

EXECUTIVE ORDER ESTABLISHING RULES OF PROCEDURE FOR THE CONDUCT OF NUNATSIAVUT EXECUTIVE COUNCIL BUSINESS

The President of Nunatsiavut is pleased to issue the following Order:

Short Title

1.
This Order may be cited as the *Nunatsiavut Executive Council (NEC) Rules and Procedures Order*.

Authority

2.
This Executive Order is made under section 17 of the *Nunatsiavut Government Organization (Transitional) Act*.

Interpretation

3.
Unless the context otherwise requires, terms used in this Order have the same meaning as in the *Nunatsiavut Government Organization (Transitional) Act* and the *Labrador Inuit Constitution*.

Scheduling of Meetings

4.
Dates and locations of monthly face to face meetings shall be set at least three months in advance.

Emergency Meetings

5.
Notwithstanding section 4, emergency meetings can be called at any time by the President or at the request of a Minister.

Confidentiality of NEC Proceedings

6.
As a general rule, all proceedings of the NEC and all documents prepared for or by the NEC for purposes of NEC deliberations are confidential.

Exception to Rule

- 7.



Despite the general rule outlined in section 6, the following information may be released to the Assembly and made available to the Inuit public:

- (a) decisions of the NEC
- (b) Resolutions of the NEC
- (c) Motions adopted by the NEC

Who May Release

8.

The decision to release the information listed in section 7 may be made by the President or a Minister, the Secretary to the NEC or a Deputy Minister with respect to a decision in relation to the Deputy's Department.

Agenda Items

9.

The procedure for items to be tabled at an NEC meeting are as follows:

- (a) each Minister, or Deputy Minister at the request of their Minister, shall forward agenda items and Briefing Notes to the Secretary of the NEC at least three (3) days prior to the date set for the meeting;
- (b) only items reviewed and approved by the respective Minister shall be placed on the agenda;
- (c) all decisions of the NEC must be in the form of a Motion or Resolution;
- (d) all agenda items for the meeting shall be reviewed by the President, Secretary to the NEC and Legal Council before the final agenda is set;
- (e) the Secretary to the NEC shall inform the respective Minister and Deputy Minister if an item will not be included on the agenda because it can be dealt with exclusively by the respective department; and
- (f) the Secretary to the NEC shall set the final agenda and distribute it to all members of the NEC at least three days before the meeting.

Attendance at NEC Meetings

10.

All Deputy Ministers, Legal Council and the Director of Communications shall attend all meetings of the NEC unless they have been excused by either their Minister or the President.

Additional Attendees

11.



Each Minister shall be responsible for ensuring that the necessary Deputy Minister or Director is available at the meeting to be available to answer questions or offer explanation to specific agenda items.

Follow up to Meetings

12.

The Secretary to the NEC shall be responsible for all necessary follow up arising from a meeting including insuring that the responsible Deputy Minister is aware of the necessary action to carry out NEC decisions.

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