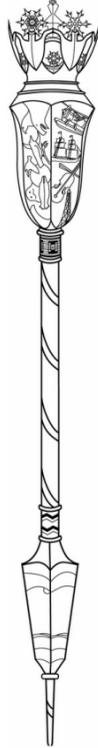


# **Rules of the Legislative Assembly of the Northwest Territories**



**MAY 27, 2015**

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## GENERAL RULES

- 1 (1) The proceedings in the Legislative Assembly of the Northwest Territories and in all Committees of the Legislative Assembly shall be conducted according to these Rules. Rules
- (2) In all cases not provided for in these Rules or by other orders of the Assembly, the customs and procedures of this Assembly, the House of Commons of Canada, provincial and territorial legislatures, and parliaments in the Commonwealth shall be followed, so far as they apply to this Assembly. Customs and procedures
- (3) The Speaker may alter the application of any rule or practice of the Assembly in order to permit the full participation in the proceedings of the Assembly of any Member with a disability.

## DEFINITIONS

- 2 In these Rules: Definitions
- (a) “Assembly” means the Legislative Assembly of the Northwest Territories;
- (b) “Clerk” means the Clerk of the Legislative Assembly of the Northwest Territories;
- (c) “House” means the Legislative Assembly of the Northwest Territories;
- (d) “Minister” means a Member of the Executive Council of the Government of the Northwest Territories appointed by the Commissioner, on the advice of the Premier, to a ministerial portfolio;
- (e) “Rules” means the Rules of the Legislative Assembly of the Northwest Territories;
- (f) “Session” is one of the fundamental time periods into which an Assembly is divided and usually consists of a number of separate sittings. The Commissioner opens a session and a session ends with prorogation or dissolution of the Assembly; and
- (g) “Sitting” is a meeting of the Assembly within a session.

**SITTINGS OF THE ASSEMBLY**

- 3 (1) The Assembly shall hold three sittings each calendar year: Sitting dates
- (a) a sitting beginning the first Wednesday in February;
  - (b) a sitting beginning the last Wednesday in May; and
  - (c) a sitting beginning the first Thursday after Thanksgiving.
- (2) Notwithstanding Rule 3(1): Recall of the House
- (a) whenever the House stands adjourned, if the Speaker is satisfied, after consultation with the Executive Council and the Members of the Legislative Assembly, that the public interest would be served by an earlier meeting of the House, the Speaker shall give notice that the House shall meet, and the House shall then meet at the date and time stated and shall transact its business as if it had been duly adjourned to that time; and
  - (b) whenever the House stands prorogued, if the Speaker is satisfied, after consultation with the Executive Council and the Members of the Legislative Assembly, that the public interest would be served by a meeting of the House, the Speaker shall give notice that the House shall convene at the date and time stated to open a new session to transact its business.
- 4 (1) The Assembly shall meet on Mondays, Tuesdays, Wednesdays and Thursdays from 1:30 p.m. to 6:00 p.m. and on Fridays from 10:00 a.m. to 2:00 p.m. unless otherwise ordered. Sitting days and times
- (2) When the Assembly rises on Friday it stands adjourned until the following Monday unless otherwise ordered. Friday adjournment
- 5 The Assembly shall not meet on New Year's Day, Good Friday, Easter Monday, Victoria Day, National Aboriginal Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day or Boxing Day unless otherwise ordered. House not to sit
- 6 (1) At 6:00 p.m. on Mondays, Tuesdays, Wednesdays and Thursdays, and at 2:00 p.m. on Fridays the Assembly shall be interrupted by the Speaker, or if the Assembly is in Committee of the Whole by the Chair, who shall rise and report progress. The Speaker shall adjourn the Assembly and all remaining business shall stand over until the next sitting day. Daily adjournment

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- (2) Notwithstanding Rule 6(1), a Member may propose a motion without notice in the Assembly or in Committee of the Whole to continue a sitting beyond the hour of daily adjournment for the purpose of continuing consideration of a specified item of business, subject to the following conditions:
- (a) the motion must relate to the business then being considered;
- (b) the motion must be proposed prior to the scheduled time for daily adjournment; and
- (c) the motion shall not be subject to debate or amendment.
- Motion to extend sitting hours

### QUORUM

- 7 (1) “Quorum” means the presence of at least ten Members, inclusive of the Member presiding, for any proceeding of the House. Quorum
- (2) The presence of a quorum shall be necessary to constitute a meeting of the Assembly. Quorum requirements
- (3) If at the time of meeting the Speaker takes the Chair and finds there is not a quorum, the Speaker shall adjourn the Assembly until the next sitting day. Adjournment due to lack of quorum
- (4) When the Speaker adjourns the Assembly for lack of a quorum, the time of adjournment and the names of the Members present shall be recorded in Hansard. Record of adjournment
- (5) If the attention of the Speaker is drawn to a lack of a quorum during a sitting, the Speaker shall call in the Members for up to 15 minutes. If there is still no quorum, the Speaker shall adjourn the Assembly until the next sitting day. Lack of quorum during sitting
- (6) If the attention of the Chair is drawn to a lack of a quorum, the Chair shall call in the Members for up to 15 minutes. If there is still no quorum the Chair shall rise and report to the Speaker. Lack of quorum in Committee of the Whole

### PRESIDING OFFICERS

- 8 (1) At its first meeting after a general election, or when a vacancy occurs in the office of the Speaker, the House shall elect a Speaker from among its Members before entering into any business. Election of Speaker

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|----|---|---|
|    | (2) The election of the Speaker shall be presided over by the Clerk and shall take place by motion without notice or debate. A motion must be made and seconded for each Member proposed, and may not be amended.   | Clerk to preside                        |
|    | (3) If only one Member is proposed, the Clerk shall declare, without question put, that the Member is elected. If two or more Members are proposed, the motions shall be considered in the order they were proposed. If the first motion is defeated, the subsequent motions shall be considered until a Member is elected.                                     | Method of Election                      |
|    | (4) In the case of a tie, the Clerk shall declare the motion to be defeated.  | Tie vote on election of Speaker         |
|    | (5) The Speaker shall hold office at the pleasure of the Assembly.  | Term of office                          |
| 9  | (1) The Speaker shall not take part in any debate before the Assembly other than to take part in the Legislative Assembly estimates review process in Committee of the Whole.   | Speaker shall not debate                |
|    | (2) The Speaker shall not vote except to cast the deciding vote in the case of a tie.   | Speaker decides tie vote                |
| 10 | (1) The Deputy Speaker shall exercise the powers of the Speaker and perform the duties of the Speaker where:  | Deputy Speaker                          |
|    | (a) invited to do so by the Speaker;  |   |
|    | (b) the Speaker is absent or unable to act; or  |   |
|    | (c) the office of the Speaker is vacant.  |   |
|    | (2) A motion to remove the Speaker, Deputy Speaker or a Deputy Chair of Committee of the Whole requires notice to be given in accordance with Rules 19(2) and 49.   | Removal of Speaker                      |
| 11 | (1) A Deputy Speaker shall be appointed by motion at the commencement of each new Assembly, or when a vacancy occurs.   | Appointment of Deputy Speaker           |
|    | (2) The Deputy Speaker shall act as Chair of the Committee of the Whole and shall preside over and maintain order in the Committee.   | Chair of Committee of the Whole         |
|    | (3) Two Deputy Chairs of Committee of the Whole shall be appointed by motion at the commencement of each new Assembly, or when a vacancy occurs. During the absence of the Chair or when directed by the Speaker, one of the Deputy Chairs named by the Speaker shall be entitled to exercise all the powers vested in the Chair of the Committee of the Whole. | Deputy Chairs of Committee of the Whole |

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- (4) In the absence of the Deputy Speaker and the Deputy Chairs of Committee of the Whole, the Speaker shall appoint any Member to act as Chair of the Committee before leaving the Chair. Absence of Chair and Deputy Chairs

**ORDER AND DECORUM**

- 12 (1) The Speaker shall preserve order and decorum and shall decide questions of order. Speaker to preserve order
- (2) In deciding points of privilege, order or practice, the Speaker shall state the applicable Rule or other authority. The Speaker's decision shall not be subject to debate or appeal. No debate or appeal of decision
- (3) Whenever the Mace is on the upper Mace stand, Members shall upon entering, leaving or crossing the Assembly Chamber show respect for the rights of the people of the Northwest Territories to govern themselves by bowing in the direction of the Mace. Bowling to Mace
- (4) Out of respect no Member shall pass between the Chair and the Mace when the Mace is on the upper Mace stand. Mace on the upper stand
- (5) When the Speaker is putting a question, no Member shall enter, leave or cross the Chamber, or make any noise or disturbance. Speaker putting question
- (6) When a Member is speaking, no Member shall pass between that Member and the Chair, nor interrupt him or her except to raise a point of order or question of privilege. Member speaking
- (7) Members shall refer to each other by surname or as "The Honourable Member for (name of constituency)" or as "The Honourable Member". Referring to Members
- (8) When the Speaker speaks, any Member speaking shall sit and the Speaker shall be heard without interruption. No interruption of the Speaker
- (9) The use of electronic devices is permitted in the Chamber provided they are operated silently, not operated as a telephone and conform to Appendix 1 – Directions Regarding the Use of Electronic Communication Devices in the Chamber. Use of electronic devices
- (10) When in the Assembly every Member shall be attired in traditional aboriginal clothing or in a manner that does not offend the dignity of the Assembly. Dress of Members

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| (11) | Food and beverages, other than water, may not be brought into or consumed in the Chamber.                                      | Food and beverages not permitted |
| (12) | When the Assembly adjourns the Members shall stand and remain standing in their places until the Speaker has left the Chamber. | Stand for adjournment            |

**CONFLICT OF INTEREST**

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|----|--|-----------------------------|
| 13 | No Member is entitled to vote upon any question in which he or she has a direct or indirect financial interest, and the vote of any Member so interested shall be disallowed.  | Financial interest          |
| 14 | Notwithstanding Rule 13, a Member is entitled to vote upon any question concerning the indemnities, expenses, allowances and salaries of that Member or any other Member payable by the Government of the Northwest Territories. | Voting on Members' salaries |

**STRANGERS**

- |    |   |                               |
|----|---|-------------------------------|
| 15 | (1) "Strangers" means any persons admitted to the Assembly Chamber during House proceedings other than the Commissioner, his/her Aide-de-camp, Members, Officers of the Assembly, legislative pages, witnesses appearing before the Committee of the Whole, and guests invited by the Assembly for ceremonial occasions.                | Strangers                     |
|    | (2) With the agreement of the House, strangers may be admitted to designated areas of the Assembly Chamber.   | Admitting strangers           |
| 16 | No stranger admitted to the Assembly Chamber shall:<br><br>(a) send written notes to Members or Assembly staff, except through a page on duty; or<br><br>(b) use any type of photographic, video, or sound equipment; or any type of handheld or portable electronic device in the Chamber unless previously authorized by the Speaker. | Behaviour of strangers        |
| 17 | (1) When any Member takes notice that strangers are present on the floor of the Chamber, the Speaker or the Chair shall put the question "Shall strangers be ordered to withdraw?" The question shall not be subject to debate or amendment.  | Notice of strangers present   |
|    | (2) Notwithstanding Rule 17(1), the Speaker or the Chair may at any time order the withdrawal of strangers or the clearing of the gallery.  | Strangers ordered to withdraw |

- 18 The Sergeant-at-Arms shall, when ordered by the Speaker or the Chair, remove any stranger or visitor to the gallery who engages in misconduct or does not withdraw when directed. Removal of strangers

### WAIVER OF RULES

- 19 (1) The Assembly may waive any rule, procedure, custom or precedent by unanimous consent. Unanimous consent to waive Rules
- (2) Notwithstanding, Rule 19(1) does not apply to the removal of the Speaker, Deputy Speaker or a Deputy Chair of Committee of the Whole. Exceptions
- (3) Notwithstanding, Rule 19(1) does not apply to the rules regarding the daily adjournment of the House.

### PRIVILEGE

- 20 (1) "Privilege" means all of the privileges to which Legislatures and their Members are traditionally entitled. Privilege

The privileges of Members include:

- (i) freedom of speech;
- (ii) freedom from arrest in civil matters;
- (iii) exemption from jury duty;
- (iv) exemption from attendance as a witness in court while the House or a Committee is sitting; and
- (v) freedom from obstruction and intimidation in relation to their duties as elected representatives.

The privileges of the House include:

- (i) the power to maintain order and to discipline for breaches of privilege and for contempt of the House. Contempt of the House may include disobedience to its orders, misconduct before it, affronts against its dignity and authority, and any act or omission which impedes or obstructs the House or its Members in the performance of their duties; and

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- (ii) the right to regulate its internal affairs, including the right to set its own Rules and to exercise control over publications.
- (2) A Member may always raise a question of privilege in the Assembly immediately after the words are uttered or the events occur that give rise to the question. Raising a question of privilege
- (3) When a matter of privilege arises it shall be considered immediately. Immediate consideration
- (4) The Speaker may allow debate to assist the Speaker to determine whether a *prima facie* case of breach of privilege has taken place and whether the matter is being raised at the earliest opportunity. The Speaker may take the matter under advisement before rendering a decision. Debate on question of privilege
- (5) When the Speaker has ruled Motion concerning privilege
- (a) that there appears to be a *prima facie* breach of privilege, and
- (b) that the matter has been raised at the earliest opportunity,
- then any Member may either immediately propose a motion or, by the conclusion of the next sitting day, give notice of a motion calling upon the Assembly to take action on the matter or referring the matter to a Committee of the Assembly.
- (6) If the Speaker rules that there is no *prima facie* case of privilege or that the matter has not been raised at the earliest opportunity, the matter is then closed. Question of privilege closed

**PERSONAL EXPLANATION**

- 21 (1) With leave of the Speaker, any Member may explain a matter which, although not a contempt or breach of privilege, concerns the Member in his or her capacity as a Member of the Legislative Assembly. In particular, the Member may explain that he or she has been misquoted or misunderstood, or deny published accusations against the Member. The explanation must be clear and concise and no debate shall be allowed. Personal explanation
- (2) At least one hour prior to making the remarks under Rule 21(1), the Member must provide written notice to the Speaker setting out the substance of the Member's comments. If responding to written or spoken words, the Member must attach to the notice a copy of the written words or notes of the spoken words. Written notice required

**RULES OF DEBATE**

- |    |   |                        |
|----|---|------------------------|
| 22 | Every Member recognized to speak shall stand in his or her place and address the Speaker.   | Member speaking        |
| 23 | Except where otherwise expressly provided by the Rules, or by unanimous consent, no Member shall speak in the House for more than twenty minutes at a time.   | Time limit             |
| 24 | In debate a Member will be called to order by the Speaker if the Member:<br><br>(a) speaks twice to a question, except in the case of a mover concluding debate on a motion, or in explanation of comments made previously by the Member which may have been misquoted or misunderstood. The Member is not to introduce any new matter and no debate shall be allowed upon any explanation;<br><br>(b) speaks to matters other than<br><br>(i) the question under discussion;<br><br>(ii) a motion or amendment the Member intends to move; or<br><br>(iii) a question of privilege or a point of order under discussion;<br><br>(c) persists in irrelevance or tedious repetition or raises matters which have been decided during the current Session;<br><br>(d) refers at length to debates of the current Session or reads unnecessarily from Hansard or any other document not before the House. The Member may quote relevant passages which are necessary to comment on something said or to reply to an alleged misrepresentation;<br><br>(e) interrupts another Member except to raise a point of order or privilege;<br><br>(f) reflects upon any previous vote of the Assembly except for the purpose of moving that it be rescinded;<br><br>(g) refers to any matter<br><br>(i) that is pending in a court or before a judge; or | Member called to order |

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- (ii) that is before any quasi-judicial, administrative or investigative body either constituted by the Assembly or under the authority of a territorial statute where any person may be prejudiced in such matter by the reference;
- (h) makes allegations against another Member, a House officer, a witness, or a member of the public;
- (i) imputes false or hidden motives to another Member;
- (j) charges another Member with uttering a deliberate falsehood;
- (k) uses abusive or insulting language of a nature likely to create disorder;
- (l) speaks disrespectfully of the monarch, any member of the Royal Family, the Governor General of Canada, the Commissioner, the Assembly, or any of its Members or officers;
- (m) introduces any matter in debate that offends the practices and precedents of the Assembly;
- (n) uses any display, prop, demonstration, or exhibit of any kind to illustrate his or her remarks; or
- (o) Alludes to matters discussed during a confidential meeting of a Committee or of the Executive Council.

**POINT OF ORDER**

- |    |   |                              |
|----|---|------------------------------|
| 25 | (1) A Member may, at any time, raise a point of order relating to a perceived breach of the standing orders or departure from any unwritten rule or custom of this Assembly or of parliamentary tradition which shall, until disposed of, suspend the consideration and decision of every other matter. | Point of order               |
|    | (2) A Member that raises a Point of Order should cite the specific standing orders, unwritten rules, customs or parliamentary traditions that are perceived to have been breached. The explanation must be clear and concise.   | Citing<br>and<br>Explanation |
|    | (3) A Member addressing the Assembly who is called to order by the Speaker or on a point of order raised by another Member shall sit while the point of order is stated.  | Member<br>shall<br>take seat |

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|---|----------------------------------|
| (4) When the point of order has been stated the Member called to order may explain.                           | Member may explain               |
| (5) The Speaker may permit debate strictly relevant to the point of order before giving a decision.           | Relevant debate                  |
| (6) Notwithstanding Rule 25(1), the Speaker may take the matter under advisement before rendering a decision. | May take matter under advisement |

### NAMING OF A MEMBER

- |  |                                   |
|--|-----------------------------------|
| 26 (1) If a Member on being called to order for an offense against any Rule persists in the offense, the Speaker may direct the Member to discontinue the offending actions or retract the offending words and apologize to the House, and if such Member refuses to comply, the Speaker shall name the Member to the House. | Naming of a Member                |
| (2) A Member named under Rule 26(1) shall be suspended from the Assembly for the remainder of the sitting day. A motion without notice may be moved to increase the length of the suspension of the named Member and shall be decided without amendment or debate.   | Suspension of a Member            |
| (3) If the named Member refuses to leave after the Assembly or the Speaker orders him or her to leave, a motion may be made to increase the length of the suspension up to the conclusion of the Session. The motion shall be decided without amendment or debate.   | Motion to increase suspension     |
| (4) Where an offence to which Rule 26(1) applies is committed in Committee of the Whole, the Chair shall suspend proceedings and report the circumstances to the Assembly. The Speaker shall proceed as if the offence had been committed in the Assembly.   | Offence in Committee of the Whole |

### EMERGENCY DEBATE

- |   |                             |
|---|-----------------------------|
| 27 (1) At the conclusion of Oral Questions, a Member may move to set aside the ordinary business of the House to discuss a matter of urgent public importance requiring immediate consideration, subject to the following conditions: | Matter of urgent importance |
| (a) the Member proposing the motion shall give written notice of the matter proposed to be discussed to the Speaker at least one hour before the sitting of the House;  |                             |
| (b) no more than one matter shall be discussed on the same motion;  |                             |

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- (c) the motion must not raise a matter of privilege; and
  - (d) the motion must not raise any matter which can only be debated upon a motion with notice.
- (2) On any day during which more than one notice is received under this Rule, the Speaker shall decide which notice shall receive precedence. Precedence of notices
- (3) The Member proposing the motion may make a statement of not more than five minutes explaining the matter to be discussed and the reason for urgency. Short statement
- (4) The Speaker may allow such debate as he or she considers necessary to decide the question of urgency of debate and shall then put the question. No Member may speak for more than five minutes in debate pursuant to the question of urgency. Debate regarding urgency
- (5) If the motion to set aside business is carried in the affirmative, the debate shall proceed. No Member shall speak for more than ten minutes in debate pursuant to this Rule, and the debate shall conclude: Conclusion of debate
- (a) when all Members wishing to speak have spoken; or
  - (b) at the usual hour of adjournment, whichever occurs first.

**BUSINESS OF THE ASSEMBLY**

- 28 (1) The order of business on the opening day of a new Assembly shall be: Order of business on opening day of new Assembly
- 1. Prayer
  - 2. Commissioner's Opening Address
  - 3. Members' Statements
  - 4. Recognition of Visitors in the Gallery
  - 5. Acknowledgements
  - 6. Tabling of Documents
  - 7. Notices of Motion
  - 8. Notices of Motion for First Reading of Bills

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9. Motions
10. First Reading of Bills
11. Second Reading of Bills
12. Orders of the Day

(2) The order of business on the opening day of each Session shall be:

Order of  
business on  
opening day of  
each Session

1. Prayer
2. Commissioner's Opening Address
3. Ministers' Statements
4. Members' Statements
5. Recognition of Visitors in the Gallery
6. Acknowledgements
7. Oral Questions
8. Written Questions
9. Petitions
10. Reports of Standing and Special Committees
11. Tabling of Documents
12. Notices of Motion
13. Notices of Motion for First Reading of Bills
14. Motions
15. First Reading of Bills
16. Second Reading of Bills
17. Orders of the Day.

(3) The daily order of business in the Assembly shall be:

Daily order of  
business

1. Prayer
2. Ministers' Statements
3. Members' Statements
4. Returns to Oral Questions
5. Recognition of Visitors in the Gallery
6. Acknowledgements
7. Oral Questions
8. Written Questions
9. Returns to Written Questions
10. Replies to Commissioner's Opening Address
11. Petitions
12. Reports of Standing and Special Committees
13. Reports of Committees on the Review of Bills
14. Tabling of Documents
15. Notices of Motion
16. Notices of Motion for First Reading of Bills
17. Motions
18. First Reading of Bills
19. Second Reading of Bills
20. Consideration in Committee of the Whole of Bills and Other Matters
21. Report of Committee of the Whole
22. Third Reading of Bills

23. Orders of the Day

(4) The daily order of business in the Assembly on Tuesdays shall be:

Order of  
business on  
Tuesdays

1. Prayer
2. Minister's Statements
3. Member's Statements
4. Reports of Standing and Special Committees
5. Returns to Oral Questions
6. Recognition of Visitors in the Gallery
7. Acknowledgements
8. Oral Questions
9. Written Questions
10. Returns to Written Questions
11. Replies to Commissioner's Opening Address
12. Petitions
13. Reports of Committees on the Review of Bills
14. Tabling of Documents
15. Notices of Motion
16. Notices of Motion for First Reading of Bills
17. Motions
18. First Reading of Bills
19. Second Reading of Bills
20. Consideration in Committee of the Whole of Bills and Other Matters
21. Report of Committee of the Whole

22. Third Reading of Bills

23. Orders of the Day.

### **ORDERS OF THE DAY**

- |    |   |                                     |
|----|---|-------------------------------------|
| 29 | All items on the Orders of the Day shall be taken up according to their precedence on the Order Paper.  | Order of business                   |
| 30 | The Orders of the Day shall include all items that are pending in Committee of the Whole.   | Business for Committee of the Whole |
| 31 | Immediately prior to adjournment on each sitting day, the Clerk shall announce the Orders of the Day for the next sitting day.  | Announcing Orders of the Day        |
| 32 | All items on the Orders of the Day not taken up at the adjournment of the Assembly shall be placed on the Orders of the Day for the next sitting day.   | Items to next day                   |
| 33 | The Speaker, after consultation with the Executive Council and Members of the Legislative Assembly, shall direct the Clerk to replace the item "Orders of the Day" with the item "Prorogation" on the day designated for prorogation. | Prorogation                         |

### **PRAYER**

- |    |  |        |
|----|--|--------|
| 34 | A prayer shall be offered each sitting day before the Assembly enters upon any business. The Speaker may offer a prayer, or may call upon a willing Member or the Clerk to offer a prayer. | Prayer |
|----|--|--------|

### **COMMISSIONER'S OPENING ADDRESS**

- |    |  |                                 |
|----|--|---------------------------------|
| 35 | (1) The Opening Day of each Session shall begin with a "Commissioner's Opening Address" read by the Commissioner of the Northwest Territories.   | Commissioner's Opening Address  |
|    | (2) The Commissioner's Opening Address shall be provided to the Clerk in advance of the House sitting for distribution to all Members on the day the Address is delivered in the Assembly. | Advance Distribution to Members |

### MINISTERS' STATEMENTS

- |        |   |   |
|--------|---|---|
| 36 (1) | A Minister may make a factual announcement or statement of Government policy.   | Ministers' Statements                     |
| (2)    | Each Minister's statement shall be provided to the Clerk in advance of the House sitting for distribution to all Members at the time the statement is delivered in the Assembly.  | Copies to Clerk                           |
| (3)    | Any Member may, without notice, move a Minister's Statement into Committee of the Whole for discussion. The motion shall not be subject to debate or amendment and must be moved on the same day that the statement is delivered in the Assembly. | Statement moved to Committee of the Whole |
| (4)    | The time allotted for Ministers' Statements shall not exceed twenty minutes.  | Time limit                                |

### BUDGET ADDRESS AND REPLIES

- |        |   |                                     |
|--------|---|-------------------------------------|
| 37 (1) | Under the item "Ministers' Statements", the Minister of Finance shall inform the House of his or her intention to present a Budget Address on a specific date.  | Budget Address announcement         |
| (2)    | Upon receiving notice of a Budget Address, the Speaker shall place the item "Budget Address" on the Orders of the Day for the day of presentation immediately after "Prayer".                                 | Budget Address on Orders of the Day |
| (3)    | The Budget Address shall be provided to the Clerk in advance of the House sitting for Distribution to all Members on the day the Budget Address is delivered in the Assembly.                                 | Advance Distribution to Members     |
| (4)    | The item "Replies to Budget Address" shall be placed on the Orders of the Day after "Replies to Commissioner's Opening Address" on the day of the presentation of a budget and for the next six sitting days. | Replies to Budget Address           |
| (5)    | Every Member may make one reply to a Budget Address which shall not exceed twenty minutes.  | One reply                           |

### MEMBERS' STATEMENTS

- |        |  |                     |
|--------|--|---------------------|
| 38 (1) | Under the item "Members' Statements", a Member may make a statement on any matter. | Members' Statements |
| (2)    | A Member wishing to make a Member's Statement in more than one                     | Notice              |

official language must notify the Speaker, in writing, at least one hour prior to making his or her statement.

- (3) Statements made under Rule 38(1):
- Limitations  
on  
statements
- (a) in the case of a Member speaking in one official language, shall not exceed two and one half minutes;
- (b) in the case of a Member speaking in more than one official language, shall not exceed three minutes, and that the Member shall speak for at least thirty seconds in the second official language;
- (c) shall be confined to one matter; and
- (d) shall be limited to one statement per day by any Member.
- (4) The Speaker may order a Member who makes improper use of the Members' Statement to take his or her seat. Improper use
- (5) A Minister may make a statement in accordance with Rule 38(1) and (2) but the statement must not relate to his or her responsibility as a Minister. Member's  
Statement by  
a Minister

### **RECOGNITION OF VISITORS IN THE GALLERY**

- 39 (1) Under the item "Recognition of Visitors in the Gallery", a Member may make a statement of introduction of a visitor in the gallery or a page serving in the House. Recognition  
of visitors
- (2) Introductions made under Rule 39(1) shall not exceed 30 seconds.

### **ACKNOWLEDGEMENTS**

- 40 (1) Under the item "Acknowledgements", a Member may make a statement recognizing a significant milestone or accomplishment of a constituent as set out in Appendix 2 - Guidelines Pertaining to Acknowledgements. Acknow-  
ledgements
- (2) Acknowledgements made under Rule 40(1):
- (a) shall not exceed thirty seconds;
- (b) shall be limited to one acknowledgement per day by any Member;
- (c) shall be provided in writing to the Speaker at least one hour prior to

the commencement of the sitting day;

(d) shall be allowed at the sole discretion of the Speaker; and

(e) shall be confined to the Member's own constituents.

### QUESTIONS

- |    |   |           |
|----|---|-----------|
| 41 | Written and oral questions relating to the administrative responsibility of the government or of an individual Minister may be asked of a Minister. In putting a question or replying to it, no argument, opinion or facts shall be stated except so far as is necessary to explain, and the matter referred to shall not be debated. | Questions |
|----|---|-----------|

### ORAL QUESTIONS

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| 42 | (1) Under the item "Oral Questions", questions relating to the administrative responsibility of the government or of an individual Minister may be put to a Minister.   | Oral Questions                |
|    | (2) An oral question shall be concisely and clearly put, and may include a short preamble. An oral question shall refer only to a matter which may reasonably be assumed to be within the present knowledge of the Minister to whom it is directed. | Questions concise and clear   |
|    | (3) The Minister may:   | Minister's response           |
|    | (a) answer the question in concise and clear fashion; or  |                               |
|    | (b) state that he or she takes the question as notice and answer it orally on a subsequent day under the item "Returns to Oral Questions"; or   |                               |
|    | (c) decline to answer.  |                               |
|    | (4) When a Minister answers an oral question, only three supplementary questions per Member may be asked. These supplementary questions must be directly related to the same subject.   | Three supplementary questions |
|    | (5) The time allotted for oral questions shall not exceed sixty minutes.  | Time limit                    |

### RETURNS TO ORAL QUESTIONS

- 43 A Minister who makes a commitment to provide additional information to a Member during Oral Questions shall table that information in the Assembly at the earliest opportunity. Returns to Oral Questions

### WRITTEN QUESTIONS

- 44 (1) Under the item “Written Questions”, written questions may be asked of Ministers. A question which would be likely to require a detailed or complex answer, or which would not reasonably be assumed to be within the present knowledge of the Minister, should be posed as a written question: Written Questions
- (2) All written questions shall be filed with the Clerk, who shall endorse the date of filing and provide copies to all Members. Filed with Clerk
- (3) The Speaker shall ensure that the Written Question conforms to the Rules and practices of the House and may rule a written question out of order. Conforming to Rules
- (4) A Written Question may only contain the one initial question and four supplementary questions. Structure of question
- (5) A Member may only have five Written Questions on the Order Paper at any one time. Number of questions

### RETURNS TO WRITTEN QUESTIONS

- 45 (1) A Minister shall provide a Return to a Written Question within 21 calendar days by filing a reply with the Clerk, who shall endorse the date of filing: File reply
- (a) if an extended adjournment of the House occurs before 21 calendar days have passed, the Minister shall file a reply with the Clerk no later than the first day of the next sitting; and Extended adjournment
- (b) if the Minister cannot provide an answer in the time allotted, he or she may file a provisional return with the Clerk indicating Provisional reply
- i) that the return to the written question is not ready,
- ii) the reason for the delay, and
- iii) the date upon which the information will be provided.

- (2) Under the item “Returns to Written Questions”, the Clerk shall inform the Assembly of the returns or provisional returns received, deliver copies to all Members, and have the returns printed in Hansard. Assembly advised of returns
- (3) Under the item “Returns to Written Questions”, a Minister may read a return which has been filed in accordance with Rule 45(1). Minister may read return

### REPLIES TO COMMISSIONER’S OPENING ADDRESS

- 46 (1) Every Member may make one reply to the Commissioner’s Opening Address given under Rule 35 and may speak on any matter for any length of time. Replies to Commissioner’s Opening Address
- (2) The item “Replies to Commissioner’s Opening Address” shall be placed on the Orders of the Day for the day after opening day and for every following sitting day, except the day designated for prorogation. Replies on Orders of the Day

### PETITIONS

- 47 (1) A petition to the Assembly may be presented by a Member during a sitting of the Assembly by filing it with the Clerk, or in the manner set out in Rule 47(2). Petition presented
- (2) A Member may present a petition under the item “Petitions”. The Member shall make a brief statement summarizing the contents of the petition, the number of handwritten signatures, the number of electronic signatures, and the number of signatories resident in the Northwest Territories; and shall sign his or her name on that statement. A Member shall not exceed five minutes in presenting a petition. Procedure for petitions
- (3) Every petition presented under Rule 47(1) shall be reported to the House by the Clerk under the item “Petitions”. Reported by Clerk
- (4) No debate shall be allowed on the presentation of a petition. No debate on presentation
- (5) (a) No Member may present a petition unless it has previously been reviewed by the Clerk as to form and content. Review by Clerk
- (b) The Clerk shall determine that every petition shall:
- (i) be addressed to the Legislative Assembly of the Northwest Territories;
  - (ii) contain a clear, proper and respectful request that the House

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take some action within its authority and not contain irrelevant statements;

- (iii) be written, typewritten or printed on paper of usual size;
  - (iv) have its request appear at the top of every sheet, if it consists of more than one sheet of signatures; and
  - (v) contain the names, addresses and signatures written directly on the petition and not pasted or otherwise transferred to it.
- (6) A Member presenting a petition shall be responsible for any impertinent or improper matter that it contains. Member is responsible for petition
- (7) Signatures on a petition must be handwritten, or they must be electronic signatures obtained from the Legislative Assembly e-petitions site. Form of petition
- (8) A Member may, after notice, move that a petition be referred to a Standing or Special Committee which shall report its recommendations to the Assembly. Petition referred to Committee
- (9) The Clerk shall deliver copies of all petitions presented to either the Speaker or the Minister responsible. Clerk delivers petitions
- (10) The Speaker or the Minister responsible shall provide a response to a petition within 60 calendar days of its presentation. The response shall be tabled at the earliest opportunity. Response to petitions

### **TABLING OF DOCUMENTS**

- 48 Under the item “Tabling of Documents”, a Member may provide to the House a written or printed paper providing information which may be of sufficient public import or interest; or which is required to be tabled in the House by any act or order of the Assembly. A Member may make a brief factual statement to identify the document. The Speaker shall ensure that the tabled document conforms to the rules and practices of the House and may rule a tabled document out of order. Tabling of documents

### **NOTICES OF MOTION**

- 49 Two sitting days’ notice shall be given of a motion. Notices of Motion
- 50 Notwithstanding Rule 49, notice is not required for the following motions: Notice not required

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- (a) to continue a sitting beyond the normal hour of daily adjournment to continue consideration of a specified item of business;
- (b) to amend a bill or a motion introduced in Committee of the Whole;
- (c) to suspend a Member from the Assembly;
- (d) to order the withdrawal of strangers;
- (e) to adjourn the Assembly or the debate;
- (f) to deal with a question of privilege;
- (g) relating to bills after their introduction;
- (h) to set aside the ordinary business of the House to discuss a matter of urgent public importance, provided that one hour's notice has been given to the Speaker;
- (i) to move a Minister's Statement into Committee of the Whole on the same day it is presented;
- (j) to amend another motion;
- (k) relating to the introduction of appropriation bills ordered by the Assembly under Rule 81(4);
- (l) to report progress in Committee of the Whole; or
- (m) to elect a Speaker.

51 (1) A Member giving notice shall:

Member giving  
notice

- (a) specify the day on which the motion is to be moved;
- (b) read the full text of the resolution portion of the motion; and
- (c) deliver to the Table a written copy of the motion.

(2) The notice referred to in Rule 51(1) shall be printed in Hansard.

Notice in  
Hansard

52 No Member shall give more than two notices of motion in one day.

Notice  
limit

### MOTION TO ADJOURN

- 53 A motion to adjourn either the Assembly or a debate is always in order, but no second motion to adjourn may be made until an intermediate proceeding has taken place. Motion to adjourn

### MOTIONS AND AMENDMENTS

- 54 (1) A motion is used to propose that the Assembly: Motions
- (a) do something;
  - (b) order something to be done; or
  - (c) express an opinion on a matter.
- (2) An adopted motion becomes either an order or resolution of the Assembly. It becomes an order when the Assembly requires its Committees, its Members or its officers to do something. It becomes a resolution when it declares the opinion of the Assembly or affirms a fact or a principle. Order or resolution
- (3) A motion adopted by the House and requesting a response from the Government will require the Government to table such a response within 120 days, or at the earliest opportunity subsequent to the passage of 120 days. Timing of response
- 55 All motions shall be in writing, and shall be read by the mover and seconded before being considered. Motions in writing
- 56 All motions are debatable except those: Non-debatable motions
- (a) to continue a sitting beyond the hour of daily adjournment;
  - (b) to suspend a Member from the Assembly;
  - (c) to order the withdrawal of strangers;
  - (d) to give first reading to a bill;
  - (e) to adjourn the Committee of the Whole or the Assembly;
  - (f) to remove the Speaker, Deputy Speaker or a Deputy Chair of Committee of the Whole;

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- (g) to concur with the report of the Committee of the Whole;
  - (h) to move a Minister's Statement into Committee of the Whole;
  - (i) to defer a motion or item under discussion; or
  - (j) to elect a Speaker.
- 57 (1) Every Member has the right to speak once to a motion. Right to speak once
- (2) The mover of the motion also has the right to the last reply. The Speaker shall inform the Assembly that the reply of the mover of the original motion closes the debate. Mover's right to close debate
- (3) Notwithstanding Rule 57(2), the mover of an amendment to a motion has no right to the last reply. No right to last reply
- 58 When a motion is under debate no other motion shall be received except: Motions during debate
- (a) to amend the motion;
  - (b) to postpone the motion to a specific day;
  - (c) to adjourn the debate;
  - (d) to defer the motion;
  - (e) to refer the motion to Committee of the Whole or to a Standing or Special Committee;
  - (f) to extend sitting hours;
  - (g) to report progress when in Committee of the Whole; or
  - (h) to adjourn the Assembly.
- 59 (1) A motion to amend the motion may be proposed to: Amendments
- (a) delete certain words;
  - (b) delete certain words in order to insert or add other words; or
  - (c) insert or add words.

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- (2) An amendment is required to be relevant to the subject matter of the original motion.
- (3) An amendment to the amendment may be proposed, but no motion to amend further shall be permitted until the consideration of the sub-amendment is concluded. A sub-amendment may propose to modify the amendment but shall not enlarge the scope of the amendment or substitute an entirely new proposal.
- (4) Notice is not required to move an amendment, but all amendments shall be in writing before being proposed.
- 60 A motion to refer a bill or another motion to Committee of the Whole or to a Standing or Special Committee shall take precedence over amendments to the bill or the original motion. Motion to refer
- 61 A Member who has made a motion may withdraw it with the consent of the seconder provided debate has not begun. Withdraw motion
- 62 Whenever the Speaker is of the opinion that a motion offered to the Assembly is contrary to the Rules and privileges of the Assembly, the Speaker shall inform the Assembly immediately, quoting the applicable Rules or authority, and shall not put the motion before the Assembly. Motion out of order
- 63 (1) A motion that has been twice called by the Speaker and not proceeded with shall be dropped, but it may be restored to the Order Paper after due notice. Motion dropped
- (2) If a restored motion is again called by the Speaker and not proceeded with, it shall be dropped from the Order Paper, and may not be introduced again during the same Session. Motion withdrawn from Order Paper
- 64 A formal motion that has been defeated in the Assembly cannot be introduced again in the same Session. A motion that has been carried may be rescinded by a new motion. Motion defeated; motion rescinded
- 65 A motion defeated in Committee of the Whole may only be introduced again by a formal motion at the same Session. Motion defeated in Committee of the Whole
- VOTING**
- 66 (1) If a quorum of Members is not present on a motion, the Speaker or Chair of Committee of the Whole shall call in the Members in accordance with Rule 7(5) and (6). Quorum required

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|    | (2) Motions shall be decided by a majority of Members voting.   | Majority vote |
|    | (3) In the case of a tie, the Speaker or Chair of Committee of the Whole shall cast the deciding vote, and may state reasons.   | Casting vote  |
| 67 | (1) The names of the Members voting on each side of the motion shall not be recorded in Hansard unless a recorded vote is requested by a Member.  | Recorded vote |
|    | (2) When a recorded vote is requested the Speaker shall first call upon the mover of the motion, and then upon those voting in the affirmative, and in the negative, and those abstaining, to rise. Names shall be called successively from the mover's left, and shall be recorded in Hansard. | Voting        |

**BILLS**

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| 68 | (1) Every bill shall be sponsored by a Minister or a Member and be introduced upon notice of motion for first reading specifying the title of the bill.                 | Notice of first reading |
|    | (2) "Public Bills" are Bills introduced by a Minister relating to matters of administration or public policy of general application within the Northwest Territories.   | Public Bills            |
|    | (3) A Member who is not a Minister may introduce a Private Member's Bill which does not involve the appropriation of public funds or the imposition of any tax.         | Private Member's Bill   |
| 69 | No bill may be introduced in blank or in incomplete form.   | Incomplete bill         |
| 70 | (1) Every bill shall receive three separate readings, on different days, before being passed.   | Three separate readings |
|    | (2) Notwithstanding Rule 70(1), a bill may be read two or three times, or advanced two or more stages in one day, unless this action is opposed by two or more Members. | Consent to advance bill |
| 71 | When a bill is presented, the question "That this bill be now read for the first time" shall be decided without amendment or debate.                                    | First reading           |
| 72 | The Clerk or Deputy Clerk shall certify upon each bill the date of reading and of passage.  | Bills certified         |
| 73 | Every bill shall be read twice in the Assembly before committal or amendment.   | Bills read twice        |

Rules of the Legislative Assembly

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| 74 | <p>(1) The debate on a motion for second reading must be limited to the object, expediency, principles and merits of the bill. The details of the bill are not debatable.</p> <p>(2) When a bill is read for the second time it stands ordered to a Standing or Special Committee.</p>   | <p>Second reading debate</p> <p>Bill ordered to Committee</p>  |
| 75 | <p>(1) Bills referred to a Standing or Special Committee shall not be proceeded with until the Assembly receives the report of the Committee or 120 calendar days pass from the day the bill was given second reading.</p> <p>(a) Notice of intent to proceed with a bill not reported in accordance with Rule 75(1) may be given to the House by the sponsor of the bill under the item “Ministers’ Statements” on the Order Paper if it is a government bill, and under “Members’ Statements” if it is a Private Member’s Bill.</p> <p>(b) On the third sitting day after receipt of a “Notice of Intent” the Speaker shall have the bill placed on the Orders of the Day in Committee of the Whole.</p> <p>(c) A Standing or Special Committee may request an extension of the 120-day review period by motion under item “Reports of Committees on the Review of Bills.”</p> <p>(2) All amendments made in a Standing or Special Committee must have the concurrence of the sponsor of the bill.</p> <p>(3) All amendments made in the Committee shall be reported to the Assembly. Every bill reported from any Committee, whether amended or not, shall be received by the Assembly and ordered into Committee of the Whole.</p> <p>(4) When amendments to a bill have been made in a Standing or Special Committee, the bill shall be reprinted as amended and introduced with the report of the Committee.</p> <p>(5) A bill reported by a Standing or Special Committee shall not be taken into consideration until two sitting days have passed from the presentation of the report.</p> | <p>Bill may not proceed</p> <p>Notice of Intent to Proceed</p> <p>Sponsor’s concurrence</p> <p>Reporting bills to Committee of the Whole</p> <p>Bill reprinted as amended by Standing or Special Committee</p> <p>Two sitting days</p> |
| 76 | <p>(1) In proceedings in Committee of the Whole on bills, the title and preamble are first postponed; then every other clause, and schedule, where applicable, is considered by the Committee in proper order. The preamble and title are considered last.</p>   | <p>Clauses considered in order</p>   |

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| (2)    | All amendments proposed to bills in Committee of the Whole must be written and translated and made available to the Assembly at the time the amendment is proposed.                         | Amendments written and translated |
| 77 (1) | When a bill is being considered in Committee of the Whole, questions relating to the content of the bill shall only be addressed to the Minister or sponsor of the bill.                    | Questions only to sponsor         |
| (2)    | Notwithstanding Rule 77(1), the sponsor of the bill may refer questions on a bill to another Minister or Member.  | Questions referred                |
| (3)    | When a bill or estimates document is being considered in Committee of the Whole, the sponsor of the bill or estimates document may have witnesses appear to supply information as required. | Witnesses may appear              |
| 78 (1) | When a bill has been amended in Committee of the Whole it shall be reprinted as amended if so ordered by the Committee.   | Reprinting of amended bills       |
| (2)    | When the bill has been sent to be reprinted, it shall be marked on the Orders of the Day "Being Reprinted", and shall not be further proceeded with until that mark has been removed.       | Notice of reprinting              |
| 79 (1) | All amendments made in Committee of the Whole shall be reported by the Chair.   | Amendments reported               |
| (2)    | The report of a bill from Committee of the Whole shall be received and the motion for concurrence shall be disposed of without debate or amendment.   | Report stage                      |
| 80     | When a bill is reported from the Committee of the Whole, it is ordered to be read a third time.   | Third reading of bills            |

## FINANCIAL PROCEDURES

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| 81 (1) | The Assembly may not adopt or pass any vote, motion or bill for the appropriation of public revenue except for a purpose recommended to the Assembly by the Commissioner in the Session in which the vote, motion or bill is proposed. | Money message       |
| (2)    | Rule 81(1) relates only to appropriations and does not refer to the imposition of taxes. The only condition imposed on a taxation measure is that it be introduced by a Minister.  | Taxation measures   |
| (3)    | An estimates document, when tabled in the Assembly, is deemed to be referred to Committee of the Whole.  | Estimates documents |

## Rules of the Legislative Assembly

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| (4) | The adoption of any motion to concur in estimates documents shall be an order of the Assembly to introduce an appropriation bill or bills based thereon.  | Appropriation bills            |
| (5) | Notwithstanding Rule 70, when an appropriation bill is introduced to appropriate sums of money contained in the estimates document as approved by the Committee of the Whole, the bill may receive second and third reading on the same day on which it received first reading. | Reading of appropriation bills |
| (6) | Notwithstanding Rule 74(2), when an appropriation bill is read for the second time it shall be deemed ready for third reading.  | Third reading                  |

### COMMITTEE OF THE WHOLE

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| 82 | (1) The Rules and procedures of the Legislative Assembly shall be observed in Committee of the Whole so far as they are applicable.                                | Rules of Committee             |
|    | (2) Speeches in Committee of the Whole must be strictly relevant to the item or clause under consideration.  | Debate                         |
|    | (3) The Chair shall maintain order in Committee of the Whole and shall decide all questions of order subject to an appeal to the Speaker.                          | Maintaining order in Committee |
|    | (4) Disorder in Committee of the Whole may be censured only by the Assembly, on receiving a report from the Committee.   | Disorder in Committee          |
| 83 | (1) No Member shall speak for more than ten minutes at any one time in Committee of the Whole.   | Time limit on speaking         |
|    | (2) Subject to the discretion of the Chair, a Member may speak more than once to a matter under discussion but not until every Member wishing to speak has spoken. | Speaking more than once        |
| 84 | The requirements for seconding motions shall not apply in Committee of the Whole.  | No seconding of motions        |
| 85 | The Chair of a Standing or Special Committee who considered a matter shall not chair the Committee of the Whole when that matter is under discussion.              | Ineligible Chairs              |
| 86 | The Chair of Committee of the Whole shall not vote except to cast the deciding vote in the case of a tie.  | Casting vote                   |

Rules of the Legislative Assembly

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| 87 | (1) The Committee of the Whole shall report to the Assembly on progress regarding bills and other matters under consideration.  | Report of progress        |
|    | (2) The report of progress from Committee of the Whole shall be received and the motion for concurrence shall be disposed of without debate or amendment.                                   | Motion for concurrence    |
| 88 | (1) A motion that the Chair of Committee of the Whole leave the Chair to report progress shall always be in order, shall take precedence over any other motion, and shall not be debatable. | Motion to report progress |
|    | (2) If a motion referred to in Rule 88(1) is defeated, it cannot be reintroduced unless some intermediate proceeding has taken place.   | Motion defeated           |

**STANDING AND SPECIAL COMMITTEES**

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| 89 | (1) Standing Committees are established by each Assembly and continue in existence unless otherwise ordered.  | Standing Committees       |
|    | (2) At its first sitting after a general election, the Assembly shall appoint a Striking Committee of five Members to report and recommend, with all convenient speed, Members to comprise the following Standing Committees of the Assembly:<br><br>on Economic Development and Infrastructure;<br>on Government Operations;<br>on Priorities and Planning;<br>on Rules and Procedures;<br>on Social Programs;<br><br>and any other Standing and Special Committees as directed by the Assembly. | Appointment of Committees |
|    | (3) The terms of reference for each Standing Committee shall be set out in Appendix 3 – Committee Terms of Reference.   | Terms of reference        |
| 90 | At its first sitting after a general election the Assembly shall appoint a Board of Management in accordance with Section 36 of the <i>Legislative Assembly and Executive Council Act</i> .   | Board of Management       |
| 91 | (1) A Committee established pursuant to Rule 89(1) shall consist of not more than six Members with the exception of the Standing Committee on Priorities and Planning, which shall consist of eleven Members.   | Number of Members         |

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|    | (2) Each Standing Committee, with the exception of the Standing Committee on Priorities and Planning, shall also have three alternates, each of whom may be called upon by the Chair to take the place of an absent Committee Member when the absence of a Committee Member results in a lack of quorum. When called upon by the Chair to participate in Committee business, the alternate shall be entitled to vote on any matter arising during that meeting. | Alternate Members                       |
| 92 | (1) At any time, the Assembly may appoint a Special Committee for any purpose or to consider any matter referred to it by the Assembly.   | Special Committees                      |
|    | (2) A Special Committee established pursuant to Rule 92(1) shall consist of not more than five Members unless otherwise ordered by the Assembly.  | Number of Members on Special Committees |
| 93 | The Rules and procedures of the Legislative Assembly shall be observed in Committees in so far as they are applicable.  | Rules of Committee                      |
| 94 | The Clerk shall distribute to every Member a list of the Members comprising the Committees and the Board of Management.   | List of Members                         |
| 95 | (1) The Member first named in the motion establishing the membership of any Committee shall call the first meeting of the Committee.  | First meeting                           |
|    | (2) At the first meeting, the Committee shall elect a Chair and Deputy Chair, or Co-Chairs, who shall act at the pleasure of the Committee.   | Election of Chairs                      |
|    | (3) The quorum of a Committee shall be a simple majority of Committee Members.  | Quorum of Committees                    |
|    | (4) Notices of all Committee meetings shall be posted in the Legislative Assembly office and circulated to all Members.   | Notice of meetings                      |
| 96 | (1) A Member of a Standing or Special Committee who is absent from Committee meetings without cause may be removed from the membership of the Committee by a motion adopted by the Assembly.  | Removal of Members                      |
|    | (2) In the case of a vacancy in the membership of a Standing or Special Committee, the Striking Committee provided for by Rule 89(2) shall propose a successor to the Assembly.   | Filling vacancies                       |
| 97 | The Chair shall maintain order in Committee and shall decide all questions of order subject to an appeal to the Speaker.  | Maintaining order in Committee          |
| 98 | The Chair of the Committee shall not vote except to cast the deciding vote in the case of a tie.  | Chair casts deciding vote               |

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| 99  | (1) A Member who is not a Member of a Committee may attend Committee meetings and may address the Committee after its Members have spoken, according to any limits imposed by the Chair.   | Members may attend meetings        |
|     | (2) Only Members of a Committee shall vote on any question to be decided by the Committee.   | Only Committee Members vote        |
| 100 | (1) Every report of a Standing or Special Committee shall be in writing, signed by the Chair, and shall be presented by the Chair or a Committee Member under the appropriate item in the daily order of business of the Assembly.   | Committee reports                  |
|     | (2) The Member presenting the report shall move that the report be received by the Assembly.   | Motion to receive report           |
|     | (3) A report from a Standing or Special Committee may be   | Report adopted or referred         |
|     | (a) adopted by the Assembly;   |                                    |
|     | (b) referred to Committee of the Whole; or   |                                    |
|     | (c) referred back to the Committee which presented it.   |                                    |
|     | (4) A report from a Standing or Special Committee shall not be taken into consideration in Committee of the Whole until two sitting days have passed from the presentation of the report.  | Report not considered for two days |
|     | (5) Within 120 calendar days of the conclusion of consideration of a report presented under Rule 100(1) and (2), the Executive Council shall, upon motion of the Committee, table a comprehensive response that addresses the Committee report and any related motions adopted by the House. | Response to report                 |
| 101 | (1) Standing and Special Committees have the power to call for persons and documents and to examine witnesses.   | Powers of Committees               |
|     | (2) Standing and Special Committees may meet at any time.  | Meetings of Committees             |

**COMMITTEE DOCUMENTS**

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| 102 | (1) All documents which come into the possession of a Committee or which come into existence in the course of the conduct of Committee business belong to that Committee before it reports to the Assembly and belong to the Assembly after the Committee reports to the Assembly, subject to any direction of the Speaker acting on an order of the Assembly. | Committee documents |
|-----|--|---------------------|

- (2) Notwithstanding Rule 102(1), where a Committee does not report to the Assembly before dissolution of the Legislature, all Committee documents belong to the Assembly upon its dissolution subject to:
- (a) any direction of the Committee as to their disposal;
  - (b) any direction by order of the Assembly as to their disposal; or
  - (c) the direction of the Speaker in the absence of any other direction.

Disposition of Committee documents

### WITNESSES

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|-----|---|---|
| 103 | Witnesses may be invited to appear before any Standing or Special Committee at the discretion of the Chair.   | Witnesses before Committees   |
| 104 | <p>(1) No witness shall be formally summoned to attend before a Committee of the Assembly unless a Committee Member has filed a certificate with the Chair stating that the evidence to be obtained from the witness is in the Member's opinion material and important.</p> <p>(2) The Clerk, with the approval of the Speaker, may authorize payment to witnesses summoned by a Committee of a reasonable daily amount during their travel and attendance plus a reasonable amount for travelling expenses.</p> <p>(3) The claim of a witness for payment shall state the number of days during which the witness was in attendance before the Committee, the duration of necessary travel and the amount of travel expenses. The Chair and the Clerk of the Committee shall certify the claim and statement before payment.</p> | <p>Summoning of witnesses</p> <p>Payment to witnesses</p> <p>Payment claims certified</p>                 |
| 105 | <p>(1) Notwithstanding Rule 77(3), witnesses shall appear before Committee of the Whole through the adoption of a motion of approval by the Assembly.</p> <p>(2) No witness shall appear before Committee of the Whole when an expenditure of Legislative Assembly funds is required unless a motion of approval has been adopted by the Assembly.</p> <p>(3) Each question directed to a witness and each reply shall be made through the Chair. The Chair shall rule out of order any question which:</p> <p style="padding-left: 20px;">(a) is of a nature that would tend to intimidate or embarrass the witness; or</p>  | <p>Appearance of witnesses</p> <p>Motion for expenditure of funds</p> <p>Questions ruled out of order</p> |

(b) constitutes a personal allegation against the witness.

- (4) No motions shall be proposed in Committee of the Whole in the presence of witnesses except when bills or estimates documents are being considered.

No motions in the presence of witnesses

### OFFICERS OF THE ASSEMBLY

- 106 (1) The Officers of the Assembly are:

Officers of the Assembly

- (a) the Clerk;
- (b) the Deputy Clerk;
- (c) the Principal Clerks;
- (d) the Law Clerk;
- (e) the Deputy Law Clerk;
- (f) the Sergeant-at-Arms; and
- (g) the Deputy Sergeant-at-Arms

- (2) The Clerk of the Assembly is responsible for the safekeeping of all Assembly documents, and has direction and control over all officers, Clerks, and other employees subject to the orders of the Speaker or the Assembly.

Clerk's responsibilities

- (3) On each sitting day before the meeting of the Assembly, the Clerk shall distribute the Order Paper for the day to each Member and to the Speaker.

Clerk distributes Order Paper

- (4) The Clerk shall employ such staff as are necessary to conduct the business of the Assembly with the approval of the Speaker.

Necessary staff

- (5) The Clerk shall set the hours of attendance of the officers and staff of the Assembly.

Hours of attendance

- (6) The Clerk shall ensure that copies of Hansard are distributed only as directed by the Assembly and that Hansard is printed clearly in final form and distributed within five days of the day of the recording.

Distribution of Hansard

- (7) The Clerk shall assign a Committee Clerk to each Standing and Special Committee of the Assembly.

Committee Clerks

Rules of the Legislative Assembly

- 107 In the absence of the Clerk, the Deputy Clerk or another person designated by the Clerk shall perform the duties of the Clerk. Absence of Clerk
- 108 (1) “Law Clerk” means the legal counsel to the Legislative Assembly.
- (2) The Law Clerk shall: Law Clerk
- (a) advise the Assembly in regard to legislation placed before it;
- (b) ensure that all amendments made to bills in a Standing or Special Committee are incorporated before consideration in Committee of the Whole; and
- (c) review within 15 days from the close of each Session, all legislation enacted prior to its distribution.
- 109 (1) The Sergeant-at-Arms is responsible for the safekeeping of the Mace, the security of the precincts of the Assembly and the supervision of the Pages. Sergeant-at-Arms
- (2) The Sergeant-at-Arms shall preserve order in the Chamber and in the galleries subject to the orders of the Speaker. Preserves order
- HANSARD**
- 110 (1) Hansard means the edited transcript of the deliberations and proceedings of the Assembly and Committee of the Whole. Hansard shall be compiled, edited, printed and distributed under the authority of the Speaker. Hansard
- (2) The unedited transcript, commonly referred to as the “blues”, shall be produced daily and one copy distributed to each Member. Daily transcript
- (3) Every Member has until 10:00 a.m. of the sitting day following receipt of the unedited transcript to correct it as to grammar, obvious errors in transcription and other mistakes in form in accordance with Rule 110(4). Corrections may not affect the substance of the transcript. Time limit for corrections
- (4) The Clerk shall provide for the editing of the transcript in accordance with the following: Editing
- (a) revisions shall be limited to correcting grammar, spelling and punctuation, ensuring that the correct parliamentary forms are observed, and minimizing repetition and redundancies;

Rules of the Legislative Assembly

- (b) revisions shall not include material alterations or amendments which would in any way tend to change the sense of what has been spoken;
- (c) a Member has no right to alter the report of any speech or remarks attributed to him or her in any way, and the Speaker shall determine whether or not a Member's suggested correction shall be admitted;
- (d) unless a Member can demonstrate to the satisfaction of the Speaker that he or she has been misreported, a Member may not change the sense of anything that he or she has been recorded as having said. A Member is not permitted to make any insertion as an afterthought or to strike out a passage which he or she regrets having spoken.

111 Hansard shall remain an accurate and, as far as possible, an exact report of what was said.

Timothy P. Mercer  
Clerk of the Assembly

## **APPENDICES**

## **APPENDIX 1**

### **DIRECTION REGARDING THE USE OF ELECTRONIC COMMUNICATION DEVICES IN THE CHAMBER**

1. The use of any electronic device in the Chamber is subject to the overriding discretion of the Speaker to ensure that order and decorum are maintained at all times.
2. Any electronic device used in the Chamber must be on silent mode.
3. No electronic device may be used as a telephone.
4. No electronic device may be used during the following times:
  - a) prayer;
  - b) at any time when the Commissioner is present in the Chamber;
  - c) during the Speaker's opening and closing remarks and when the Speaker is delivering a ruling;
  - d) during votes of the Assembly; and
  - e) at any other time designated pursuant to instruction from the Speaker.
5. Members are urged to exercise courtesy and good judgment in using electronic devices in the Chamber so as not to distract fellow Members or to detract in any way from the proceedings.

## **APPENDIX 2**

### **GUIDELINES PERTAINING TO ACKNOWLEDGEMENTS**

1. The use of Acknowledgements will be allowed at the sole discretion of the Speaker.
2. Advance notice of the content and focus of the Acknowledgement must be provided to the Speaker one hour prior to the sitting during which the Acknowledgement will be given.
3. Any recognition must be directed to a Member's own constituents.
4. Acknowledgements shall not exceed thirty seconds.
5. Members are limited to one Acknowledgement per day.
6. Acknowledgements are allowed for the following:
  - a) birthdays at the age of 80, 85 and 90, and every year thereafter;
  - b) anniversaries at 50 years and every five years thereafter;
  - c) death of a constituent;
  - d) graduations from high school and post-secondary educational or training programs lasting more than one year and which result in a professional designation, university degree, college diploma, trade certificate or ticket;
  - e) territorial, national or international award won by or presented to an individual constituent by a credible and recognized organization; and
  - f) retirement after 20 years or more of employment in the Northwest Territories.

## **APPENDIX 3**

### **COMMITTEE TERMS OF REFERENCE**

1. The Standing Committee on Economic Development and Infrastructure shall consider the following matters with respect to the Departments of Environment and Natural Resources; Industry, Tourism and Investment; Lands; Municipal and Community Affairs; Public Works and Services; and Transportation:
  - (a) review multi-year business plans and budgets, bills, boards and agencies, including the Workers' Safety and Compensation Commission of the Northwest Territories and Nunavut; the Northwest Territories Power Corporation; the Northwest Territories Business Development and Investment Corporation, and the Public Utilities Board.
  - (b) review departmental performance, including that of boards and agencies; and
  - (c) consider any other matter referred by the House.
  
2. The Standing Committee on Government Operations shall consider the following matters with respect to the Departments of Aboriginal Affairs and Intergovernmental Relations; Executive; Finance; and Human Resources:
  - (a) review multi-year business plans and budgets, bills, boards and agencies;
  - (b) review departmental performance and official language issues, including that of boards and agencies;
  - (c) review, as necessary or appropriate, the annual and other reports of the Statutory Officers of the Legislative Assembly, including the Languages Commissioner, the Information and Privacy Commissioner, the Equal Pay Commissioner, and the Human Rights Commission;
  - (d) examine the reports on the annual financial statements and public accounts of the Government of the Northwest Territories and the Reports of the Auditor General;
    - (i) in the event that the Assembly is not in Session, the Speaker may provide the Auditor General's Report and the Minister of Finance may provide the Public Accounts to the Committee for review, which may include public hearings, in advance of tabling; and
  - (e) consider any other matter referred by the House.
  
3. The Standing Committee on Priorities and Planning shall:
  - (a) review issues which have government-wide implications, including the overview of the budget and fiscal framework;

- (b) review Government of the Northwest Territories reports on financial and performance results and program and policy evaluations to ensure anticipated outcomes are being achieved and accountability is maximized;
  - (c) coordinate Sessional business scheduling and planning in cooperation with appropriate Ministerial representatives;
  - (d) coordinate Committee public consultation efforts with respect to budget and fiscal matters;
  - (e) coordinate Committee strategic planning efforts;
  - (f) monitor and evaluate Ministerial performance issues;
  - (g) consider the budgets and financial management of any boards and agencies that are outside the responsibility of any Standing Committee; and
  - (h) consider any other matter referred by the House.
4. The Standing Committee on Rules and Procedures shall:
- (a) review the reports of the Chief Electoral Officer on the conduct of elections, plebiscites, or votes conducted in the Northwest Territories in accordance with statute;
  - (b) review, as necessary or appropriate, the annual and other reports of the Conflict of Interest Commissioner;
  - (c) review and make recommendations on the implications and impacts that the implementation of self-government agreements will have on the powers, structures and procedures of the Legislative Assembly; and
  - (d) inquire into such matters as may be referred to it by the Legislative Assembly, the Speaker or the Board of Management.
5. The Standing Committee on Social Programs shall consider the following matters with respect to the Departments of Education, Culture and Employment; Health and Social Services; Justice; and the Northwest Territories Housing Corporation:
- (a) review multi-year business plans and budgets, bills, boards and agencies, including the Status of Women Council and programs for seniors, youth and persons with disabilities.
  - (b) review departmental performance, including that of boards and agencies; and
  - (c) consider any other matter referred by the House.

## **APPENDIX 4**

### **QUESTION PERIOD GUIDELINES**

The traditional purpose of questions, namely the seeking of information or pressing of action by the Government has shifted and broadened in many legislatures including the Northwest Territories. It is suggested that there are four objectives of the Question Period:

1. as a vehicle for Regular Members to raise the individual concerns of their constituencies;
2. as an opportunity for the House as a whole to probe the actions of the Executive;
3. as a means of illuminating the differences of opinion on the policies of the Executive on major issues and judging the parliamentary skills of individual Members in the House; and
4. as a means of obtaining information by the House from the Government.

Question Period also enables the Government, through the Ministers' answers, to disseminate information about a particular policy decision or issue to the House.

The following guidelines deal with the most frequently encountered situations in Question Period with the objective of ensuring the most effective and economic use of the time available by both Regular Members and the Executive Council.

Situations which are not covered by these guidelines will be dealt with in accordance with a combination of practices and precedents of the Northwest Territories, the House of Commons of Canada, provincial and territorial legislatures, and parliaments in the Commonwealth, so far as they apply to this Assembly.

1. A question must:
  - a) be addressed to a Minister;
  - b) be a question;
  - c) seek information;
  - d) deal with a matter reasonably assumed to be within the present knowledge of a Minister;

- e) consist of a single question;
- f) be brief and may include a short preamble;
- g) be within the administrative responsibility of the Government;
- h) relate only to the current responsibilities of the Minister to whom it is directed;  
and
- i) comply with the Rules and practices of the House regarding language and speech content.

2. A question must not:

- a) be an argument or a debate;
- b) be hypothetical;
- c) be trivial, vague, meaningless or frivolous;
- d) seek an opinion;
- e) contain inferences, impute motives or cast aspersions upon any person;
- f) require a lengthy and detailed answer;
- g) repeat an earlier question which was answered, taken as notice, or to which an answer was refused at that sitting;
- h) anticipate a matter listed on the Order Paper for consideration at that sitting;
- i) refer to a matter that is before the courts (sub-judice);
- j) seek information about proceedings in a Committee which has not yet been reported to the House;
- k) be addressed to the Speaker (information relating to matters under the Speaker's jurisdiction must be obtained privately);
- l) seek information about matters which are confidential, such as decisions or proceedings of Cabinet; or
- m) request a Minister to provide a legal interpretation.

3. A supplementary question:
  - a) may be asked to obtain clarification of the answer or answers provided by the Minister to whom the original question was directed; and
  - b) must be directly related to the original question.
4. When answering a question a Minister may:
  - a) answer it;
  - b) take it as notice; or
  - c) decline to answer.
5. Answers to a question must:
  - a) reply to the question asked; and
  - b) be brief.
6. Answers to a question must not:
  - a) contain argument or debate; and/or
  - b) provoke debate.
7. A Minister who makes a commitment to provide additional information to a Member during Oral Questions shall:
  - a) table the information in the Assembly at the earliest opportunity.

## **APPENDIX 5**

### **MULTI-MEDIA GUIDELINES**

1. Television coverage of the proceedings of the Legislative Assembly should be an accurate, factual and coherent record of the legislative proceedings which will allow the viewing public to clearly understand how the legislative process works.
2. The coverage of the proceedings of the Legislative Assembly shall be recorded in the official languages of the Northwest Territories in accordance with the established broadcasting schedule.
3. All proceedings in the Legislative Assembly Chamber, beginning with the Speaker's procession and Prayer and concluding with the daily adjournment of the Assembly, shall be recorded, with the exception of recesses. Proceedings in Committee of the Whole shall also be recorded.
4. A Member who has been recognized by the Speaker or Chair of Committee of the Whole shall be shown on camera and shall be identified periodically by his or her full name and constituency; or for a Minister, his or her full name and portfolio titles. When a Minister makes a Member's Statement he or she shall be identified by name and constituency.
5. Information as to the status of the House and current business shall be displayed on the television screen periodically during proceedings.
6. The close-up shot of the Member shall be of his or her head and shoulders. A medium close-up shot showing some of the Members who are seated on either side of the speaking Member may be taken. In addition, an occasional establishing shot may be taken to help orient viewers to the Chamber. On special occasions such as the Commissioner's Opening Address and the Budget Address, cutaway shots of individuals or groups of Members' visitors seated in the gallery may be shown.
7. When the Speaker is speaking or standing, the camera facing the Speaker that best reflects the activities of the House shall be used at the discretion of the television director.
8. When in Committee of the Whole, a variation of wide, medium and close shots may be used to best reflect the activities of the Committee. Ministers may be shown consulting with their officials. Officials or witnesses may be shown on camera as introduced by Ministers or the Chair of Committee of the Whole, or when answering questions at the direction of the Chair of Committee of the Whole.

9. Head and shoulder close-up shots of the Speaker or the Chair of Committee of the Whole may be taken when he or she is delivering a ruling.
10. Applause shots and orientation cut-away shots may be taken provided that the shots reflect the decorum of the Chamber.
11. Split-screen shots are not permitted.
12. Medium close-up shots may be taken of visitors sitting in the gallery. These guests must be seated in a pre-designated location and the Speaker or the Chair of Committee of the Whole will instruct the television director when such introductions will be made.
13. Pursuant to the provisions of the *Copyright Act* and the inherent rights and privileges of the Legislative Assembly, the Assembly has sole authority over the audio/visual record of its proceedings.
14. Access to and use of the audio/visual record of the proceedings of the Legislative Assembly may be made available to media organizations upon permission being obtained from the Speaker's office.
15. Members of the Legislative Assembly or members of the public may obtain an audio/visual copy of the record of the proceedings from the Clerk of the Legislative Assembly.
16. The following conditions apply to the use of the record of proceedings of the Legislative Assembly by any person or organization:
  - a) the person or organization shall have a bona fide public interest in the use of that record;
  - b) the person or organization shall not use that record with purposeful distortion; and
  - c) the person or organization shall not use that record as part of any paid advertisement.

Any breach of these conditions or of the *Copyright Act* is an offence and may be prosecuted accordingly, or may be otherwise enforced by the Speaker and the Assembly.

17. The multi-media guidelines shall be observed in Standing or Special Committees in so far as they are applicable.
18. These guidelines shall be enforced by the Speaker. Specific concerns of Members regarding the televising of the proceedings of the Legislative Assembly should be raised directly with the Speaker.

19. The Speaker will establish and publish a broadcasting schedule that will afford the viewing public an opportunity to observe a broad perspective of the daily proceedings of the Legislative Assembly.