

Debendaagzijig Ekwadweyig ~ Band Member Request Protocol

Band Council Resolution No. 318 of August 27, 2014.

In order to accommodate you, the membership as well as better prepare Chief and Band Council, Administration and Programs, you are kindly requested to submit your letter of request into the Executive Assistant's office at 135 Lakeshore Blvd, Neyaashiinigmiing ON. N0H 2T0. executiveassistant@nawash.ca

Band Member Requests are then scanned and sent to Chief, Council and related program supervisor to pull all necessary information or documents relating to your request. The Program supervisor will then forward your request with all necessary documents or information to Chief and Council. You will be notified of the day your request will be coming to the table providing you leave a contact number. Day one is scheduled for the first Monday of each month and is specifically designated for Band Member Request. Ideally, your written request needs to be submitted at least 10 days prior to the first Monday of the month. Any emergency requests needing Chief and Council's approval or action will be at the discretion of the Chief and Council.

All employment related topics/concerns will be directly sent to the Human Resource Department and will be (cc'd) carbon copied to Chief and Council. Human Resources will then investigate and forward a report to Chief and Council if required.

"Closed" requests can be marked on the envelope or letter. During a closed session, Chief and Council shall determine who attends the room during your request and minutes are not taken. Closed sessions will be called for the following reasons:

- *Legal Issues*
- *NCW/CAS/Band Rep. Matters*
- *Undesirables*
- *Personnel Matters other than financially related*
- *Individual Medical/Health Concerns*
- *Issues regarding 'Minors' who are Band Members*

Please ensure all of the following information is on your Band Member Request letter. A template has been made on the reverse side for your convenience.

- *Name and Band Number*
- *Date*
- *Mailing address*
- *Phone number*
- *Attach/enclose supporting documents to your request*

