

## **PROCESS CONVENTION**

### **Consideration and Enactment of Bills Under the Administration of the Speaker and Board of Management**

#### **General Guidelines**

This process convention applies to legislation falling under the administration of the Speaker and Board of Management of the Legislative Assembly. This includes bills to amend or replace the following statutes:

- *Legislative Assembly and Executive Council Act;*
- *Elections and Plebiscites Act*
- *Electoral Boundaries Commissions Act;*
- *Legislative Assembly Retiring Allowances Act;*
- *Supplementary Retiring Allowances Act;*
- *Human Rights Act, Part 3;*
- *Ombud Act, Part 1;*
- *Health Information Act, Part 7;*
- *Territorial Emblems and Honours Act;*
- *Official Languages Act, Part 2; and*
- *Access to Information and Protection of Privacy Act, Part 4, Division A.*

Nothing in this Process Convention detracts from the government's financial prerogative as expressed in section 35 of the *Northwest Territories Act, SC. 2014, c.2, s.2.*

**Guiding Principles:** 3, 5, 6 and 7

#### **Authority**

This Process Convention is established under the authority of the Speaker, Caucus, the Executive Council and the Standing Committee on Accountability and Oversight. It may be amended by the agreement of all parties.

#### **Process**

1. Any one of the following may identify the need to amend or introduce a new bill:
  - a) The Legislative Assembly, including an MLA, a Standing or Special Committee or Committee of the Whole;
  - b) The Speaker or the Board of Management;
  - c) Caucus;
  - d) The Executive Council;
  - e) The Independent Commission to Review Members' Compensation and Benefits;
  - f) The Integrity Commissioner;
  - g) The Chief Electoral Officer;
  - h) The Electoral Boundaries Commission;
  - i) A Statutory Officer; or
  - j) Any member of the public.

2. The Office of the Clerk will lead consultation with affected agencies, Indigenous governments and special interest groups, as required.
3. The Clerk drafts a legislative proposal for the Speaker's signature and submission to the Board of Management.
4. The Board of Management will consider the legislative proposal and:
  - a) approve it;
  - b) approve it subject to amendments;
  - c) defer it to another meeting; or
  - d) reject it.
5. The Speaker may choose to brief Caucus prior to the Board rejecting a legislative proposal or issuing drafting instructions for a bill.
6. The Office of the Clerk issues drafting instructions to the Department of Justice .
7. The Board of Management may authorize a draft of the bill to be circulated to affected departments, agencies or other groups for comment.
8. The bill is finalized, signed off by the Clerk and then translated into French by the Department of Justice. The Department of Justice sends the bill to the Clerk for consideration by the Speaker and Board of Management.
9. The Board of Management will consider the draft bill and:
  - a) approve it;
  - b) approve it subject to amendments;
  - c) defer it to another meeting; or
  - d) reject it.

If approved, the Board will designate two of its members to move (sponsor) and second the bill in the House.

10. The Speaker will provide a detailed briefing on the bill to Caucus prior to its introduction in the House.
11. The Office of the Clerk prepares text for Notice of Motion for First Reading, First Reading, Second Reading, referral to Committee of the Whole and Third Reading of the bill in the House.
12. The Clerk will ensure the bill's sponsor is prepared to speak to the principle of the bill at Second Reading.
13. The bill's sponsor gives Notice of Motion for First Reading of the bill on a date agreed to by Caucus. First and Second Reading are in accordance with the Rules of the Legislative Assembly. Unless Caucus directs otherwise, the bill's sponsor will, following second reading, seek unanimous consent to have the bill referred directly to Committee of the Whole.
14. Committee of the Whole determines when the bill will be considered.

- 15. The Office of the Clerk will ensure the bill's sponsor has opening remarks for the bill in Committee of the Whole.
- 16. The bill's sponsor will deliver opening remarks during Committee of the Whole review. If Committee agrees, the bill's sponsor will invite witnesses into the House. The Speaker does not appear before Committee of the Whole to defend the bill. Witnesses will be identified by the Office of the Clerk and the bill's sponsor.
- 17. When Committee of the Whole review is complete, the Bill can be reported to the Speaker as ready for Third Reading. Third Reading and Assent are in accordance with the Rules of the Legislative Assembly.

  
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Speaker

2026-02-20  
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Date

  
\_\_\_\_\_  
Chair, Caucus

2026-02-20  
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Date

  
\_\_\_\_\_  
Chair, Executive Council

2026-02-20  
\_\_\_\_\_  
Date

  
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Chair, Standing Committee on  
Accountability and Oversight

2026-02-20  
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Date