Rules of the Legislative Assembly of Nunavut



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GENERAL RULES

Rules

1 (1) The proceedings of the Legislative Assembly of Nunavut and in all Committees of the Legislative Assembly shall be conducted according to these Rules.

Customs and procedures

(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 and the provincial and territorial legislatures shall be followed, so far as they apply to this Assembly.

DEFINITIONS

2 In these Rules: **Definitions**

(a) “Assembly” means the Legislative Assembly of Nunavut;

(b) “Clerk” means the Clerk of the Assembly;

(c) “Hansard” means the edited official record of the Assembly proceedings;

(d) “House” means the Legislative Assembly of Nunavut;

(e) “Law Clerk” means the Legal Counsel to the Assembly;

(f) “Minister” means a Member of the Executive Council of the Government of Nunavut;

(g) “Point of Order” means any departure from any written or unwritten rule or custom of this Assembly or of Parliamentary tradition;

(h) “Private Members’ Public Bills” are Public Bills introduced by a Member who is not a Minister. Private Members’ Public Bills shall not involve the expenditure of public funds or the imposition of any tax;

(i) “Privilege” means all of the privileges to which Legislatures and their Members are traditionally entitled.

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 Committee is sitting; and

(v) freedom from obstruction and intimidation in relation to their duties as elected representatives.

The privileges of the House include:

(vi) 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

(vii) the right to regulate its internal affairs, including the right to set its own Rules and to exercise control over publications.

(j) “Public Bills” are Bills introduced by a Minister relating to matters of administration or public policy of general application within Nunavut;

(k) “Quorum” means a majority of the Members, including the Speaker.

(l) “Rules” means the Rules of the Legislative Assembly;

(m) “Strangers” means any persons admitted to the Assembly Chamber other than the Commissioner, Members, Officers and staff of the Assembly and witnesses appearing before the Committee of the Whole;

(n) “Transcript” means the unedited record of the Assembly proceedings.

SITTINGS OF THE ASSEMBLY

Session dates

3 (1) The Assembly shall hold one Session each year.

Special Sessions

(2) Notwithstanding Rule 3(1), the Commissioner shall call the Assembly into special Session at the request of the Executive Council or of a majority of the Members of the Legislative Assembly.

Sitting days and times

4 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.

House not to sit

5 The Assembly shall not meet on New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, the first Monday in August, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day or Boxing Day, unless otherwise ordered.

Daily adjournment

6 (1) At 6:00 p.m. on Mondays, Tuesdays, Wednesdays and Thursdays, and 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.

Motion to extend sittings

(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.

QUORUM

7 (1) The presence of a quorum shall be necessary to constitute a meeting of the Assembly. **Quorum requirement**

(2) 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**

(3) 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**

(4) 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**

(5) 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**

SPEAKER

Election of Speaker

8 (1) At its first sitting 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.

Clerk to preside

(2) The election of the Speaker shall be presided over by the Clerk and shall take place by motion without notice. A motion must be made and seconded for each Member proposed, and may not be amended.

Method of election

(3) If only one Member is proposed the Clerk shall declare that Member elected. If two or more Members are proposed the motions shall be considered jointly. At the conclusion of the debate, the motion first made shall be placed first, and if it is carried the proposed Member shall be declared elected. If it is defeated the motions will be placed in the order in which they were proposed until a Member is elected.

Tie vote on Election of Speaker

(4) In the case of a tie, the Clerk shall declare the motion to be defeated.

Term of office

(5) The Speaker shall hold office at the pleasure of the Assembly.

9 (1) The Speaker shall not take part in any debate before the Assembly. **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) If the Speaker is unable to act, the Deputy Speaker shall act in his or her place. **Deputy Speaker**

(2) A motion to remove the Speaker, Deputy Speaker or a Chair of Committee of the Whole requires notice to be given in accordance with Rules 18(2) and 45(1). **Removal of Speaker**

DEPUTY SPEAKER – COMMITTEE CHAIRS

11 (1) A Deputy Speaker shall be appointed by motion at the commencement of every Assembly, or when a vacancy occurs.

Appointment of Deputy Speaker

(2) The Deputy Speaker shall act as Chair of 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 every Assembly. During the absence of the Chair or when directed by the Speaker, one of the Deputy Chairs named by the Speaker shall act as Chair of Committee of the Whole.

Deputy Chairs of Committee of the Whole

(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 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 Table, Members shall upon entering, leaving or crossing the Assembly Chambers show respect for the right of people to rule their own lives by bowing in the direction of the Mace. **Bowing to Mace**

(4) Out of respect no Member shall pass between the Chair and the Table when the Mace is on the Table. **Mace on the Table**

(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.

Members to sit

(9) When in the Assembly every Member shall be attired in a traditional dress or in a manner appropriate to the dignity of the Assembly.

Dress of Members

(10) Smoking is not permitted during any proceedings of the Assembly. Food and beverages, other than water, may not be brought into or consumed in the Chamber.

Smoking, food and beverages not permitted

(11) 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

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 Nunavut.

Voting on Members' salaries

STRANGERS

Admitting strangers

15 (1) Strangers may be admitted to that part of the Assembly Chamber set aside for that purpose.

Behaviour of strangers

(2) No stranger admitted to the Assembly Chamber shall:

(a) at any time enter into that portion of the Chamber reserved for the use of Members, Officers, staff and elders;

(b) send written notes to Members or Assembly staff, except through a page on duty;

(c) use any type of photographic, television or sound equipment in the Chamber unless previously authorized by the Speaker.

Notice of strangers present

16 (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.

Strangers ordered to withdraw

(2) Notwithstanding Rule 16(1), the Speaker or the Chair may at any time order the withdrawal of strangers or the clearing of the gallery.

Removal of strangers

17 The Sergeant-at-Arms shall, when ordered by the Speaker or the Chair, eject any stranger who engages in misconduct or does not withdraw when directed.

WAIVER OF RULES

Consent to suspend Rules

18 (1) The Assembly may waive any Rule, procedure, custom or precedent by unanimous consent.

Exceptions

(2) Notwithstanding, Rule 18(1) does not apply to the removal of the Speaker, Deputy Speaker or a Deputy Chair of Committee of the Whole.

(3) Notwithstanding, Rule 18(1) does not apply to Rules 6(1), 21 and 59(2) if the Member has been granted approval by the Speaker to waive those rules for a specified period of time.

PRIVILEGE

19 (1) 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**

(2) When a matter of privilege arises it shall be considered immediately. **Question of privilege**

(3) 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. **Debate on question of privilege**

(4) 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.

(5) 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**

(6) Unless otherwise directed by the Assembly, it is not a breach of privilege for a Member of a Standing or Special Committee to discuss with other Members of the Assembly, on a confidential basis, matters that are under consideration by a Committee.

Discussion of Committee matters

20 (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 matter

(2) At least one hour prior to making the remarks under Rule 20(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

21 Every Member recognized to speak shall stand in his or her place and address the Speaker. **Member speaking**

22 No Member shall speak for more that twenty minutes at any time in debate, but this Rule does not apply to: **Time limit and exceptions**

(a) Members' Statements;

(b) Emergency Debates;

(c) Replies to Opening Address; or

(d) Petitions.

23 In debate a Member will be called to order by the Speaker if the Member: **Member called to order**

(a) speaks twice to a question, except in the case of a mover concluding debate, or in explanation of a material part of the Member's speech 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;

(b) speaks to matters other than:

(i) the question under consideration;

(ii) a motion or amendment the Member intends to move; or

(iii) a question of privilege or a point of order under discussion;

(c) persists in needless repetition or raises matters which have been decided during the current Session;

(d) refers at length to debates of the current Session or reads unnecessarily from Hansard or any other document. the Member may quote relevant passages which are necessary to comment on something said or to reply to an alleged misrepresentation;

(e) interrupts another Member except to raise a point of order or question of privilege;

(f) reflects upon any previous vote of the Assembly except for the purpose of moving that it be rescinded;

(g) refers to any matter:

(i) that is pending in a court or before a judge; or

(ii) that is before any quasi-judicial, administrative or investigative body constituted by the Assembly or under the authority of an Act of the Assembly where any person may be prejudiced in such matter by the reference;

(h) makes allegations against another Member, a House officer or a witness;

(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 Her Majesty, any member of the Royal Family, His Excellency the Governor General, the Commissioner, the Assembly or any Member; or

(m) introduces any matter in debate that offends the practices and precedents of the Assembly.

POINT OF ORDER

Points of order

24 (1) 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.

Explanation

(2) When the point of order has been stated the Member called to order may explain.

Relevant debate

(3) The Speaker may permit debate strictly relevant to the point of order before giving a decision.

NAMING A MEMBER

Members using offensive words

25 (1) If a Member is called to order for words spoken in debate, the words shall be recorded by the Clerk on the request of any Member. Any Member who has used offensive words and does not retract them or explain or apologize to the satisfaction of the Assembly may be censured or dealt with as the Assembly thinks fit.

Irrelevance or repetition

(2) If a Member engages in irrelevance or lengthy repetition of his or her own or other Members' arguments, the Speaker or the Chair may call the attention of the Assembly or the Committee of the Whole, respectively, to the conduct of the Member. If the Member persists in this conduct, the Speaker or the Chair may direct the Member to stop speaking. If the Member continues to speak in the Assembly, the Speaker shall name the Member.

Naming a Member

(3) A Member may be named by the Speaker for disregarding the authority of the Chair, or for abusing the Rules by persistently and willfully obstructing the business of the Assembly.

Suspension of a Member

(4) A Member named under Rule 25(2) or (3) 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.

(5) If the named Member refuses to leave after the Assembly orders him or her to leave, a motion may be made to increase the length of the suspension of the named Member and shall be decided without amendment or debate.

Motion to increase suspension

(6) Where an offence to which Rule 25(2) or (3) 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

Matter of urgent importance

26 (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:

(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;

(c) the motion must not revive discussion on a matter which has been discussed in the same Session;

(d) the motion must not raise a matter of privilege; and

(e) the motion must not raise any matter which can only be debated upon a motion with notice.

Precedence of notices

(2) On any day during which more than one notice is received under this Rule, the Speaker shall decide which notice shall receive precedence.

Short statement

(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.

(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 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:

Debate concludes

(a) when all Members wishing to speak have spoken; or

(b) at the usual hour of adjournment;

whichever occurs first.

BUSINESS OF THE ASSEMBLY

Order of business on Opening Day

27 (1) The order of business on the Opening Day of each Session shall be:

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

(2) 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. Oral Questions
7. Written Questions
8. Returns to Written Questions
9. Replies to Opening Address
10. Petitions
11. Reports of Standing and Special Committees
12. Reports of Committees on the review of Bills
13. Tabling of Documents
14. Notices of Motion
15. Notices of Motion for First Reading of Bills
16. Motions
17. First Reading of Bills
18. Second Reading of Bills
19. Consideration in Committee of the Whole of Bills and Other Matters
20. Report of the Committee of the Whole
21. Third Reading of Bills
22. Orders of the Day.

ORDERS OF THE DAY

28 All items on the Orders of the Day shall be taken up according to their precedence on the Order Paper. **Order of business**

29 The Orders of the Day shall include all items that are pending in Committee of the Whole. **Business for Committee of the Whole**

30 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**

31 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**

PRAYER

32 A prayer shall be read in an official language each sitting day before the Assembly enters upon any business. The Speaker may read a prayer, or may call upon a willing Member or the Clerk to read a prayer.

Prayers

OPENING ADDRESS

33 The Opening Day of each Session shall begin with an “Opening Address” read by the Commissioner of Nunavut. **Opening Address**

MINISTERS' STATEMENTS

Ministers' Statements

34 (1) A Minister may make a short factual announcement or statement of Government policy.

Copies to Clerk

(2) A copy of each Minister's Statement, with translation, shall be filed with the Clerk one hour prior to the sitting of the Assembly during which the statement will be given.

Copies to Members

(3) The Clerk shall give a copy of each statement to each Member during the sitting of the Assembly at the time the statement is given.

Emergency statements

(4) Notwithstanding Rule 34(2), in case of an emergency, a Minister may make a statement without filing a copy with the Clerk.

Statement moved to Committee of the Whole

(5) 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.

Time limit

(6) The time allotted for Ministers' Statement shall not exceed twenty minutes.

BUDGET ADDRESS AND REPLIES

35 (1) Under the item “Ministers’ Statements”, the Minister of Finance may 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 item “Replies to Budget Address” shall be placed on the Orders of the Day after “Replies to Opening Address” on the day of the presentation of a budget and for the next six sitting days. **Replies to Budget Address**

(4) Every Member may make one reply to a Budget Address which shall not exceed twenty minutes. **One reply**

MEMBERS' STATEMENTS

Members' Statements

36 (1) Under the item "Members' Statements", a Member may make a statement on any matter.

Improper use

(2) The Speaker may order a Member who makes improper use of the Members' Statement to take his or her seat.

Limitations on statements

(3) Statements made under Rule 36(1):

(a) shall not exceed two and one half minutes;

(b) shall be confined to one matter; and

(c) shall be limited to one statement per day by any Member.

Member's Statement by a Minister

(4) A Minister may make a statement in accordance with Rule 36(1), but the statement must not relate to his or her responsibility as a Minister.

RECOGNITION OF VISITORS IN THE GALLERY

Recognition of Visitors

37 (1) Under the item “Recognition of Visitors in the Gallery”, a Member may make a statement of introduction of a Visitor in the Gallery.

(2) Introductions made under Rule 37(1) shall not exceed 30 seconds.

QUESTIONS

38 Written and oral questions relating to public affairs may be asked of a Minister. In asking 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

Oral Questions

39 (1) Under the item “Oral Question”, questions relating to public affairs may be put to Ministers.

Questions concise and clear

(2) An oral question shall be concisely and clearly put and 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.

Minister’s response

(3) The Minister may:

(a) answer the question;

(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 the question.

Three supplementary questions

(4) When a Minister answers an oral question, only three supplementary questions per Member directly related to the same subject may be asked.

Time limit

(5) The time allotted for oral questions shall not exceed sixty minutes.

(6) A Minister shall provide a Return to an Oral Question within 7 calendar days, unless the Minister files a provisional return with the Clerk indicating:

(a) that more time is required;

(b) the reason for the delay; and

(c) the date upon which the information will be provided.

(7) A Return to an Oral Question may be filed with the Clerk of the House when the House stands adjourned or prorogued. A Return shall be deemed for all purposes to have been presented to or laid before the House. A Return shall be tabled at the appropriate point in the daily order of business at the first opportunity when the House sits.

WRITTEN QUESTIONS

40 (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**

RETURNS TO WRITTEN QUESTIONS

41 (1) A Minister to whom a written question is directed shall, without unnecessary delay, file a reply with the Clerk, who shall endorse the date of filing. **File reply**

(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 41(1). **Minister may read return**

(4) A Minister shall provide a Return to a Written Question within 21 calendar days, unless the Minister files a provisional return with the Clerk indicating: **Return within 21 days**

(a) that more time is required;

(b) the reason for the delay; and

the date upon which the information will be provided.

(5) A Return to a Written Question may be filed with the Clerk of the House when the House stands adjourned or prorogued. A Return shall be deemed for all purposes to have been presented to or laid before the House. A Return shall be tabled at the appropriate point in the daily order of business at the first opportunity when the House sits.

REPLIES TO OPENING ADDRESS

Replies to Opening Address

42 (1) Every Member may make one reply to the Opening Address given under Rule 33 and may speak on any matter.

Replies on Orders of the Day

(2) The item “Replies to 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.

PETITIONS

43 (1) Petitions to the Assembly may be presented by a Member at any time during a sitting of the Assembly by filing it with the Clerk, or in the manner set out in Rule 43(3). **Petition presented**

(2) Every petition filed under Rule 43(1) shall be reported to the House by the Clerk under the item “Petitions”. **Reported by Clerk**

(3) A Member may present a petition from his or her place in the House under the item “Petitions”. The Member shall endorse his or her name on the petition and shall confine the presentation to a statement of the petition, the number of signatures and the material allegations. A Member shall not exceed five minutes in presenting a petition. **Procedure for petitions**

(4) No debate shall be allowed on the presentation of a petition. **No debate on Presentation**

(5) A Member presenting a petition shall be answerable for any impertinent of improper matter that it contains. **Member is answerable for petition**

(6) Petitions may be either written or printed. When there are three or more petitioners, the signature of at least three petitioners shall be set on the sheet containing the body of the petition. **Form of petition**

(7) A petition that complains of some present personal grievance requiring an immediate remedy may be debated immediately. **Immediate debate**

(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 petition

(10) The Speaker or 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

Tabling of documents

44 (1) Under the item “Tabling of Documents”, the Speaker or a Member may provide to the House any document which is required to be laid before the House in accordance with any Act of Nunavut or Canada or pursuant to any Motion or Rule of the Legislative Assembly, or which may be in the public interest. A Member may make a brief factual statement to identify the document.

(2) Any document required to be laid before the House in accordance with any Act of Nunavut or Canada or pursuant to any Motion or Rule of the Legislative Assembly may be filed with the Clerk of the House when the House stands adjourned or prorogued. Such documents shall be deemed for all purposes to have been presented to or laid before the House. Any such document shall be tabled at the appropriate point in the daily order of business at the first opportunity when the House sits.

NOTICE

45 (1) Forty-eight hours notice shall be given of a motion. **Notice of Motion**

(2) Notwithstanding Rule 45(1), no notice is required for the following motions: **Notice not required**

(a) to continue a sitting beyond the normal hour of daily adjournment;

(b) to amend a bill or a motion introduced in Committee of the Whole, or to report progress;

(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; or

(j) to amend another motion.

(3) 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.

(4) The notice referred to in Rule 45(3) shall be printed in Hansard. **Notice in Hansard**

(5) No Member shall give more than two notices of motion in one day. **Only two notices**

MOTION TO ADJOURN

46 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

Motions

47 (1) A motion is used to propose that the Assembly:

(a) do something;

(b) order something to be done; or

(c) express an opinion on a matter.

Order or resolution

(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 any other person to do something. It becomes a resolution when it declares the opinion of the Assembly or affirms a fact or a principle.

Motions in writing and translated

48 All motions shall be in writing and translated, and shall be read by the mover and seconded before being debated or put from the Chair.

Non-debatable motions

49 All motions are debatable except those:

(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;

(g) to concur with the report of the Committee of the Whole;

(h) to move a Minister's Statement into Committee of the Whole; or

(i) to defer a motion or item under discussion.

Right to speak once

50 (1) Every Member has the right to speak once to a motion.

Mover's right to close debate

(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.

No right to last reply

(3) Notwithstanding Rule 50(2), the mover of an amendment to a motion has no right to the last reply.

Motions during debate

51 When a question is under debate no motion shall be received except:

(a) to amend the question;

(b) to postpone the question to a specific day;

(c) to adjourn the debate;

(d) to defer the question;

(e) to extend sitting hours;

(f) to report progress when in Committee of the Whole; or

(g) to adjourn the Assembly.

52 A motion to refer a bill, resolution or question to Committee of the Whole or to a Standing or Special Committee shall take precedence over amendments to the bill, resolution or question. **Motion to refer**

53 A Member who has made a motion may withdraw it with the consent of the seconder provided debate has not begun. **Withdraw motion**

54 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 question to the Assembly. **Motion out of order**

55 (1) A motion that has been twice called from the Chair 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 from the Chair 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**

56 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**

57 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

Quorum required

58 (1) Questions shall only be put when a quorum is present.

Majority vote

(2) Questions shall be decided by a majority of Members voting.

Deciding tie 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.

Calling in Members

(4) If a quorum of Members is not present on a question, the Speaker or Chair of Committee of the Whole shall call in the Members in accordance with Rule 7(4) and (5).

Recorded vote

59 (1) The names of the Members voting on each side of the question shall not be recorded in Hansard unless a recorded vote is requested by a Member.

Voting

(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.

BILLS

60 Every bill shall be introduced upon notice of motion for first reading specifying the title of the bill. **Notice of first reading**

61 No bill may be introduced in blank or in incomplete form. **Incomplete bill**

62 (1) Every bill shall receive three separate readings, on different days, before being passed. **Three separate readings**

(2) Notwithstanding Rule 62(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. **Opposition to readings**

63 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**

64 Notwithstanding Rule 62, an Appropriation Bill bringing forward the capital or operation and maintenance budget for the forthcoming year may receive second reading on the same day on which it received first reading. **Exception for Appropriation Bill**

65 The Clerk or Deputy Clerk shall certify upon each bill the date of reading and passage. **Bills certified**

66 Every bill shall be read twice in the Assembly before committal or amendment. **Bills read twice**

Second reading debate

67 (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.

Bill ordered to Committee

(2) Unless otherwise ordered by the Assembly, when a bill is read for the second time it stands ordered to a Standing or Special Committee.

Appropriation bill to Committee of the Whole

(3) Notwithstanding Rule 67(2), when a bill for the appropriation of any part of the public revenue of Nunavut is read for the second time, it stands ordered to Committee of the Whole for consideration.

Bill may not proceed

68 (1) Unless otherwise ordered by the Assembly, 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.

(2) The sponsor of a Bill may, without notice, under the item “Motions”, move that a bill be ordered into Committee of the Whole after the 120 calendar days have passed and no motion to extend the period for the Standing Committee to review the Bill has been adopted by the House.

Bill sponsor must agree with amendments

(3) All amendments made in Standing or Special Committee must have the concurrence of the sponsor of the bill.

(4) All amendments made in a 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. **Reporting bills to Committee of the Whole**

(5) When amendments to a bill have been made in a Committee, the bill shall be reprinted as amended and introduced with the report of the Committee. **Bill reprinted as amended by a Committee**

(6) Unless otherwise ordered by the Assembly, a bill reported by a Committee shall not be taken into consideration until two sitting days have passed from the presentation of the report. **Two sitting days**

69 (1) In proceedings in Committee of the Whole on bills, the preamble and title are first postponed; then every other clause is considered by the Committee in its proper order. The preamble and title are considered last. **Clauses considered in order**

(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**

70 (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 Member in charge of the bill. **Questions only to sponsor**

(2) Notwithstanding Rule 70(1), a Minister or Member may refer questions on a bill to another Minister or Member. **Questions referred**

(3) When a bill is being considered in Committee of the Whole, the Minister or Member in charge of the bill may, with the consent of the Committee, have witnesses appear to supply information as required.

Witnesses may appear

71 (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 the 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

72 (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

73 When a bill is reported from the Committee of the Whole, it is ordered to be read a third time on a date appointed by the Assembly.

Third reading of bills

MONEY MESSAGE

Money message

74 (1) The Assembly may not adopt or pass any vote, resolution, address 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, resolution, address or bill is proposed.

Taxation measures

(2) Rule 74(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.

PRIVATE MEMBERS' PUBLIC BILLS

Private Members' Public Bills

75 A Member who is not a Minister may introduce a Private Members' Public Bill which does not involve the expenditure of public funds or the imposition of any tax. Rules 60 to 74 inclusive, where relevant, apply to Private Members' Public Bills.

COMMITTEE OF THE WHOLE

Rules of Committee

76 (1) The Rules and procedures of the Legislative Assembly shall be observed in Committee of the Whole so far as they are applicable.

Debate

(2) Speeches in Committee of the Whole must be strictly relevant to the item or clause under consideration.

Maintaining order in Committee

(3) The Chair shall maintain order in Committee of the Whole and shall decide all question of order subject to an appeal to the Speaker.

Disorder in Committee

(4) Disorder in Committee of the Whole may be censured only by the Assembly, on receiving a report from the Committee.

Time limit on speaking

77 (1) No Member shall speak for more than ten minutes at any one time in Committee of the Whole.

Speaking more than once

(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.

No seconding of motions

78 The requirements for seconding motions shall not apply in Committee of the Whole.

Ineligible Chairs

79 The Chair of a Standing or Special Committee which considered a matter shall not chair the Committee of the Whole when that matter is under discussion.

80 The Chair of Committee of the Whole shall not vote except to cast the deciding vote in the case of a tie. **Chair casts deciding vote**

81 (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**

82 (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 82(1) is defeated, it cannot be reintroduced unless some intermediate proceedings has taken place. **Motion defeated**

STANDING AND SPECIAL COMMITTEES

Appointment of Committees

83 At its first sitting after a general election, the Assembly shall appoint a Striking Committee of at least three Members to report and recommend, with all convenient speed, Members to comprise Standing Committees of the Assembly.

Management and Services Board

84 At its first sitting after a general election the Assembly shall appoint a Management and Services Board in accordance with Section 35(1) of the *Legislative Assembly and Executive Council Act*.

Number of Members

85 (1) A Committee established pursuant to Rule 83 shall consist of as many Members as ordered by the Assembly.

Alternate Members

(2) Each Standing Committee shall have three alternates, each of whom may be called upon by the Chair to take the place of an absent Committee Member. When participating in Committee business, the alternate shall be entitled to vote on any matter.

Special Committees

86 (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.

Number of Members on Special Committees

(2) A Special Committee established pursuant to Rule 86(1) shall consist of not more than five Members unless otherwise ordered by the Assembly.

87 The Clerk shall distribute to every Member a list of the Members comprising the Committees and the Management and Services Board. **List of Members**

88 (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 majority of members, including the Chair, constitutes a quorum. **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**

89 (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 83 shall propose a successor to the Assembly. **Filling vacancies**

90 (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

91 (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 by 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

(d) 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 presentation of a report under Rule 91(1) and (2), the Executive Council shall, upon the request of the Committee, table a comprehensive response.

Response to report

92 (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 during a Session, when the Assembly is not in Session, or between Sessions. **Meetings of Committees**

COMMITTEE DOCUMENTS

Committee documents

93 (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.

Disposition of Committee documents

(2) Notwithstanding Rule 93(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) in the absence of any other direction, the direction of the Speaker.

WITNESSES

94 (1) No witness shall be 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. **Witnesses before Committees**

(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. **Payment to witnesses**

(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. **Payment claims certified**

95 (1) Notwithstanding Rule 70(3), no witness shall appear before Committee of the Whole unless with the Committee's unanimous consent, or through the adoption of a motion of approval by the Assembly. **Witnesses before Committee of the Whole**

(2) No witness shall appear before Committee of the Whole when an expenditure of the Assembly funds is required unless a motion of approval has been adopted by the Assembly. **Motion for expenditure of funds**

(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:

Questions ruled out of order

(a) is of a nature that would tend to intimidate or embarrass the witness; or

(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 appropriations are being considered.

No motion in the presence of witnesses

96 Witnesses may be invited to appear before any Standing or Special Committee at the discretion of the Chair.

Witnesses before Committees

OFFICERS OF THE ASSEMBLY

Officers of the Assembly

97 (1) The Officers of the Assembly are:

(a) the Clerk;
(b) the Deputy Clerk;
(c) the Clerk of Committees;
(d) the Law Clerk; and
(e) the Sergeant-at-Arms.

Clerk

(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 distributes Order Paper

(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.

Necessary staff

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

Hours of attendance

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

Distribution of Hansard

(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.

Committee Clerks

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

98 In the absence of the Clerk, the Deputy Clerk or the Clerk of Committees shall perform the duties of the Clerk. **Absence of the Clerk**

99 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 Committee are incorporated before third reading;

(c) ensure that all amendments made to bills in a Standing or Special Committee are incorporated before consideration in Committee of the Whole; and

(d) review within 15 days from the close of each Session, all legislation enacted prior to its distribution.

100 (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

Hansard

101 (1) A printed transcript of the deliberations and proceedings of the Assembly and the Committee of the Whole, known as the "Hansard", shall be compiled, edited, printed and distributed under the authority of the Speaker.

Daily transcript

(2) The unedited transcript shall be produced daily and one copy distributed to each Member.

Time limit for corrections

(3) Every Member has until 10:00 a.m. of the sitting day following receipt of the transcript to correct it as to grammar, obvious errors in transcription and other mistakes in form in accordance with Rule 101(4). Corrections may not affect the substance of the transcript.

Editing

(4) The Clerk shall provide for the editing of the transcript in accordance with the following:

(a) revisions shall be limited to correcting grammar, spelling and punctuation, ensuring that the correct parliamentary forms are observed, and minimizing repetition and redundancies;

(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) the Transcript shall remain an accurate and, as far as possible, an exact report of what was said;

(d) 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; and

(e) 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 nor to strike out a passage which he or she regrets having spoken.

APPENDICES

QUESTION PERIOD GUIDELINES

No clear-cut and precise Rules have been developed for Question Period.

Question Period proceedings are generally conducted in accordance with a combination of practices and precedents and Beauchesne citations.

Question Period ought to be respected for the realization of the principal objective of "the seeking of information from Government".

As indicated earlier, the traditional purpose of questions, namely the seeking of information or pressing of action by the Government, has shifted and broadened in many legislatures. I would suggest that there are four objectives of the Question Period:

1. as a vehicle for individual Ordinary Members to raise the individual grievances 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 skill 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 have been compiled to 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 Ordinary Members and the Cabinet.

Situations which are not covered by these guidelines will be dealt with in accordance with Nunavut precedents, where any exist or, failing them, the practices of the House of Commons as set out in Beauchesne 6th Edition and elsewhere.

The guidelines have been set out under several self-explanatory headings, and every effort has been made to write them in clear, simple and easily understood language.

A Question must:

a) be addressed by indicating the Minister to whom it is directed;

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;

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.

1. A Question must not:

a) be an argument or a debate;

b) contain a preamble exceeding one carefully drawn sentence;

c) be hypothetical;

d) be trivial, vague, meaningless or frivolous;

e) seek an opinion;

f) contain inferences, impute motives or cast aspersions upon any person;

g) require a lengthy and detailed answer;

h) repeat an earlier question which was answered, taken as notice, or to which an answer was refused at that sitting;

i) anticipate a matter listed on the Order Paper for consideration at that sitting;

j) refer to a matter that is before courts (sub-judice);

k) seek information about proceedings in a Committee which has not yet been reported to the House;

l) be addressed to the Speaker (information relating to matters under the Speaker's jurisdiction must be obtained privately);

m) seek information about matters which are secret, such as decisions or proceedings of Cabinet; or

n) request a Minister to provide legal interpretation.

2. 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;

b) therefore should not require any preamble; and

c) only three supplementary questions on the same original question can be asked.

3. When answering a Question, a Minister may:

a) answer it;

b) take it as notice; or

c) decline to answer it by saying nothing.

4. Answers to questions must:

   a) reply to the question asked; and

   b) be brief.

5. Answers to Questions must not:

   a) be lengthy;

   b) contain argument or debate; and/or

   c) provoke debate.

TELEVISION GUIDELINES

1. The philosophy of television coverage of the proceedings of the Legislative Assembly should be to provide an accurate, factual and coherent record of the legislative proceedings which will allow the viewing public to clearly understand how the legislative process works without dramatizing the proceedings.

2. The coverage of the proceedings of the Legislative Assembly shall be recorded in the Official Languages of Nunavut as identified in *The Official Languages Act*.

3. All proceedings in the Legislative Chamber, beginning with the Speaker's procession and Prayers until 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. The Member who is on his or her feet and has been recognized by the Speaker 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 shot of the Member shall be of his or her head and shoulders, or a medium close-up shot showing some of the Members who are seated on either side of the speaking Member. In addition, an occasional establishing shot may be taken to help orient viewers to the Chamber. On special occasions such a the Opening Address and the Budget Address, cutaway shots of individuals or groups of Members or guests to the House may be shown.

7. When the Speaker is speaking or is on his or her feet, 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, or in a Standing or Special Committee, 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 the Committee, 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 in Committee may be taken when he or she is giving a ruling.

10. Applause shots and orientation cut-away shots may be taken provided that care is taken to ensure that the shots are in good taste and reflect the decorum of the Chamber.

11. Split screen shots will not be permitted.

12. Medium close-up shots may be taken of distinguished visitors sitting in the Gallery. These guests must be seated in a predesignated 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 (Canada)*, the Legislative Assembly of Nunavut has a copyright in the audio/video record of the proceedings of the Legislative Assembly.

14. Access to and use of the audio/video 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/video copy of the record of the proceedings from the Clerk of the Legislative Assembly. This service will be provided free of charge, but it is the responsibility of the requester to provide the audio/video tape.

16. After the prorogation of each session of the Legislature, the Clerk of the Legislative Assembly shall ensure that the master audio/video records of the proceedings made during that session are deposited in the Nunavut Archives, following which access to these records shall be had in accordance with the procedures established by the Territorial Archivist.

17. The following conditions apply to the use of the record of proceedings of the Legislative Assembly by any person or organization:

    1) the person or organization have a bona fide public interest in the use of that record;

    2) the person or organization shall not use that record with purposeful distortion; and

    3) 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 (Canada)* is an offence and may be prosecuted accordingly, or may be otherwise enforced by the Speaker and the Assembly.

18. These guidelines shall be enforced by the Speaker. Specific complaints by Members regarding the televising of the proceedings of the Legislative Assembly should be raised with the Speaker in the Speaker's office.

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

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GLOSSARY OF PARLIAMENTARY TERMS

Abstention · Refrain from voting either for or against a motion. Members are not obliged to vote and the records of the House take no official notice of an abstention unless a recorded vote is asked for.

Abstract motion · A motion which merely recommends an expenditure, imposition or action. As it expresses only an opinion or desire, such a motion does not bind the House or the Government to any course of action.

Acclamation · A Member is said to be elected or returned by acclamation when no other candidate has come forward at an election and no vote is held.

Act of Nunavut · A bill which has been passed by the Legislative Assembly of Nunavut and has received Assent from the Commissioner of Nunavut. Unless a provision of the Act specifies otherwise, the Act comes into force on the date of Assent.

Acting Speaker · A Member who is called upon to take the Chair during the unavoidable absence of the Speaker and Deputy Speaker. Usually, one of the Deputy Chairs of the Committee of the Whole is chosen, but any Member may act in this capacity.

Adjournment of the House · The termination of a sitting, by motion, within a Session. An adjournment covers the period between the end of one sitting and the beginning of the next. The House may adjourn for a few minutes or for several months.

Agenda · A list of the items of business to be dealt with during a meeting of one of the Assembly's Committees or caucus.

Alternate Member · A Member whose name has been placed on a list from which substitute Members of a standing or special Committee may be chosen to participate in a meeting of the Committee in the absence of one or more full Members of the Committee.

Amending Act · An Act of the Legislative Assembly whose sole purpose is to modify another Act or Acts.

Amendment · An alteration proposed to a motion, a clause of a bill, or to a Committee report.

Appropriation · A sum of money allocated by the Legislative Assembly for a specific purpose outlined in the Government's spending estimates.

Appropriation Bill · A bill to authorize government expenditures, introduced in the House with supporting Main or Supplementary Estimates and Business Plans. An appropriation bill can only be introduced by a Minister.

Assembly: The elected part of the Legislative Assembly of Nunavut. Made up of nineteen (19) Members.

Ballot · A paper on which a voter indicates his or her choice (e.g. of a candidate in an election or of an option in a referendum). In the Legislative Assembly of Nunavut, ballots are used only for the election of the Speaker, the Premier and Members of the Executive Council.

Bell · An electronic bell used to summon Members at the beginning of a sitting, for the taking of a vote or to establish a quorum in the House.

Bill · A proposed law submitted to the Assembly for its approval. It may be introduced by a Minister (a "Government Bill"), a private ("Regular")Member (a "Private Member's Bill") or a Member on behalf of the Management and Services Board (a "House Bill"). A bill may relate either to public or private interests.

"Blues" · The unedited transcript of proceedings of the House, so called because it is printed on blue paper.

Breach of privilege · An infringement of one of the specific privileges of the House or its Members which prevents them from carrying out their functions. The House is asked to deal with an alleged breach only when it appears to the Speaker to be evident.

Budget · The Government's statement of its fiscal position and expenditure plans. It is usually presented once a year, normally in the February/March sitting of the House (the "Budget Session"). The Minister of Finance delivers the annual Budget Speech.

Business of the House · Any question, motion or bill which is placed before the House, whether introduced by a Minister or by a private ("Regular") Member.

By-Election · An election held to fill a vacancy arising during the course of an Assembly. The date of the by-election is fixed by the Commissioner in Executive Council.

Cabinet Minister · A Member of the Executive Council, appointed by the Commissioner on the recommendation, by way of motion, of the Legislative Assembly. Usually chosen from among sitting MLAs, Ministers are responsible to the Assembly for their official actions and those of their departments. Cabinet Ministers are given the title "Honourable" and serve at the pleasure of the House.

Cabinet Solidarity · The principle that decisions of the Cabinet must be supported by all of its Members. By convention, those not supporting a decision must resign from the Cabinet.

Casting Vote · The deciding vote accorded to the Speaker (or, in Committee, to the chair) in the event of a tie. The Speaker or chair may vote only in order to avoid a deadlock, and traditionally votes so as to maintain the *status quo or to allow for debate to continue at the next stage.*

Censure Motion · A motion condemning the Government, a Minister or a Regular Member for some position which they hold or for some action or lack of action for which they are responsible.

Chair · The presiding officer at a meeting of the House or one of its Committees. May be the Speaker, the Deputy Speaker, the Acting Speaker or a Committee Chair.

Chair of Committee of the Whole · The Member charged with presiding over Committee of the Whole. The Chair of Committee of the Whole also serves as Deputy Speaker. Two Deputy Chairs of Committee of the Whole are selected by the Assembly by way of motion.

Challenge: To request the reconsideration of a decision made by a Committee chair. In Standing or Special Committees, the appeal is made to the Committee itself; decisions made by the Chair of Committee of the Whole can be appealed to the Speaker. Decisions made by the Speaker may not be appealed.

Chamber · The room in which the Assembly meets to conduct its business.

Chief Electoral Officer · An independent officer of the Legislative Assembly, appointed by the Commissioner on the recommendation of the Legislative Assembly by way of motion, responsible for the administration of territorial elections, by-elections and, in certain cases, plebiscites.

Citation · A numbered paragraph in a procedural authority, usually referred to in the course of debate on a question of privilege or a point of order.

Clause (of a bill) · A division of a bill consisting of an individual sentence or statement. Once a bill becomes law, its clauses are referred to as *sections.*

Clause-by-clause study · The final phase of a Committee's consideration of a bill, involving detailed study of its provisions. Each clause of the bill is considered individually.

Clerk of the House · The chief procedural and administrative adviser to the Speaker and to Members of the House. Also serves as Secretary to the Management and Services Board. Appointed by the Commissioner on the recommendation of the Legislative Assembly, the Clerk, as the senior permanent official of the House, is responsible for a wide range of administrative and procedural duties relating to the work of the House and its Committees.

Coming-into-force clause · The clause of a bill stating the date upon which an Act will come into effect. Such a clause may also indicate only that an Act or some part of it will come into force on a date fixed by order of the Commissioner in Council.

Commissioner of Nunavut: A federally-appointed position whose role is formally outlined in the federal *Nunavut Act.*

Committee · A body of Members selected to consider such matters as the House may refer to it or empower it to examine, including bills. The Assembly may establish both Standing and Special Committees.

Committee Clerk · The procedural clerk acting as administrative officer and adviser on parliamentary procedure to a Committee. The Committee clerk takes the minutes of proceedings at all Committee meetings and may draft decisions or actions to be taken for the Committee chair.

Committee Hearing · A meeting convened by a Committee to receive oral evidence either publicly or *in camera.* Hearings may be held on a specific topic or concerning a particular bill.

Committee of the Whole (House) · All of the Members of the House sitting in the Chamber as a Committee. Presided over by a chair rather than by the Speaker, it studies bills and any other matter referred to it by the House.

Committee Stage (of bill) · Detailed study of the clauses of a bill by a Standing Committee. This stage, which may include the hearing of witnesses, is the first at which amendments may be proposed to specific provisions of the bill.

Conflict of Interest · A conflict arising from any interest, pecuniary or other, which interferes with a Member's ability to perform his or her duties. Such a conflict may prevent a Member from voting on a given issue.

Consensus Government: A style of government where no political parties are officially represented in the Legislative Assembly. All Members of the Assembly are elected as independent candidates in their constituencies.

Consolidated Revenue Fund · The government account which is drawn upon whenever an appropriation is approved by the Assembly and replenished through the collection of taxes, tariffs and transfer payments.

Contempt of the Assembly · Any offence against the authority or dignity of the Assembly, including disobedience to its commands or libel against it or its Members. Punishment for such an offence may take a variety of forms, up to and including imprisonment.

Debatable Motion · A motion which, because of its substantive nature or procedural importance, is subject to debate before being put to a vote. The Rules give a complete enumeration of the various types of motions which are debatable.

Decision · **(1)** (of the Speaker) · A ruling on the procedural acceptability of some matter before the House which, unless otherwise specified, serves as a precedent to govern future proceedings. Such rulings are final; they may not be debated or appealed. · **(2)** (of a chair) A ruling on the procedural acceptability of some matter before a Committee which may serve as a precedent in future Committee proceedings. A Chair's ruling may be appealed to the Committee or, if delivered in Committee of the Whole, to the Speaker.

Deputy Chair of Committees of the Whole · A Member chosen to serve as a replacement for the Chair of the Committee of the Whole during the latter's absence, including taking on the role of Acting Speaker when required.

Deputy Minister · The public servant, reporting directly to the Minister, who is the permanent administrative head of a government department and is responsible for its day-to-day management.

Deputy Speaker · Title given to the Member selected as the Chair of the Committee of the Whole at the beginning of every Assembly. The Deputy Speaker replaces the Speaker when the latter is unavoidably absent.

Die on the Order Paper · To remain on the *Orders of the Day* at the end of a Session without a final decision having been taken. Motions and bills which "die" are lost and are not proceeded with further, unless they are re-introduced in the next Session.

Dissolution · The bringing to an end of an Assembly, either at the conclusion of its five-year term or by proclamation of the Commissioner of Nunavut. It is followed by a general election.

Estimates · The departmental expenditure plans consisting of Main Estimates and Business Plans, which are tabled annually**,** and Supplementary Estimates, tabled as required.

Executive Council · The executive of the Government, consisting of those Members appointed by the Commissioner on the advice of the Legislative Assembly. It is responsible for the administration of the Government and the establishment of its policy.
The Executive Council is commonly referred to as “Cabinet.”

Extended Adjournment: The ending of a sitting within a Session for an extended period of time. The period of time could be a matter of weeks or months.

First Reading · *A pro forma* stage in the passage of a bill. The motion for first reading follows the granting of leave (Notice of Motion for First Reading of Bills) to introduce the bill in the House. Following First Reading, the contents of a bill are made public.

Fiscal Year · The twelve-month period, from April 1 to March 31, used by the Government for budgetary and accounting purposes.

Floor of the House · That part of the Chamber of the House of Commons reserved for the Members and the officials of the House.

Free Vote · A vote during which Cabinet discipline is not imposed on individual Ministers. Ministers are free to vote as they wish on the matter, rather than adhering to the principle of Cabinet solidarity.

Full Caucus: A body of all Members of the Assembly with its own Chair.

General Election · An election following dissolution at which Members are selected for every electoral district. Members are elected by a simple plurality of the votes, which are cast by secret ballot.

Government · **(1)** The sovereign political authority of a State, in which are vested the executive, legislative and judicial powers. In Canada, this authority is of Her Majesty the Queen. · **(2)** Often used to refer to the executive branch of the Government.

Government Bill · Any bill introduced by a Minister.

Grandfather Clause · A clause protecting a prerogative of an individual or a collectivity from being affected by the new legislation.

House: The term used for the Assembly while it is in Session.

House Copy (of a bill) · The copy of a bill in the care of the Clerk of the Assembly which is used as a working copy by the House.

House Leader · A Minister of the Executive Council responsible for the management of government business in the House. The Government House Leader determines a schedule of House business through consultation with the Chair of the Regular Members' Caucus. These consultations are facilitated by the Clerk of the Legislative Assembly.

***In Camera* Meeting ·** A meeting from which the public is excluded. Committee staff may also be excluded depending on the matter before the meeting.

Integrity Commissioner: An independent officer of the Assembly appointed pursuant to the *Integrity Act* who advises Members on compliance with the *Act.*

Legislation · The laws enacted by or on the authority of the Assembly. These include orders, regulations and other statutory instruments adopted as a result of power delegated by the Assembly to the Executive Council.

Legislative Agenda · The government's legislative plans for the Session, usually set out in the Commissioner's Opening Address. The Government is free to modify its legislative plans without notice during the course of the Session.

Mace · A large, heavy and richly-ornamented staff which is the symbol of authority of the Assembly. When the Speaker takes the Chair, the Sergeant-at-Arms rests the Mace in the hands of a man and woman carved in granite and labradorite to signify that the House is in Session.

Main Estimates · A series of Government documents providing a breakdown of the planned spending for the coming fiscal year.

Management and Services Board (MSB) · The governing body of the Legislative Assembly. Presided over by the Speaker, the Board is responsible for all matters of financial and administrative policy affecting the Assembly. The Board is constituted and empowered by statute. The Clerk of the Assembly is its Secretary.

Members' Statements · A daily period when all Members may make statements on maters of national, regional or local importance. Statements are limited in length to two and a half minutes and opportunity to speak is given equally to all Members.

Ministers' Statements · A heading under the Orders of the Day during which a Minister may, if he or she desires, make a short factual announcement or statement of government policy.

Money Message (or "Royal Recommendation"): A message from the Commissioner, required for any vote, resolution, address or bill for the appropriation of public revenue. Only the government can obtain such a recommendation.

Naming a Member · A disciplinary procedure used by the Speaker to maintain order in the House. The Speaker names a Member for persistently disregarding the authority of the Chair. He or she uses the name of the Member, rather than the name of the Member's electoral district, and the Member is then usually suspended from the service of the House for the rest of the sitting day.

Non-confidence Motion · A motion which, if adopted, indicates that the Government has lost the confidence of the House. A motion of no-confidence in a member of the Executive Council (Cabinet) that is adopted results in the departure of the member from Cabinet.
Not Debateable: A motion that goes to immediate vote with no debate. For example, a motion to report progress during the proceedings of the Committee of the Whole is not debateable.

Notice of Motion · An announcement of an intention to bring a substantive motion before the House. The notice period is 48 hours.

Oath of Allegiance · An oath of loyalty to the Sovereign, in accordance with the requirements of the *Legislative Assembly and Executive Council Act,* sworn (or affirmed) by a Member before taking a seat in the House.

Oath of Office · An oath sworn (or affirmed) by Members and employees of the House to carry out faithfully the duties entrusted to them, in accordance with the *Legislative Assembly and Executive Council Act*.

Officer of the House · An officer responsible to the House for the carrying out of duties assigned by statute. Among those included in the designation are the Clerk of the Legislative Assembly and the Law Clerk. The independent Officers of the House are the Chief Electoral Officer, the Languages Commissioner, the Integrity Commissioner, and the Information and Privacy Commissioner.

Oral Question Period · A daily 60-minute period in the House during which oral questions may be addressed to Ministers. Ministers may be questioned only about the responsibilities under their current portfolio.

Parliamentary Privilege · The rights and immunities enjoyed by a Member, necessary for the carrying out of Parliamentary duties. They include: freedom of speech in the House and its Committees: freedom from arrest in civil cases; exemption from jury duty and appearance as a witness: and, in general, freedom from obstruction and intimidation.

Parliamentary Procedure · The rules by which the House conducts its business, based on statutes, the Rules, authoritative procedural works, precedents, and tradition. Decisions by the Speaker are based on these rules.

Passage (of a bill) · The process by which a bill obtains Assembly approval and becomes law. The principal steps in the passage of a public bill by the House are: first reading; second reading; Committee stage; report stage during Committee of the Whole; and third reading. The bill goes forward for Royal Assent by the Commissioner of Nunavut. A bill may come into force upon Assent or at a later date.

Petition · A formal request made to the Assembly by Nunavut residents for redress of a grievance. Such a request can only be presented to the House by a Member. Petitions can be presented during the daily Proceedings of the House. The government is required to formally respond to a petition.

Plebiscite · An official consultation conducted by a government on a specific issue by way of a ballot. The results of a plebiscite are not necessarily binding.

Point of Order · A question raised by a Member with respect to any departure from the Rules or customary procedures, either in debate or in the conduct of House or Committee business. Points of order are decided by the Speaker whose decision is final, or, in Committee, by the chair, whose decision may be appealed to the Committee.

Portfolio · The formal responsibilities of a Cabinet Minister, especially the subject matter or government department for which he or she is responsible. Portfolios are assigned by the Premier.

Prayer · At every sitting of the House, a Member delivers a prayer before the commencement of the daily order of business.

Preamble · The part of a bill preceding the main text that states the reasons for its introduction and the ends which it seeks to attain.

Precedent · A Speaker's ruling or a practice of the House taken as a rule for subsequent cases of a similar nature. Not all decision and practices constitutes precedents.

Precinct of the Assembly · Buildings accommodating Members, the Chamber, and the rooms reserved for Committee meetings. As parliamentary privilege recognizes the right of each House to regulate its own affairs, the Parliamentary precinct is outside the jurisdiction of local or provincial regulatory control.

Premier · The title given to the leader of the territorial government.

Principle of a Bill · The object or related objects which a bill seeks to achieve. The principle of a bill is adopted at second reading.

Private (or "Regular") Member · A Member who is not a Member of the Executive Council and is not the Speaker.

Privilege · Those rights and immunities enjoyed by the House as a collectivity and by each Member individually, without which Members could not carry out their duties and the House could not fulfill its functions.

Procedural Authority · A work dealing with the procedure and practices of the House which may be referred to for guidance in resolving points of order and questions of privilege. The most frequently cited works are those of *Marleau and Montpetit, Beauchesne, Bourinot* and, for British procedure, *Erskine May.*

Proceedings · The actions taken by the House or by a Committee. The most important parts of the proceedings are the decisions that are taken.

Proclamation · An official notice or order issued by the Commissioner or Minister. An Assembly is begun and ended by proclamation.

Promulgation· The act whereby the Commissioner of Nunavut announces passage of a bill by the Assembly and proclaims it in force.

Prorogation · The ending of a Session of the Assembly. Prorogation also refers to the period of time an Assembly stands prorogued.

Question · The matter before the House or a Committee, about which it is called upon to make a decision. When the House appears ready to come to a decision, the Speaker asks if the House is “ready for the question”. Or a Member may call “question”.

Quorum · The number of Members, including the Speaker, necessary to constitute a meeting of the House for the exercise of its powers. In the House, this means ten Members.

Quorum Call · To draw the attention of the Speaker (or the chair, in a Committee) to the absence of a quorum; the business under consideration in the House is interrupted and if a quorum is not established, the House adjourns.

Reading of a Bill · One of the stages of the passage of a bill. The reading stages (first, second and third) of each bill have their own individual function.

Recall of the House · Pursuant to the Rules and the extended adjournment motion of the House, the Speaker may recall the House when it stands adjourned during a Session, to meet prior to the date that it was scheduled to reconvene.

Recess · The period between the ending of one Session (prorogation) and the beginning of the next. Also used in reference to an extended adjournment.

Recorded Vote · A vote where the names of those voting for and against a motion or abstaining are registered in the official record of the House or of one of its Committees. Members vote by rising in their places and bowing to the Speaker as their names are called by the Speaker.

Regular Members' Caucus: A body of Members who are not part of the Executive Council**.** The Speaker is not a part of this Caucus.

Report Progress · To report to the House from a Committee of the Whole an indication that the Committee has concluded with some matters and not concluded its deliberations on other matters.

Report to the House · A written or oral statement by a Committee to the House, giving the results of an inquiry or requesting additional powers. For a Committee studying a bill, the bill itself, and any amendments made thereto, constitutes its report.

Reprimand · Pursuant to the Rules, a formal reproof addressed by the Speaker to a person adjudged guilty of a breach of privilege or of a contempt of the House.

Rescind a Resolution/Motion · To cancel the effect of a resolution previously adopted by the House.

Responsible Government · The principle that Ministers are collectively responsible to the House for the actions of the Government. The legislative branch of government thus exercises control over the executive.

Right of Reply · The right of the mover of a substantive motion or a motion for second reading of a bill to speak a second time in debate. As this second speech closes the debate, the Speaker will so inform the House when recognizing the Members.

Royal Assent · The approval, by the Commissioner of Nunavut, of a bill passed by the House making it into an Act of the Legislative Assembly. By tradition, Royal Assent is granted in the House, by the Commissioner in the presence of Members of the House. Alternatively, it may be signified by a written declaration, either by the Commissioner or her/his deputy.

Rules: The collection of the permanent written rules adopted by the House to govern its proceedings. Rules may be altered or repealed only by a subsequent decision of the House.

Schedule · An appendix to a bill that contains matters of detail not suitable for inclusion in a clause, or the text of an agreement that the bill brings into effect. Schedules form part of a bill and are subject to amendment.

Second Reading · The stage in the passage of a bill at which the principle and object of a bill is either accepted or rejected. Detailed consideration is not given to the clauses of the bill at this stage.

Seconder · A Member who formally supports a motion or amendment in the House. The Member does not actually need to speak in order to support a motion but may simply indicate his or her consent. Motions in Committee do not require seconders.

Secret Vote · A vote by secret ballot. This method of voting is used only for the selection of the Speaker, Premier and Executive Council during the proceedings of the Nunavut Leadership Forum. This method is also used to select Chairs of Committees.

Sergeant-at-Arms · An official of the House, the Sergeant-at-Arms assist the Clerk by performing certain ceremonial functions and being responsible for security within the Chamber while the House is sitting.

Session · One of the fundamental time periods into which the House is divided, usually consisting of a number of separate sittings. Sessions are begun by a Speech from the Throne (Commissioner's Address) and are ended by prorogation or dissolution of the House. An Assembly is, therefore, composed of a number of Sessions, during which there are a number of sitting days. There were a total of six Sessions in the First Legislative Assembly of Nunavut (1999-2004).

Speaker · The Member elected by the House to preside over its proceedings. In particular, he or she is responsible for maintaining order and decorum. As Chair of the Management and Services Board, the Speaker oversees the administration of the House. In addition, the Speaker is the official spokesperson and representative of the House in its relations with other legislatures outside the House.

Speaker's Chair · The chair at the head of the Chamber occupied by the Speaker or another presiding officer when the House is in Session. When the House is in Committee of the Whole, the Speaker's Chair is vacated and the Chair of the Committee of the Whole occupies the Clerk's place at the Table.

Speaker's Parade · A parade consisting of the Speaker, the Sergeant-at-Arms (with the Mace), the Clerk of the House and other House officials which departs from the antechamber for the House several minutes prior to the opening of the sitting.

Special Committee · A group of Members appointed to study a particular matter. Once it has made its final report, the Committee ceases to exist.

Speech from the Throne · A speech normally delivered by the Commissioner of Nunavut at the opening of a Session of the House, which outlines the Government's legislative plans for the Session. In the Orders of the Day, it is referred to as the Opening Address.

Sponsor (of a bill) · The Member or Minister who presents a bill in the House.

Standing Committee · A permanent Committee established pursuant to the *Legislative Assembly and Executive Council Act*. It may study matters pursuant to its terms of reference, or within its area of responsibility, undertake studies on its own initiative.

Stranger · Anyone who is not a Member of the House or an official of the House. Strangers are admitted to the Public Gallery but may be expelled if there is a disturbance or if the House so orders.

Striking Committee · A Committee charged with preparing lists of Members to serve on the Standing and Special Committees of the House.

***Sub judice* Convention** · A convention whereby Members refrain from making reference to certain matters, particularly criminal cases, which are before the courts. It does not apply to bills.
Subamendment · An amendment to an amendment. A subamendment must be relevant to the amendment it seeks to modify, rather than to the original question.

Substantive Motion · An independent proposal expressing the opinion of the House on a matter. Such motions require written notice before they can be moved in the House. Substantive motions are different from procedural motions, such as a motion to adjourn the House.

Summoning a Witness · Ordering a witness to appear before the House or before one of its Committees. Witnesses are summoned before Committees only after they have declined an invitation to appear.

Summoning the Assembly · The convening of the Assembly following a general election. The Assembly is summoned by a proclamation issued by the Commissioner of Nunavut in accordance with the *Legislative Assembly and Executive Council Act.*

Supplementary Estimates · An expenditure plan introduced to provide funds to the Government to meet new or increased expenses. The Government may introduce as many sets of Supplementary Estimates in a given fiscal year as it deems necessary.

Supplementary Question · A question seeking clarification or further information following a Minister's initial response to a question during oral questions. Three supplementary questions are permitted for the same subject.

Table · The Table in front of the Speaker's Chair at which the Clerk and the other Table Officers sit.

Table Officers · The clerks who provide procedural advice during sittings of the House and its Committees. Clerks record votes, produce and protect the records of proceedings, and coordinate administrative support to Committees.

Tabling of Documents · This item of business in the Orders of the Day permits Members to table documents that may be of interest. Tabled Documents become part of the records of the House, and are available to the public.

Third Reading · The last stage of consideration of a bill in the House, at the conclusion of which the bill as a whole is either finally approved or rejected.

Unanimous Consent · The consent of all Members present in the House that is required when the House wishes to set aside its rules or usual practices without notice. Actions taken by unanimous consent do not constitute precedents.

Unparliamentary Language · The words or expressions contrary to the rules or practices of the House. A Member who refuses to withdraw unparliamentary language may be named by the Speaker.

Vote · The formal expression of opinion for the purpose of reaching a decision. In the House, votes are given either orally or by the Members standing in their places. A Member may request a recorded vote on a question before the House.

Witness · A person invited to appear before a Standing Committee or the Committee of the Whole to present an opinion on a particular topic or to provide technical advice with respect to a bill. While testifying, witnesses enjoy the same privilege of freedom of speech as Members.