

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 and 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 alternates for the Congress of Aboriginal Peoples (CAP) AGA in the first quarter (April to June) of the NCPEI fiscal year Zone meeting;
- Choose delegates and alternates for the NCPEI AGA in the second quarter (July to September) of the NCPEI fiscal year Zone meeting;
- Hold elections to replace a Board of Director at the end of a four (4) year term; and/or
- Hold elections or appoint to fill a vacancy of a Board of Director who has been unable to complete 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 their Zone to indicate their interest in holding a Zone meeting;
- Plan for what will be on the agenda and determine the date, time and place of the Zone meeting;
- Notices must be mailed out to Zone members seven (7) days in advance of the meeting; and
- Board of Directors must send their notice of intent to hold a Zone meeting with the details of the meeting to the NCPEI head office at least thirty (30) days in advance of the Zone meeting so notices can be prepared and sent 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:

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

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.

Selecting Delegates and Alternates for the NCPEI AGA

The NCPEI AGA delegation will 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 delegate selection process is:

- Board of Directors, Youth and Elder Representatives are automatically selected as delegates. The Board, Youth and Elder Representatives must therefore be subtracted from whatever Zone they reside. Should either the Youth or Elder Representative not reside in your Zone, a Youth and Elder must be identified and selected;
- The required remaining delegates to make up the twenty (20) in each Zone are then selected (secret ballot) from the members who attend the Zone meeting or send written notice (mail, email or text) indicating their wish to be added to the delegate list;
- Once all twenty (20) delegates are identified, the next three (3) names selected are listed as alternates. The process of selecting delegates and alternates is now complete and this is the final list that is to be submitted to the NCPEI head office at least ten (10) days prior to the start of the Annual General Assembly; and
- 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 submitted to the head office (regardless of Zone) will be used to fill these

delegate positions. If more delegates are required, then these delegates will be chosen from the NCPEI AGA registration list beginning with those registered from each Zone and continuing through the registration list until all delegate positions are filled.

Selecting Alternates for the CAP AGA

Currently, the NCPEI is required to send ten (10) delegates to the CAP AGA. The President & Chief, six (6) Board of Directors, Youth and Elder Representatives and Whip are automatically selected as delegates;

- Should any of the delegates be unable to attend, an alternate will be selected from the Zone with the vacancy from the alternate list provided from the first quarter Zone meeting; and
- Should these alternates be unable to attend, the delegates required to complete the list of ten (10) are then selected from the alternate list from another Zone.

Important Timeframes to Remember

- Zone meetings must be held a minimum of thirty (30) days prior to the date of the NCPEI AGA;
- Zone members require seven (7) days' notice prior to a Zone meeting and this should be taken into consideration when planning a meeting to allow notices to be mailed from the head office;
- Zone Directors are required to submit the list of the delegates and alternates chosen at their respective Zone meetings to the head office at least ten (10) days prior to the Annual General Assembly; and
- Zone meeting minutes must be sent to the head office within ten (10) days after a Zone meeting has been held.