINTON INDIAN BAND  
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<b>Policy Number:</b> WP002	<b>Policy Section:</b> Governance	<b>Effective:</b> January 30, 2016
<b>Title:</b> Policy on Band Meeting Protocol	<b>Policy Sponsor:</b> Chief and Council	<b>Revised:</b>

**1. PURPOSE:**

To ensure fair and orderly Band community meetings. The following Policy has been established to provide for constructive meetings, to help, not hinder, the business of the assembly.

**2. DEFINITIONS**

**WPCIB:** Whispering Pines Clinton Indian Band

**Assembly:** The group in attendance at the Band community meeting, including Band members and invited guests.

**Invited guests:** Those persons invited by the Chief and Council (majority) to attend Band functions.

**Chair:** The person deemed by Chief and Council to be responsible to fill the role of Chairperson for the meeting.

**Policy Sponsor:** A member of the WPCIB council or management team who has ongoing responsibility for the implementation of a policy.

**Governance Policy:** WPCIB policy that has significance for the WPCIB Council in its governance role to oversee the conduct of the organization's business.

**3. POLICY**

All Band Community meetings shall conform to the following procedures. Failure by individuals to abide by these procedures may result in expulsion from the meeting, suspension from future meetings, or expulsion from the WPCIB reserve.

**4. PROCEDURES**

- Any agenda and reports shall be considered to be merely background information presented to the assembly.
- All questions and comments must be directed to the Chair. Remarks must be courteous in language and manner - avoiding all verbal attacks and name-calling. People can be asked to leave the meeting at the sole discretion of the Chair person.

- To obtain the floor (or the right to speak) one must be recognized by the Chair before speaking, by being the first to stand when the person speaking has finished.
- No member can speak twice to the same issue.
- People intoxicated will not be allowed in the assembly. People can be asked to leave the assembly by the Chair.
- WPCIB staff shall record minutes of the meeting.
- The WPCIB staff shall take registration of people in attendance at the meeting for the band's record.

**5. DOCUMENTATION**

WPCIB Band Meeting minutes

WPCIB attendance registration


WPCIB Policy Template

**6. PRACTICE**

WPCIB will publish dates, times and locations of upcoming meetings on the WPCIB web site.

WPCIB will hold Band community meetings as frequently as the Chief decides, but shall be held at least once per year.

Typically the Chief will Chair the meeting.

  
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Chief

  
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Council

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Council