

Important timeframes to remember:

- Zone Meetings must be held at least thirty (30) days prior to the date of NCPEI's Annual General Assembly;
- Zone Members require seven (7) days' notice prior to a Zone Meeting and this should be taken into consideration when planning to allow for notices to be made-up and mailed-out from Head Office;
- Zone Directors are required to submit the names of the voting delegates and alternates chosen at their respective Zone Meeting at least twenty (20) days prior to the date of the AGA.
- Zone Meeting Minutes must be forwarded to the Head Office within thirty (30) days after the meeting has been held.

For More Information Contact:

6 F.J. McAulay Court
Charlottetown, PE C1A 9M7
Phone: (902) 892-5314
Toll Free: 1-877-591-3003
Email: admin@ncpei.com
Website: www.ncpei.com

Native Council of Prince Edward Island



Zone Meeting Guidebook

Table of Contents

Purpose of Zone Meetings.....1

Planning a Zone Meeting..... 2

Holding a Zone Meeting..... 3

Selecting Delegates & Alternates for NCPEI's AGA ... 4-5

Selecting Delegates and Alternate for NCPEI's AGA Continued:

- The Executive and Board of Directors are automatically selected as delegates. The President, Vice-President, Youth and Elder Board representatives must therefore be subtracted from whatever Zone they reside in. The required remaining delegates to make up the twenty (20) in each Zone are then selected from the Master List beginning with those members who have attended the most meetings since the last AGA and going down the list from there.
- Once all twenty (20) delegates are identified, the next three names on the list are chosen as alternates. The process of selecting delegates and alternates is now complete and this is the final list that is to be submitted to NCPEI Head Office within twenty (20) days before the date of the AGA.
- If any Zone requires more delegates, these will be chosen from their respective Zone alternate list provided to Head Office. If a Zone still requires further delegates, then remaining alternates, regardless of Zone, will be used to fill these delegate positions. In the event that more delegates are still required, then these delegates will be chosen from the AGA Registration list beginning from those who have registered first and continuing down the list until all remaining spots are filled.

Selecting Delegates and Alternates for NCPEI's AGA

NCPEI AGA consist of twenty (20) delegates and three (3) alternates which can only be selected at a Zone meeting specifically organized and held for this purpose.

The process for selecting delegates and alternates is as follows:

- Notify NCPEI Head Office of the date, place, and time the Zone meeting will be held to ensure notices are sent out to Zone members in accordance with NCPEI's Constitution & By-Laws.
- Prior to the Zone meeting, contact the Local President and ask him/her to provide you with a list of the members who have attended any and all Local meetings and how many they attended since the last AGA.
- Review the Zone meeting attendance list and do the same as above to identify which members have attended any and all Zone meetings and how many they have attended since last AGA.
- Combine both lists to create a Master List identifying those members who have attended any and all meetings since NCPEI's last AGA. The Master List should now have each member's name and the number of meetings they have attended since the last AGA. It is from this Master List that delegates and alternates are chosen from.

Purpose of Zone Meetings

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

- Prior to a Board of Directors' Meeting to provide members with the Agenda items that will be discussed at the upcoming Board of Directors' Meeting and obtain membership feedback, comments, and concerns regarding agenda items;
- Choose delegates for the Native Council of PEI's (NCPEI) Annual General Assembly;
- Choose delegates to attend Congress of Aboriginal People's (CAP) Annual General Assembly;
- Elect a Board of Director at the end of a three (3) year term; and
- To fill a current vacancy of a Board of Director who has resigned before completing his/her term.

Planning a 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 your Zone to indicate your 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. (Since notices must be mailed out to members, it is a good idea to plan the Zone meeting at least one month in advance); and
- Give notice of the date, time, place, and purpose of the Zone meeting to NCPEI Head Office. Zone meeting notices will then be prepared by head office and mailed-out to all respective Zone members.

Holding a 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 (written or verbal) of the agenda topics and items discussed at the last Board Meeting;
- Questions, comments, or concerns regarding Board of Directors' report;
- Upcoming Board of Directors' meeting agenda and any questions, comments, or concerns regarding items on the agenda; and
- Reason current Zone meeting was called (if not called before a Board Meeting) and discussion on those topics and items;

Do not forget to record the names of each member present and notes from discussions as you are required to submit Minutes from each Zone meeting to NCPEI Head Office within thirty (30) days after the date the Zone meeting was held.