

Native Council of PEI - Zone Meeting Guide

Purpose of Zone Meetings

The NCPEI Board of Directors are required to hold a minimum of four (4) Zone meetings annually which are generally held for the following reasons:

- Board of Directors will provide members with information from the agenda items which have been discussed at the previous Board of Directors' meeting and obtain feedback, comments and/or concerns regarding agenda items;
- Board of Directors will bring feedback, comments and/or concerns from the Zone to the next Board meeting;
- Choose delegates and alternates for the CAP AGA in their first quarter (April to June) Zone meeting;
- Choose delegates and alternates for the NCPEI AGA in their second quarter (July to September) Zone meeting;
- Hold elections to replace a Board of Director at the end of a three (3) year term; and
- Hold elections or appoint to fill a vacancy of a Board of Director who has been unable to complete their term.

Planning a General Zone Meeting

Any Board of Director can schedule a Zone meeting within their Zone. If a Board of Director wishes to hold a Zone meeting, the process in planning is as follows:

- Contacting the other Board of Director from their Zone to indicate their interest in holding a Zone meeting;
- Discussing what will be on the Zone agenda and to determine the date, time and place of the Zone meeting;
- Notices must be mailed out and received by members twenty (20) days in advance of the Zone meeting and;
- Board of Directors must send their notice of intent to hold a Zone meeting, including details, to the NCPEI head office at least thirty (30) days in advance so the notices can be prepared and sent to all respective Zone members.

Holding a General Zone Meeting

Board of Directors should come prepared for each Zone meeting with an agenda covering the following items:

- Welcoming and opening prayer;
- Brief report (preferably written) of the agenda topics and items discussed at the last Board meeting;
- Questions, comments and/or concerns regarding Board of Directors' report; and
- Member's questions, comments or concerns regarding items to bring to the next Board of Directors meeting.

Do not forget to record the names of each member present and minutes from discussions. Board members are required to submit minutes from Zone meetings to the NCPEI head office within ten (10) days after the Zone meeting has been held.

Annual Zone Meetings:

Selecting Delegates and Alternates for the NCPEI's AGA

- Annual Zone meetings must be held a minimum of twenty (20) days prior to the date of the NCPEI and CAP AGA's;
- The NCPEI AGA delegation list will consist of twenty (20) delegates and five (5) alternates from each Zone, which can only be selected at a Zone meeting specifically organized and held for this purpose;
- The Board of Directors, including the President & Chief, Youth, and Elder representatives are automatically selected as delegates. Therefore, the Board, President & Chief, Youth and Elder Representatives must be subtracted from whatever Zone they reside. Should either the Youth and/or Elder Representative not reside in your Zone, a youth and elder must be identified and selected as part of the zone's delegation;
- The required remaining delegates to make up the twenty (20) in each Zone are then selected by secret ballot from those members in attendance, including those who were unable to attend but sent written notice by: mail, email, or text to their zone director(s) indicating their wish to be added to the delegate list, prior to the start of the zone meeting.
- Once all twenty (20) delegates are identified, the next five (5) names drawn are chosen as alternates. The process of selecting delegates and alternates is now complete and this is

the final list, along with the signed delegate/alternate registration forms, that is to be submitted to the NCPEI head office within ten (10) days before the date of the NCPEI Annual General Assembly, or five (5) days before the date of the NCPEI Special General Assembly.

- Should a delegate be unable to attend, a replacement will be chosen from their respective Zone alternate list provided to the NCPEI head office. If a Zone still requires further delegates, then remaining alternates, regardless of Zone, will be used to fill these delegate positions.

Selecting Delegates and Alternates for the CAP's AGA

Currently, the NCPEI is required to send up to ten (10) delegates to the CAP AGA:

- The CAP delegate list consists of the NCPEI President & Chief, Board of Directors, Youth and Elder Representatives and CAP Whip;
- Three (3) Alternates for the CAP AGA will be selected at the first quarter Zone meeting following the same process as for the NCPEI Annual General Assembly; and
- Should any of these alternates be unable to attend in place of their Zone director, then an alternate from another zone will be chosen as the delegate.

Important Timeframes to Remember

- Zone meetings must be held a minimum of twenty (20) days prior to the date of the NCPEI and CAP AGA's;
- Board of Directors must send their notice of intent to hold a Zone meeting, including details, to the NCPEI head office at least twenty (20) days in advance so the notices can be prepared and sent to all respective Zone members.
- Zone members require twenty (20) days' notice prior to a Zone meeting and this should be taken into consideration when planning to allow notices to be mailed from head office;
- Zone Directors are required to submit their names of the voting delegates and alternates chosen at their respective Zone meetings at least ten (10) days prior to the date of the AGA, and at least five (5) days prior to the date of the SGA;
- Zone meeting minutes must be forwarded to the head office within ten (10) days after the meeting has been held.

Election Year

- In an election year, intent to run for Zone Directors must be received by the NCPEI head office seven (7) days in advance of the Zone meeting.
 - An individual interested in running for a vacant director position, or running for re-election, shall submit a letter by mail or an email to the Native Council indicating their intention to run as a director and enclosing or attaching a biography.
- In an election year, intent to run for President & Chief must be received by the NCPEI head office seven (7) days in advance of the Annual General Assembly or Special General Assembly.
 - An individual interested in running for President & Chief, or running for re-election, shall submit a letter by mail or an email to the Native Council indicating their intention to run as a director and enclosing or attaching a biography.