

BRITISH COLUMBIA ASSEMBLY OF FIRST NATIONS



GOVERNANCE MANUAL

***BC Assembly of First
Nations © 2006***

Approved by the Board of Directors on September 22, 2006
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PR EF AC E

The BC Assembly of First Nations (“BCAFN”) has prepared three manuals to reflect the governance, culture and organization of the BCAFN: the Governance Manual, the Human Resources Manual and the Financial Controls Manual.

These manuals provide ready information and guidance to the Board of Directors, the Regional Chief, BCAFN staff and members to ensure that the governance of the BCAFN is consistent with the BCAFN Constitution, Bylaws, the *Society Act*, and any applicable law.

A copy of this Manual as well as the Human Resources Manual and Financial Controls Manual will be made available to all Directors, the Regional Chief, Committee Representatives, and BCAFN staff. Members may also receive a copy of these Manual on request.

These policies are subject to the BCAFN Constitution and Bylaws (reference copies are included in this Manual) and all applicable law. The Board of Directors may amend these policies as the Board sees fit from time to time.

Any questions or concerns about the policy and procedures set out in this Manual may be raised with the Board of Directors or failing that, the Regional Chief.

INTR ODUC TION

The purpose of this Governance Manual is to assist the BCAFN Regional Chief, the Board of Directors, committee representatives, staff and BCAFN members in understanding the governance structure of the BCAFN and to help smooth transitions in leadership when a new Regional Chief or new Directors are elected.

Used as a desk reference for the governing documents, policies and key BCAFN documents, this Governance Manual sets out the BCAFN’s organizational structure and governance. It also sets out the policy and procedures on election and appointment issues to assist the BCAFN in reaching its desired goals and in minimizing the risk of internal conflicts arising in the way BCAFN governs itself.

To ensure that the Office of the BC Regional Chief has access to Political Territorial Organization Funding from the Department of Indian Affairs (now Aboriginal Affairs and Northern Development Canada), BC Region, in 2003 the BCAFN became an incorporated society pursuant to the *Society Act* of British Columbia.



BCAFN GOVERNING DOCUMENTS

CONSTITUTION AND BYLAWS

The BCAFN is a society incorporated pursuant to the *Society Act*, RSBC 1996, c. 422 under incorporation no. S-45919. The BCAFN is governed in accordance with the *Society Act*, as well as our Constitution and Bylaws.

The Constitution sets out the purpose and overarching goals of the BCAFN.

The Bylaws set out the procedural rules for membership and Board of Director meetings, the roles and responsibilities of the Board of Directors, officers and the Regional Chief, borrowing requirements and the appointment of an auditor. The membership and/or the Board of Directors may also make policies and procedures to the extent they are not inconsistent with the Constitution and Bylaws, the *Society Act*, and other applicable law. This Manual is an example of this policy making power.

The Constitution and Bylaws reproduced here are consolidations prepared for convenient reference only and do not have official sanction. For official copies of the Constitution and Bylaws, reference must be made to the Constitution and Bylaws filed with the Registrar of Companies in Victoria.

BCAFN CONSTITUTION

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Section 1: The name of the Society is the British Columbia Assembly of First Nations.

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Section 1: The purposes of the Society are to:

- (a) advance the rights and interests of First Nations people in British Columbia;
- (b) restore and enhance the relationship among First Nations people in British Columbia, the Crown and people of Canada;
- (c) develop and promote policies and resources for the benefit of First Nations people in British Columbia including but not limited to governance, lands and resources, economic, social, education, health and cultural matters; and
- (d) work in coalition with other organizations that advance the rights and interests of indigenous peoples.

**BCAFN
BYLAWS**

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Section 1: In these bylaws, unless the context otherwise requires:

"Board" means the Board of Directors of the Society;

"Regional Chief's designate" means person appointed by the Regional Chief to act on his/her behalf;

"directors" means the directors of the Society for the time being and includes the Regional Chief in an *ex officio* capacity;

"member" means a member of the Society pursuant to these bylaws and includes the Regional Chief in an *ex officio* capacity;

"Society" means the British Columbia Assembly of First Nations and includes reference by the acronym, BCAFN.



"special resolution" means a resolution passed in a general meeting by a majority of not less than 75% of the votes of those representatives of members who vote in person or by proxy at the meeting; and

"registered address" of a member means the member's address as recorded in the register of members.

Section 2: The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.

Section 3: Words importing the singular include the plural and vice versa, and words importing gender include a male person, a female person, and a corporation.

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Mem
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Section 1: The members of the Society are the applicants for incorporation of the society, and those First Nations who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.

Section 2: A British Columbia First Nation may apply to the directors for membership in the Society and on acceptance by the directors is a member. Each member is entitled to one representative at the Society at any given time, namely the First Nation's Chief or Chief's designate or proxy. Section 3: Each member shall uphold the constitution and comply with these bylaws. Section 4: All members are in good standing.

Section 5: A First Nation ceases to be a member of the Society:

(a) by delivering their resignation in writing to the Secretary or by mailing or delivering it to the address of the Society; or

(b) upon expulsion as determined by resolution of a majority of the members.



Section 1: The principal office of the Society will be located on a First Nation Reserve in British Columbia. The Society may have additional offices at such other places as the Board of Directors may, from time to time, designate.

ARTICLE
IV Meetings
of the
Members

Section 1: General meetings of the Society shall be held at the time and place, in accordance with the *Society Act*, that the directors decide.

Section 2: Every general meeting, other than an annual general meeting, is an extraordinary general meeting.

Section 3: The directors may, when they think fit and in accordance with this Article, convene an extraordinary general meeting.

Section 4: Notice of a general meeting shall be given to members at least four weeks prior to the meeting. The notice shall specify the place, day and hour of the meeting, and, in case of special business, the nature of that business in sufficient detail to allow each member the opportunity to formulate an informed view and instruct a proxy, if any.

Section 5: A notice may be given to a member in person, by mail to the member's registered address, by facsimile, or, if a member consents, notice may be given by e-mail to the e-mail address provided by such member.

Section 6: Any notice to be given to members will be sufficiently given if given to the member's representative in person or by delivery, mail, facsimile, or e-mail to the member at the member's registered address except, in the case of notice, by e-mail, such notice shall be effective if so delivered until a member revokes their consent or otherwise advises the Society.

Section 7: Any notice not served personally is deemed to have been given on the third business day following the date it was delivered.

Section 8: In the event of a strike, lockout, or other labour disturbance at the post office or interruption in mail service, any notice to be given to members shall be served personally, by facsimile, or e-mail where the member has consented to e-mail notice and not



Section 9: Notice of a general meeting shall be given to:

(a) every member shown on the register of members on the day notice is given; and

(b) the auditor if an auditor is appointed pursuant to these Bylaws. No other person is entitled to receive a notice of a general meeting.

Section 10: The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

Section 11: If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated. But in any other case, the meeting shall stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present shall constitute a quorum.

Section 12: A quorum for a general meeting consists of ten percent (10%) of members and members represented by proxy.

Section 13: If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Section 14: Business, other than the election of a chair and the adjournment or termination of the meeting, shall not be conducted at a general meeting at a time

when a quorum is not present.

Section 15: The Regional Chief of the Society, the Secretary or, in the absence of both, one of the other directors or a person appointed by the Regional Chief, shall preside as chair of a general meeting.

Section 16: If at a general meeting:

(a) there is no Regional Chief, Secretary or other director or Regional Chief's designate present within 15 minutes after the time appointed for holding the meeting, or

(b) the Regional Chief and all the other directors present are unwilling to act as the chair,

then the members present shall choose one of their number to be the chair. Section 17: A general meeting may be adjourned from time to time and from place to place, but business shall not be conducted at an adjourned meeting other than the business left unfinished at the meeting than the business left unfinished at the meeting adjournment took place.

Section 18: When a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original



adjourned meeting shall be given as in the case of the original meeting.

Section 19: Except as provided in these Bylaws, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.

Section 20: A resolution proposed at a meeting must be seconded.

Section 21: The chair of a meeting cannot make a motion on his/her own but may call for a motion.

Section 22: Unless otherwise specified in these Bylaws, the members represented at a meeting shall attempt to reach a consensual decision on all matters discussed at a meeting.

Section 23: At any time a member may propose by resolution that consensus on a decision before the membership cannot be reached.

Section 24: Where a majority of members represented at a meeting approve a resolution proposed pursuant to Section 23, voting on the matter being discussed shall be conducted by show of hands unless a ballot is demanded. Unless otherwise specified in these Bylaws, a majority of members present or represented by proxy may approve of any matter. Section 25: A member in good standing present or represented by proxy at a meeting

is entitled to one vote. A member carrying a proxy may cast a second vote as proxy.

Section 26: Voting and otherwise participating in a Society meeting by proxy is permitted where a representative of a member gives written notice of his or her proxy to the Regional Chief prior to the commencement of the meeting, except:

- (a) no one shall carry more than one proxy; and
- (b) a proxy may not carry another proxy.

Section 27: In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a representative of a member, therefore the proposed resolution does not pass.

Section 28: The first annual general meeting of the Society shall be held not more than 15 months after the date of incorporation. Subsequent annual general meetings shall be held at least once every calendar year and, in any case, not more than 15 months after the last annual general meeting.

Section 29: Special business is defined as:



- (b) all business conducted at an annual general meeting, except the following: (i) the adoption of rules of order; (ii) the consideration of the financial statements; (iii) the report of the directors; (iv) the report of the auditor, if any; (v) the election of directors; (vi) the appointment of the auditor, if required; and (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.

ART ICL E V Direc tors

Section 1: The directors may exercise all the powers and do all the acts and things that the Society may exercise and do, and that are by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to:

- (a) all laws affecting the Society;
- (b) these bylaws;
- and
- (c) rules, not being inconsistent with these bylaws, that are made from time to time by the Society in a general meeting.

Section 2: A rule, made by the Society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.

Section 3: The number of directors shall be five or a greater number determined from time to time by the members at a general meeting.

Section 4: The Society's Secretary and Treasurer (or Secretary-Treasurer as the case may be) shall be appointed by the Board from among their number.

Section 5: Employees of the Society are not eligible to become directors. Section 6: A director shall:

- (a) act honestly and in good faith and in the best interests of the Society;



- (c) immediately disclose in writing to the chair of the Board of Directors the existence of any conflict of interest pursuant to

Directors the existence of any conflict of interest pursuant to conflict of interest guidelines, developed by the Board and amended from time to time;

in exercising the powers and performing the functions of a director. Section 7: Directors shall be elected by a majority vote of all members present or

represented by proxy at the annual general meeting. Section 8: Separate elections shall be held for each office to be filled.

Section 9: An election may be by acclamation; otherwise it shall be by ballot.

Section 10: If a successor is not elected, the person previously elected or appointed continues to hold office, provided that this person is still qualified to be a Director. Section 11: With the exception of the directors elected at the first Annual General

Meetings, a director's term of office is three years. Elections for directors will be held on a staggered cycle so that at no time will all positions on the Board be vacant at the same time.

Section 12: At the first annual general meeting, the directors elected have either a three-year or two-year term as follows: the directors who place first, second, and third in number of votes each have a three-year term of office. The directors who place fourth and fifth in number of votes each have a two-year term of office.

Section 13: Where more than one director attains office by acclamation at the first annual general meeting, a vote will be held by the members to determine the term of office for each acclaimed director using the formula set out in Section 12, above. In the event there are fewer than five directors elected or acclaimed, the directors shall have terms of office of either three or two years determined in order of votes cast so that no more than 60% of directors elected or acclaimed at the first Annual General Meeting have three-year terms of office.

Section 14: Directors elected or acclaimed at subsequent Annual General Meetings after the first Annual General Meeting have a term of three years.

Section 15: The directors may at any time and from time to time appoint a representative of a member as a director to fill a vacancy on the Board of Directors. A director so appointed holds office only until the conclusion of the next annual general meeting of the Society. At the next annual general meeting, an election shall be held to fill the vacancy. So to preserve the staggered terms of directors, the term of the director elected to fill a vacancy is the balance of the term of the director whose departure created the vacancy on the Board and not a full term.

Section 16: All directors, including the Regional Chief, may stand for re-election.

Section 17: Subject to Section 16 above, the Regional Chief, shall retire from office on the final day of the calendar year following the date of the annual general meeting where he or her successor is elected.



Section 18: An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors

because there are less than the prescribed numbers of directors in office.

Section 19: By special resolution at a meeting called for this purpose, the members may remove the Regional Chief or any other director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.

Section 20: The Board may set and pay a fixed amount to each director for each Board meeting he or she attends in recognition of the directors' services to the Society.

Section 21: A director may be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the Society. In reimbursing directors

for expenses, the Society shall make reference to the Treasury Board Rates as determined from time to time by the Treasury Board of Canada Secretariat.

Section 22: The Society may, with the approval of a court of competent jurisdiction, indemnify a director or former director of the Society or a director or former director of a subsidiary of the Society, and his or her heirs and personal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by him or her, in a civil, criminal or administrative action or proceeding to which he or she is made a party because of being or having been a director, including an action brought by the Society or subsidiary, if

(a) he or she acted honestly and in good faith with a view to the best interests of the

Society or subsidiary of which he or she is or was
a director; and

(b) in the case of a criminal or administrative action or proceeding, he or she had reasonable grounds for believing his or her conduct was lawful.

Section 23: The Society may purchase and maintain insurance for the benefit of a director against personal liability incurred by him or her as a director.

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Section 25: The Regional Chief shall be elected by a majority vote of all members present or represented by proxy at the annual general meeting.

Section 26: The Regional Chief's term of office as Regional Chief and as an *ex-officio* director is three years.

ARTICLE VI

Proceedings of the Directors

Section 1: The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

Section 2: Special meetings of the Board may be called by the Regional Chief or by the Secretary, on the written request of three directors. The Secretary shall send out notices of special meetings to each Board member two weeks in advance of the meeting where practicable.

Section 3: The directors may participate in a Board or committee meeting by means of a conference telephone or similar communications equipment, provided all persons entitled to participate in the meeting received proper notice of the telephone

meeting, and provided all persons participating in the meeting can hear each other.

Section 4: The directors may from time to time set the quorum necessary to conduct business, and unless so set, the quorum is a majority of the directors then in office.

Section 5: The Regional Chief is the chair of all meetings of the directors, but if at a meeting the Regional Chief is not present within 30 minutes after the time appointed for holding the meeting, the Secretary shall act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.

Section 6: For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.

Section 7: A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, electronic mail, facsimile, telegram, telex or cable, of any meeting of the directors and may at anytime withdraw the waiver, and until the waiver is withdrawn:



(b) any and all meetings of the directors of the Society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.

Section 8: Unless otherwise specified in these bylaws, the directors present at any meeting of the Board or any committee of the Board shall attempt to reach a consensual decision on all matters discussed at a meeting.

Section 9: At any time, a director may propose by resolution that consensus on a decision cannot be reached.

Section 10: Where a majority of those present at a meeting approve a resolution pursuant to Section 9, voting on the matter being discussed shall be conducted by show of hands and a majority of those present may approve of any such matter.

Section 11: In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a director, and the proposed resolution does not pass.

Section 12: A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors. Such a resolution may be delivered by facsimile or electronic email in PDF form and signed by the directors in as many counterparts as may be necessary

each of which so signed shall be deemed to be an original, and such counterparts together shall constitute one and the same resolution.

Section 13: The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit. Where a committee is struck, the Regional Chief shall appoint its chair.

Section 14: A committee's first order of business shall be to draft its own Terms of Reference and work plan for submission to and approval by the Board.

Section 15: A committee so formed shall conform to any rules imposed on it by the directors, abide by its Terms of Reference, and report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.

Section 16: The Chair of a committee may call committee meetings and adjourn committee meetings, as he or she thinks proper given the committee's Terms of Reference.

Section 17: If at a committee meeting, the committee chair is not present within 15 minutes of the time appointed for holding the meeting, the directors present who are



Section 18: Subject to section 17 above, if no director is present at the time

Section 18: Subject to section 17 above, if no director is present at the time appointed for holding the meeting, the members of the committee shall choose one of the committee members to be the chair of the meeting.

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Section 1: The officers of the Society shall consist of the Secretary and the Treasurer.

Section 2: The offices of Secretary and Treasurer may be held by one person who is to be known as the “Secretary-Treasurer.”

Section 3: Subject to Article V, section 5, the Board shall appoint the officers of the Society. Each officer shall hold office until his or her resignation, removal, disqualification or his or her successor has been appointed.

Section 4: The Board may remove any officer appointed by the Board.

Section 5: The Secretary shall:

- (a) conduct the correspondence of the Society;
- (b) issue notices of meetings of the Society and directors;
- (c) keep minutes of all meetings of the Society and directors;
- (d) have custody of all records and documents of the Society except those required to be kept by the Treasurer;
- (e) have custody of the common seal of the Society; and
- (f) maintain the register of members and their representatives.



Section 7: The Treasurer shall:

- (a) keep the financial records, including books of account, necessary to comply with the Society Act; and
- (b) render financial statements to the directors, members and others when required.

ARTICLE VIII
Responsibilities of the
Regional Chief

Section 1: The Regional Chief shall supervise the officers in the execution of their duties.

Section 2: The Regional Chief shall be

- (a) the representative of the Society at any national Assembly of First Nations ("AFN") Annual General Assemblies, Assembly of First Nations Executive Meetings, and other National meetings; and
- (b) the primary spokesperson for the Society.

Section 3: The Regional Chief shall provide quarterly activity reports to members on developments at the AFN. The Regional Chief may report to members by posting information on the Society's web site at www.bcafn.ca.

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IX
Borrowing

Section I: The Regional Chief or designate may, on behalf of the Society, arrange for credit to be granted to the Society for such amounts as may be reasonably necessary for the

operation of the society. In the event such credit is extended to the Society, all amounts owing in respect of such credit are to be paid in full within 30 days of receipt of the invoice of statement.

Section 2: Where the Regional Chief, a Director, an employee, or agent of the Society uses credit granted to the society for Society purposes such use must be in accordance with the financial policies and procedures approved by the Board of Directors from time to time.

Section 3: As generally authorized by special resolution of the members of the Society, the Board of Directors, by resolution, may borrow up to \$50,000 on behalf of the Society for Society purposes in such manner, on such security, from such sources, and upon such terms and conditions as they consider appropriate where the payment obligations extend for less than one year.



BCAFN Governance
Section 4: The Board of Directors is not authorized to borrow in excess of \$50,000 on behalf of the Society except as specifically permitted by resolutions passed by the Society membership in accordance with

resolutions passed by the Society membership, in accordance with these Bylaws, at the annual general meeting or a meeting called for that purpose.

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- Section 1: If the Society is required or has resolved to have an auditor, the directors shall appoint the first auditor.
- Section 2: At each annual general meeting the Society shall appoint an auditor to hold office until the auditor is re-appointed or a successor is appointed by resolution at the next annual general meeting.
- Section 3: An auditor may be removed by ordinary *resolution*.
- Section 4: An auditor shall be promptly informed in writing of the auditor's appointment or removal.
- Section 5: A director or employee of the Society shall not be its auditor. Section 6: The auditor may attend general meetings.

**ARTI
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- Section 1: The directors may provide a common seal for the Society and may destroy a seal and substitute a new seal in its place.
- Section 2: The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the Regional Chief and Secretary or Regional Chief and Secretary-Treasurer.
- Section 3: The Board of Directors shall fix the fiscal year of the Society.



Section 5: These Bylaws may be amended, altered, repealed or enhanced by special resolution of the members at a duly convened special meeting for the purpose of amending the Bylaws or by special resolution passed at an annual general meeting.

The members approved these Bylaws at a meeting on November 24, 2003, amended by Special Resolution on June 15, 2004, further amended by Special Resolution on November 28, 2006, and further amended by Special Resolution on September 9, 2014.

I. BCAFN ORGANIZATIONAL STRUCTURE

The BCAFN is comprised of three primary components: the BC Regional Chief, the member First Nations of the BCAFN, and the BCAFN Board of Directors. The BC Regional Chief is elected by and represents the BCAFN's 203 BC First Nation members. The BCAFN Board of Directors is comprised of five directors elected to three-year staggered terms. Each director is a Chief or Chief's designate from their First Nation.

The Regional Chief and the Chief's office acts as the BC representative at the national Assembly of First Nations ("AFN")

II. OFFICE OF THE REGIONAL CHIEF

The BC Regional Chief is the political leader of the BCAFN.

The Regional Chief is the elected political representative of the BCAFN and represents the BCAFN as the BC Representative at the AFN. The Regional Chief is also a member of the AFN Executive Committee and is accountable to the National Chief and the AFN Executive Committee.

The Regional Chief must be a person of BC First Nations ancestry. The Regional Chief is an *ex officio* member of the BCAFN Board of Directors and serves as the Chair of the Board. The Regional Chief is elected for a term of three years; such term expires the last day of the calendar year in which an election is held.

BC REGIONAL CHIEF'S MISSION

As the elected political representative for First Nations in British Columbia, the Regional Chief's **BCAFN Governance** mission **Minning** the term of office is to:

Page
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a) advance the rights and interests of First Nations people in British Columbia;

- a) advance the rights and interests of First Nations people in British Columbia,
- b) restore and enhance the relationship among First Nations people in British Columbia, the Crown, and people of Canada;
- c) develop and promote policies and resources for the benefit of First Nations people in British Columbia including but not limited to governance, lands and resources, economic, social, education, health and cultural matters; and
- d) work in coalition with other organizations that advance the rights and interests of indigenous people.

RESPONSIBILITIES

As an *ex-officio* Director of the Society, Chair of the Board and member of the Executive Committee of the AFN, the Regional Chief is required to carry out such tasks as may be required to fulfill the obligations of these offices.

The Regional Chief shall be:

- (a) the representative of the BCAFN at any AFN Annual General Assemblies, AFN Executive Meetings, and other National meetings; and
- (b) the primary spokesperson for the BCAFN.

The Regional Chief's responsibility for representing the BCAFN at AFN Assemblies includes attending Executive Committee and Portfolio meetings that may be called from time-to-time by the AFN.

ACCOUNTABILITY

The Regional Chief is accountable to and receives direction from the members of the BCAFN. The members may remove the Regional Chief, before the expiration of his or her term of office, and may elect a successor to complete the term of office, pursuant to the Bylaws.

As a member of the National AFN Executive, the Regional Chief is accountable to the National Chief and the AFN. Where the Regional Chief's duty to the BCAFN conflicts with that of the AFN, the Regional Chief shall call a general meeting of the BCAFN and seek direction from the membership.

REGIONAL CHIEF REPORTS



members by posting information on the BCAFN's web-site at www.bcafn.ca.

The Regional Chief shall also report to the AFN on behalf of the BCAFN at National Assemblies.

ELDER ADVISORS

The Regional Chief may appoint an Elder to serve as the BCAFN Elder Advisor for the duration of the Regional Chief's term of office. The relationship between the Regional Chief and an Elder Advisor is based on trust and mentorship.

III. BOARD OF DIRECTORS

The BCAFN Board of Directors, chaired by the BC Regional Chief, governs the BCAFN. The BCAFN Board of Directors is currently comprised of five (5) directors. The number of directors may be increased by resolution of the members at an annual general meeting.

Employees of the BCAFN are not eligible to become directors. Candidates for a seat on the Board of Directors must be 19 years of age or greater, of BC First Nations ancestry and be an elected Chief or Chief's designate of a member First Nation, as designated by the member First Nation. If at any time during his or her term of office, a Director no longer is an elected Chief or Chief's designate of a member First Nation, the Director shall resign from office forthwith.

Each member of the Board of Directors is legally required to:

- (a) act honestly and in good faith and in the best interests of the Society;
- (b) exercise the care, diligence and skill of a reasonably prudent person; and
- (c) immediately disclose in writing to the Chair of the Board of Directors the existence of
 - any conflict of interest pursuant to conflict of interest guidelines, developed by the Board and amended from time to time (found in Appendix A of this Manual).

Under the BCAFN Bylaws, the Board of Directors shall nominate amongst themselves a Secretary and Treasurer. Alternatively, one Director may hold the joint position of Secretary/Treasurer.

The Secretary/Treasurer and the Regional Chief are authorized signing officers for the Society. The Board of Directors may appoint another Director and/or BCAFN Staff member as an authorized signing officer through a Board resolution.



BOARD OF DIRECTORS -- TERMS OF REFERENCE

M I S S I O N

The mission of each Director during his or her term of office is to:

- (a) advance the rights and interests of First Nations people in British Columbia;
- (b) restore and enhance the relationship among First Nations people in British Columbia, the Crown, and people of Canada;
- (c) develop and promote policies and resources for the benefit of First Nations people in British Columbia including but not limited to governance, lands and resources, economic, social, education, health and cultural matters;
- (d) work in coalition with other organizations that advance the rights and interests of indigenous people; and
- (e) uphold the Constitution and Bylaws of the BCAFN.

RESPONSIBILITIES AND AUTHORITY


The Board of Directors has the legal authority and responsibility to exercise all the powers and do all the acts and actions that the Society may legally exercise and do, and that are by the BCAFN Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in a general meeting, but subject, nevertheless, to:

- (a) all laws affecting the BCAFN; (b) the BCAFN Bylaws; and
- (c) rules, not being inconsistent with the BCAFN Bylaws, that are made from time to time by the members in a general meeting.

ACCOUNT ABILITY

The Board of Directors is accountable to the membership of the BCAFN. The members may remove a Director, before the expiration of his or her term of office and may elect a successor to complete the term of office.

All Directors must declare any real or apparent conflict of interest that arises or could arise and the remaining Directors shall determine whether the conflicted Director may continue to proceed to act in spite of the conflict.

 **BCAFN Governance
Manual**
A conflict of interest is defined as any situation where a Director or person in their immediate family has a material interest in a transaction or matter under consideration of the Board. A

“material interest” is defined as a financial, personal or business advantage or benefit gained during his or her role as a Director.

R E P O R T S

The Board of Directors shall provide, at a minimum, yearly activity reports to the members on developments at the BCAFN. The Board of Directors may report to members by posting information on the BCAFN web-site at www.bcafn.ca, or by reporting out at the BCAFN annual general meeting.

M E E T I N G S

The Directors may meet at the places they think fit to conduct business within Canada, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

Special meetings of the Board may be called by the Regional Chief or by the Secretary, on the written request of three Directors. The Secretary, Regional Chief or BCAFN staff member (at the request of the Regional Chief) shall send out notices of special meetings to each Director two weeks in advance of the meeting where practicable.

IV. MEMBERSHIP IN THE BCAFN

Any British Columbia First Nation may apply in writing to the Board of Directors for membership in the BCAFN and, on acceptance of a complete application by the Directors through a Board resolution, will become a member.

The membership application must include the following: (a) the name of the First Nation or Band;

(b) full contact information including mailing address, facsimile, e-mail, and telephone numbers;

(c)  ~~BCAFN General Council~~ **BCAFN General Council** Chief's designate of the First Nation or Band who **Page**
~~Municipal~~ **Municipal** present the member at the BCAFN along with his or her full contact **52**
information;

- (d) a Band Council Resolution or equivalent authorizing the Chief (or Chief's designate) to represent the member at the BCAFN.

A membership application may be in the form found in Appendix B to this Manual or in any other written form so long as it contains the required information as set out above. The BCAFN will keep a copy of the complete application on file at the BCAFN office.

Each member is entitled to one representative at the BCAFN at any given time. Such representative is to be the First Nation's Chief or Chief's designate. Where the First Nation has replaced the Chief and Council system with a different governance system, the designated senior political representative may be designated as the First Nation's representative at the BCAFN.

The Board of Directors may not admit any new members to the BCAFN between the issuance of a notice of a general meeting and the close of that meeting.

A First Nation's representative, as set out above, continues as the representative of his or her First Nation for so long as that First Nation is a member of the BCAFN and until such time that the First Nation notifies the Board of Directors, in writing, of a change in their representative to the BCAFN.

The Secretary will (or will designate the BCAFN senior staff to) maintain a Membership List that includes:

- (a) the name of the member First Nation;
- (b) the date the Directors accepted the First Nation as a member of the BCAFN;
- (c) the postal address for the First Nation as well as telephone and facsimile numbers and e-mail (if available) identified by the First Nation for delivery purposes; and
- (d) the name of the representative of the member First Nation.

The Membership List will be deemed closed the day before a notice of a general meeting or call for nominations is issued by the BCAFN Board of Directors to the members pursuant to the BCAFN Bylaws.

V. ELECTIONS POLICY AND PROCEDURE

This policy will provide for an open and fair election process to ensure full participation of British Columbia First Nations in the election of the Regional Chief and the BCAFN Board of Directors.




The Board shall appoint an Electoral Officer who will oversee the nomination and election process at annual general meetings.

The Electoral Officer shall be designated by the Board of Directors, through a Board resolution, and be accountable to all members of the BCAFN. An Electoral Officer may be removed if five (5) members of the BCAFN register a complaint in writing with the Board of Directors about the

Board's selection for Electoral Officer. The complaint shall set out, in detail, the basis for the removal. The Board, by majority vote, if satisfied with the reasons, shall vacate its selection and the BCAFN auditors will serve as Electoral Officer.

Once in office, the Electoral Officer must conduct him or herself honestly and with integrity, complying with the requirements of the *Society Act*, the BCAFN Constitution and Bylaws, these policies and procedures, and in light of principles of natural justice and procedural fairness.

The Electoral Officer is responsible for:

- (a) preparing nomination forms and receiving nominations of candidates for the Office of the Regional Chief, Board of Directors, Male or Female Youth Representative, and/or Women's Council Representative;
- (b) determining the eligibility of candidates in accordance with the *Society Act*, the BCAFN Constitution and Bylaws, and the BCAFN Governance Manual;
- (c) in consultation with the Secretary, preparing the voter list;
- (d) furnishing the voter list to the scrutineers at least fourteen (14) calendar days before the election and securing each scrutineer's written acknowledgement that the voter list is complete in advance of the election;
- (e) subject to direction from the Board of Directors, setting the form of the ballot; (f) making all administrative arrangements in connection with the election and any subsequent by-elections including fixing the number and location of polling stations and the preparing and posting notices;
- (g) ensuring any proxy appointments received by the Regional Chief are properly documented and noted on the voter list;
- (h) resolving any disputes about voter eligibility on the day of the election;
- (i) ensuring every person eligible to vote has a reasonable opportunity to do so;
- (j) ensuring that a separate vote is conducted for each position or issue on the ballot in accordance with the BCAFN Constitution and Bylaws as well as this policy;
- (k)  **BCAFN Governance Manual** tallying all votes;
- (l) determining the status of spoiled or irregularly marked ballots; (m) securing the voter list ballots

marked ballots, (iii) securing the voter list, ballots, and ballot boxes;

(n) giving such directions or instructions as the Electoral Officer thinks necessary for the proper conduct of the vote;

(o) promptly announcing the election results to the BCAFN Assembly; and

(p) providing a final electoral report to the BCAFN Board of Directors after the election. Where the Electoral Officer is unable or unwilling to perform his or her responsibilities for

whatever reason, he or she must immediately notify the Board of Directors. Should the issue not be resolved among the membership within a reasonable period of time, any member may seek direction on electoral matters from the British Columbia Supreme Court.

NOMINATION PROCEDURE

A candidate for the position of Regional Chief must be nominated by the candidate's own First Nation as well as four (4) members of the BCAFN as represented by the Chief or Chief's designate as recorded on the BCAFN Membership List. Candidates for Regional Chief must be 19 years of age or older, and of BC First Nations ancestry.

A candidate for a seat on the Board of Directors must be nominated by five (5) members of the BCAFN as represented by the Chief or Chief's designate as recorded on the BCAFN Membership List. Candidates for a seat on the Board of Directors must be 19 years of age or older, of BC First Nations ancestry and be an elected Chief or Chief's designate of a First Nation member. Employees of the BCAFN are not eligible to become Directors.

Nominations for Regional Chief and the Board of Directors must be sent to the Electoral Officer at least thirty (30) calendar days prior to the election date and must be accompanied by a one page profile of the nominee. The Nomination Forms for both BC Regional Chief and the Board of Directors are set out in Appendix C and E, respectively, to this Manual.

The candidate must accept the nomination by signing the Nomination Acceptance Form, set out in Appendix D and F, to this Manual. The Nomination Form will include a place for the candidate to appoint his or her scrutineer and any such appointment must be made at the time the nomination is filed with the Electoral Officer.

In accepting a nomination, candidates should be aware that Board members, including the Regional Chief, are expected to contribute time, experience, and effort for the betterment of the BCAFN. The amount of time and level of skill required of Directors is high.

The campaign period for the office of Regional Chief and Board of Directors shall commence on the date that is thirty (30) calendar days prior to the date set for the election and shall end at midnight on the day after the election.

V O T I N G

Each BCAFN member shall have one vote, which may only be exercised by their Chief or Chief's designate as set out on the Membership List or by duly registered proxy.

The vote shall be by secret ballot. Once a First Nation's membership has been confirmed against the Membership List and the identification of the Chief or Chief's designate is verified by voting registration clerks appointed by the Electoral Officer, the representative or proxy carrying that member's vote will sign next to his or her name on the voter list and the representative will be given a ballot.

After receiving a ballot or ballots, the voter shall, in the polling booth or space provided, mark it with an "X" in the square provided opposite to the name or question for which he or she desires to vote, fold the ballot, and, in the presence of the Electoral Officer and scrutineers deposit the ballot in a secure ballot box.

Ballots that are not marked or have on them writing or a mark other than "X" shall be declared spoiled and not counted, except where the voter has by some other mark, in the opinion of the Electoral Officer, clearly indicated an intention, in which case the Electoral Officer, whose decision shall be final, may declare the ballot not spoiled and count it accordingly.

No person other than the voter, for the time that it takes to vote, is permitted in the polling booth or allocated space for voting.

When a ballot box is full it must be sealed by the Electoral Officer and once sealed, the seal can only be broken by the Electoral Officer in the presence of at least two scrutineers. The Electoral Officer shall secure full ballot boxes in a locked room or secured location. No person shall be allowed access to the locked room or secured location or to inspect the ballot boxes without the presence of the Electoral Officer and at least two scrutineers.

COUNTING THE VOTES

When voting is completed, full ballot boxes shall be removed from their secure location one by one, their seals checked by the Electoral Officer, and the boxes shall be opened in the presence of at least two scrutineers and as many candidates as wish to be present.



Ballots shall be counted at the polling stations where the votes are cast. In all circumstances, ballots shall be counted in the presence of the Electoral Officer and at least two scrutineers.

In the event there is a dispute as to the validity of a ballot, the Electoral Officer shall make a determination and count or not count the ballot accordingly. Any disputed ballots so counted shall be segregated and placed in a separate box or envelope so they will be available for counting in the event of a subsequent challenge to the election.

The number of “disputed” ballots shall be counted, and the number of such ballots recorded prior to sealing the box or envelope in which such disputed ballots shall be placed.

The Electoral Officer shall confirm the final count of ballots, and then in the presence of at least two scrutineers, the Electoral Officer shall then place all ballots, including any disallowed ballots into a ballot box and then seal the ballot box.

The Electoral Officer shall make a written record of the results of the election, sign it, and provide it to the BCAFN Board of Directors for inclusion in the minutes of the meeting.

Immediately following the election, all membership records, including membership lists, as well as all elections records, including voter lists, used and unused ballots, and all tally sheets shall be placed in boxes, sealed, and delivered to the BCAFN head office at Suite 507 – 100 Park Royal South, West Vancouver, where they shall remain for thirty (30) calendar days after the election or such longer period as a court of competent jurisdiction may order. The membership and election records, including the ballots used in the election, may be unsealed and counted or inspected only in the presence of legal counsel for the BCAFN and legal counsel for each candidate (if counsel is appointed).

No one may bring a challenge to the electoral results more than thirty (30) calendar days after the election.

PROXIES

A member may be represented by proxy where its representative gives written notice by way of the Proxy Form or by letter on First Nation or Band letterhead of his or her proxy to the Regional Chief prior to the commencement of the meeting. The Proxy Form is set out in Appendix I to this Manual.

A representative may carry a proxy for another representative but no one person may carry more than one proxy. In the event of a dispute regarding a proxy, the Electoral Officer shall make a binding determination.



Each candidate may appoint one scrutineer who is entitled to be present during voting and the counting of ballots. The candidate shall appoint his or her scrutineer at the same time he or she accepts the nomination.

The scrutineers are required to:

- a) approve the voter list circulated by the Electoral Officer in writing and in advance of the opening of the poll;
- b) contest the right of a person to vote if there is a valid reason for doing so and call on the Electoral Officer in the event of a dispute over voter eligibility;
- c) verify the identity of each prospective voter and faithfully mark on a duplicate voters list to whom a ballot is given;
- d) deliver any used duplicate voters list in his or her possession at the close of the polls to the Electoral Officer;
- e) scrutinize the counting of the ballots by the Electoral Officer; and f) sign the return of the poll.

ELECTING THE REGIONAL CHIEF: FIFTY PERCENT PLUS ONE

The winning candidate in an election for Regional Chief must have at least fifty percent plus one (50% plus + 1 vote) of the votes validly cast in the election.

If there is only one candidate for Regional Chief, he or she shall win by acclamation.

If there are more than two candidates and none of the candidates attains fifty percent plus one (50% plus 1 vote) of the votes validly cast on the first ballot, further ballots shall be held until one of the candidates attains the necessary number of votes. On each successive ballot, the name of the candidate with fewest votes will be removed.

In the event of a tie between the last two candidates after the ballot, another ballot shall be held. In the unlikely event there is still a tie between the last two candidates after the tie-breaking ballot is counted, the Electoral Officer shall cast the deciding vote by flipping a coin.

Any candidate for Regional Chief may withdraw from the election at any time by advising the Electoral Officer directly of his or her withdrawal.

The term of office for the Regional Chief position is three years. Except as provided in the **BCAFN Governance Manual**, where the incumbent Regional Chief is unable to complete his/her term of office the Board of Directors shall direct the Electoral Officer to hold a by-election to elect a successor. The Electoral Officer shall open the

noid a by-election to elect a successor. The Electoral Officer shall open the nomination process and conduct the by-election forthwith. The winner of the by-election shall complete the balance of the Regional Chief's term of office.

Where the incumbent Regional Chief is unable to complete his/her term of office and there is less than six months remaining on the incumbent Regional Chief's term of office, the Board of Directors may direct the Electoral Officer to hold a regular election to elect a successor. In addition to serving his or her three year term of office, the successor so elected shall also complete the balance of the incumbent Regional Chief's term of office.

ELECTING DIRECTORS

The five (5) Director positions on the Board of Directors are designed to be filled in staggered three-year terms so that there is always some overlap in terms and institutional knowledge on the Board.

If there are insufficient candidates to hold competitive elections, the candidates attain office by acclamation. If there are more candidates than seats on the Board open at any given election, an election by secret ballot will be held. For example, if there are five candidates and three seats open on the Board, those candidates who receive the first, second, and third most votes are elected into office.


VI. CONDUCT OF INCUMBENT REGIONAL CHIEF DURING ELECTIONS

The purpose of this policy is to maintain the impartiality and credibility of the BCAFN during BCAFN and other elections, ensure fairness to all candidates and to ensure that BCAFN resources are not used to advance the interests of any candidate.

An incumbent Regional Chief is eligible for re-election and there are no provisions in the BCAFN Constitution, Bylaws or any BCAFN policies that require the incumbent Regional Chief to resign from office in order to seek re-election. An incumbent Regional Chief is not required to resign from office to seek election to any other political office.

Where an incumbent Regional Chief wishes to seek re-election to the office of Regional Chief or to seek election to any other political office, he or she must take a leave of absence from his or her position as Regional Chief thirty (30) days prior to the date of the election (the "Campaign Period").

During the Campaign Period, the incumbent Regional Chief shall also relinquish all of his or her administrative and financial authority over the BCAFN and any of its operations. The Board of Directors will then choose from among their members, one or more Directors to exercise administrative and financial authority over the BCAFN and its operations during the incumbent Regional Chief's leave of absence.

 **BCAFN Governance
Manual** Where the Board of Directors deems it necessary or advisable, at any time during the Campaign Period the Board of Directors may ask the incumbent Regional Chief to serve as the official spokesperson for the BCAFN or conduct BCAFN business. Where

the incumbent Regional Chief has been asked by the Board of Directors to serve as an official spokesperson or conduct BCAFN business during the Campaign Period, the incumbent Regional Chief will do so in accordance with any guidance or direction provided by the Board of Directors.

Unless conducting authorized BCAFN business further to requests made by the Board of Directors, the incumbent Regional Chief shall not use any BCAFN property or resources during

the Campaign Period. Nor may a member of the Board of Directors use any BCAFN property or resources to support any candidate for the office of BCAFN Regional Chief or any other political office. For the purpose of this section of the policy, BCAFN property and resources includes, but is not limited to financial resources, human resources, office facilities, equipment, supplies and constituency information.

The activities of the incumbent Regional Chief will be carefully monitored by the Board of Directors and Executive Director/Chief of Staff (or their equivalent) throughout the Campaign Period to ensure compliance with this policy.

VII. BCAFN SOCIETY INTERNAL ORGANIZATIONAL STRUCTURE

The Board of Directors governs the BCAFN. The BC Regional Chief is the political lead, official spokesperson and represents the First Nation members. An Elder Advisor may be appointed by the Regional Chief to provide guidance and mentorship to him or her for the duration of his or her term of office.

The Executive Director/Chief of Staff (or equivalent) and the National Committee/Council Representatives. They report to the Regional Chief and the Board of Directors. The Executive Director oversees the work undertaken by the BCAFN support staff. The National Committees are comprised of Chiefs and technical experts who assist and advise the Regional Chief on policy and technical issues.

In addition to the National Committees, the BCAFN has elected or appointed representatives on the national AFN Women's Council, the national AFN Youth Council and the AFN Elder's Council.

A more thorough description of the roles and responsibilities of the Committee and Council Representatives can be found below.

VIII. COMMITTEE AND COUNCIL REPRESENTATIVES TO THE



The AFN has a number of policy portfolios that are supported by Chief and Technical Committees. These committees have been struck by resolutions from

Technical Committees. These committees have been struck by resolutions from the AFN Chiefs in Assembly. Each committee requires one representative from each region. The Regional Chief cannot attend all committee meetings, and since the BC Region has many experts in the areas covered by the different portfolios, Chiefs and technical experts are appointed by the Regional Chief, with the assistance of the Board of Directors, to sit on the various national AFN Chief and Technical committees as representatives of the BCAFN.

In addition to the Chief and Technical Committees, the AFN has three “councils” consisting of the national Women’s Council, the national Youth Council and the Elder’s Council.

The AFN covers the travel costs to attend committee and council meetings for those individuals who are elected or appointed through the BCAFN to serve on committees and councils nationally. Such reasonable travel costs are governed by the AFN travel and accommodation policy as amended from time to time.

These are voluntary positions subject to budgetary issues nationally. National committee or council members are expected to:

- a) volunteer their time to work at the national level to advance Aboriginal rights and policies that reflect the mandate and vision of the BCAFN;
- b) report to the Regional Chief in writing within thirty (30) calendar days of each National meeting with a summary of issues discussed and projects underway at the committee or council level; and
- c) report annually to the membership of the BCAFN at the annual general meeting. As regional committee representatives are an integral link in the communication plan and responsiveness of the BCAFN to BC First Nations, representatives are expected to assist all members of the BCAFN by disseminating information from their respective committees.

National committee and council members who represent the BCAFN nationally are required to acknowledge, in writing, their obligations to represent the BCAFN impartially and to the best of their ability as well as to report to the BCAFN on committee or council business as set out above. Council and committee members will be required to sign an *Oath of Office* the template of which is attached as Appendix K.

National committee and council members who fail in these obligations may be removed by the Board of Directors and the Board may appoint someone from the same constituency group to continue in that person’s place until the next annual general meeting.

YOUTH, WOMEN AND ELDER REPRESENTATIVE

In addition to Chief and Technical Committees, there are three “Councils” at the AFN: the national Youth Council, the Women’s Council and the Elder’s Council. The BCAFN will facilitate the election of two youth representatives (one male and one female, each between the ages of 19 and 29 years of age) and one women’s representative at the

BCAFN annual general meeting. The BC representative on the Elder's Council will be the BCAFN Elder Representative, as appointed by the Regional Chief.

The term of office for each elected position will be three years and will require that each elected

BC representative sign an *Oath of Office*.

IX. COMMITTEE AND COUNCIL REPRESENTATIVES -- TERMS OF REFERENCE

M I S S I O N

As the elected or appointed representative of the BCAFN at a national committee or council level, the representative's mission is to:

- a) advance the rights and interests of First Nations people in British Columbia;
- b) restore and enhance the relationship among First Nations people in British Columbia, the Crown, and people of Canada;
- c) develop and promote policies and resources for the benefit of First Nations people in British Columbia including but not limited to governance, lands and resources, economic, social, education, health and cultural matters;
- d) work in coalition with other organizations that advance the rights and interests of indigenous peoples; and
- e) uphold the Constitution, Bylaws, and policies of the BCAFN.



A committee or council representative from British Columbia represents all members of the BCAFN. In exercising his or her role, the representative must fairly reflect the views and interests of the BCAFN as a whole.

ACCOU NTABILI TY

The committee representative is accountable to the Regional Chief who ultimately is accountable to the members of the BCAFN. The Regional Chief and Board of Directors retains the discretion to remove BCAFN representatives on AFN committees or councils.

M E E T I N G S

BCAFN representatives who serve on national committees or councils will receive administrative information directly from the national AFN Secretariat (in consultation with the Regional Chief responsible for any given portfolio).

The committees and Councils shall meet from time to time as determined by the committees and Councils themselves, in conjunction with the AFN.

X. APPENDICES

- A. CONFLICT OF INTEREST GUIDELINES**
- B. APPLICATION FOR MEMBERSHIP**
- C. *BCAFN Governance Manual* NOMINATION FORM FOR BC REGIONAL CHIEF**
- D. ACCEPTANCE OF NOMINATION**
- (REGIONAL CHIEF) E. NOMINATION FORM**

	FOR THE BOARD OF DIRECTORS
F.	ACCEPTANCE OF NOMINATION (BOARD OF DIRECTORS)
G.	WOMEN'S REPRESENTATIVES ELECTION GUIDELINES
H.	YOUTH COUNCIL REPRESENTATIVES ELECTION GUIDELINES
I.	PROXY FORM
J.	ELECTION INFORMATION PACKAGE
K.	OATH OF OFFICE TEMPLATE
L.	NATIONAL ASSEMBLY OF FIRST NATIONS GOVERNING DOCUMENTS

Appendix A: Conflict of Interest Guidelines for Board of Directors

1. A conflict of interest is any situation where:
 - a) a Director's personal interest or gain; or
 - b) the interest of a close friend, spouse, family member, business associate, corporation or partnership in which a Director holds a significant interest, or a person to whom the Director owes an obligation,

could influence the Director's decisions and impair his or her ability to act in the best interests of the British Columbia Assembly of First Nations (BCAFN).
2. When a conflict of interest arises:
 - a) Directors must take all reasonable measures to avoid conflicts of interest;
 - b) Where a Director finds himself or herself in a conflict of interest situation, real or perceived, that person must immediately disclose the conflict in writing to the Regional Chief or a person designated by the BCAFN Board of Directors;
 - c) If a Director is in doubt about whether he or she is or may be in a conflict of interest, he or she shall request the advice of the Board of Directors or a person designated by the BCAFN;
 - d) The Board of Directors must immediately consider the conflict of interest situation brought to their attention and review with the Director at issue how to best resolve the conflict;
 - e) The Board of Directors shall consider any conflict of interest situation which is declared, and act on the appropriate response to the situation. This response may include:



- iii. An investigation, if deemed necessary; or
- iv. Such other measures as the Board of Directors considers appropriate.

APPENDIX B: APPLICATION FOR MEMBERSHIP

BC Assembly of First Nations – Membership Application

We, _____ [name of First Nation or Band], apply to
be a member of

the BC Assembly of First Nations (“BCAFN”) and will be represented at BCAFN
meetings by

_____ [Chief or Chief’s designate] (our “Representative”).
We confirm we wish to continue our membership in the BCAFN until we
otherwise notify the BCAFN in writing and that our membership is subject to the
BCAFN Constitution and Bylaws.

We request the BCAFN Board give us notice of BCAFN business by contacting
our Representative by mail, fax, or e-mail (where we provide a fax number or an e-
mail address). Our contact
informatio
n is as
follows:

Mailing address:

[street or post box address]

_____ [city or town]

_____ [postal code]

(_____) _

[fax number, if available]

_____ [e-mail address, if available]



authorizing our Representative to represent us at the BCAFN.

Signed:

Chief (please print name):

Date:

Please complete the following form and return it to the BCAFN Office by fax to 604.922.7433 or by mail to #507-100 Park Royal South, West Vancouver, BC, V7T 1A2. Thank you.

APPENDIX C: NOMINATION FORM FOR BC REGIONAL CHIEF

BC REGIONAL CHIEF – ELECTION NOMINATION FORM

We, members of the BC Assembly of First Nations, nominate _____ to run in the _____ election for position of **BC Regional Chief** of the British Columbia Assembly of First Nations and to represent the BCAFN at the Assembly of First Nations.

1.		X
	<i>(Please Print Name in Full)</i>	<i>(Signature)</i>

First Nation / Band:	
	<i>(Please Print Name in Full)</i>

2. _____ **X**
(Please Print Name in Full) *(Signature)*
First Nation / Band
(Please Print Name in Full)

3.		X
	<i>(Please Print Name in Full)</i>	<i>(Signature)</i>

First Nation / Band:	
	<i>(Please Print Name in Full)</i>

4. _____ **X**
(Please Print Name in Full) *(Signature)*
First Nation / Band
(Please Print Name in Full)



5.		X
	(Please Print Name in Full)	(Signature)

First Nation / Band:	
	(Please Print Name in Full)

Please return this form to the Electoral Officer at the BCAFN Office by fax to 604.922.7433 or by mail to #507-100 Park Royal South, West Vancouver, BC, V7T 1A2 by 11:59 p.m. on _____ [date].

Office Use Only: Received in complete form by the Electoral Officer on _____ at _____ o'clock.

Signed:

APPENDIX D: ACCEPTANCE OF NOMINATION (REGIONAL CHIEF)

I,

Regional Chief in the

("BCAFN").

, accept my nomination to run for the position of BC [year] election of the BC Assembly of First Nations

I appoint _____ to act as my Scrutineer at the election.

Scrutineer's address:

[street or post box address]

_____ [city or town]

_____ [postal code]

(_____)_

[fax number, if available]



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_____ [e-mail address, if available]

I attach a one-page profile to support my candidacy and authorize the BCAFN to distribute my profile to all eligible voters.

Signed:

(Candidate)

Date:

Please return this form to the Electoral Officer at the BCAFN Office by fax to 604.922.7433 or by mail to #507-100 Park Royal South, West Vancouver, BC, V7T 1A2 by 11:59 p.m. on _____ [date].

Office Use Only: Received in complete form by the Electoral Officer on _____
__ at
_____ o'clock.

Signed:

APPENDIX E: NOMINATION FORM FOR THE BOARD OF DIRECTORS

British Columbia Assembly of First Nations

BOARD OF DIRECTORS – ELECTION NOMINATION FORM

We, members of the BC Assembly of First Nations, nominate
to run in the _____[date] election for a seat on the **Board of Directors** of the British
Columbia Assembly of First Nations.

1.	BCAFN Governance Manual	X
	(Please Print Name in Full)	(Signature)

First Nation / Band:

(Please Print Name in Full)

2.

X

(Please Print Name in Full)

(Signature)

First Nation / Band

(Please Print Name in Full)

3.

X

(Please Print Name in Full)

(Signature)

First Nation / Band:

(Please Print Name in Full)

4.

X

(Please Print Name in Full)

(Signature)

First Nation / Band

(Please Print Name in Full)

5.

X

(Please Print Name in Full)

(Signature)

First Nation / Band:

(Please Print Name in Full)

Please return this form to the Electoral Officer at the BCAFN Office by fax to 604.922.7433 or by mail to #507-100 Park Royal South, West Vancouver, BC, V7T 1A2 by 11:59 p.m. on _____ [date].

Office Use Only: Received in complete form by the Electoral Officer on _____
__ at _____ o'clock.

Signed:

APPENDIX F: ACCEPTANCE OF NOMINATION (BCAFN DIRECTOR)

I, _____, accept my nomination to run for a seat on the

Board of Directors of the British Columbia Assembly of First Nations ("BCAFN").

I appoint _____ to act as my Scrutineer at the election.

Scrutineer's address:

[street or post box address]



**BCAFN Governance
Manual**

_____ [city or town]

**Page
52**

_____ [postal code]

(_____)_

[fax number, if available]

_____ [e-mail address, if available]

I attach a one-page profile to support my candidacy and authorize the BCAFN to distribute my profile to all eligible voters.

Signed:

(Candidate)

Date:

Please return this form to the Electoral Officer at the BCAFN Office by fax to 604.922.7433 or by mail to #507-100 Park Royal South, West Vancouver, BC, V7T 1A2 by 11:59 p.m. on _____ [date].

Office Use Only: Received in complete form by the Electoral Officer on _____ at _____ o'clock.

Signed:

**APPENDIX G: WOMEN'S COUNCIL REPRESENTATIVE
ELECTION
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REPRESENTATIVE

The following election guidelines apply to the election to select a new Women's Council Representative at the BC Assembly of First Nations Annual General Meeting on ("Election Day") to be held in Vancouver, BC.

All documents can be found online at www.bcafn.ca

ELECTION POLICIES AND PROCEDURES

Nominees and Candidates are required to review BCAFN's Women's Council Representative

Election Policies and Procedures.

Candidates are encouraged to review the Assembly of First Nations National Women's Council

Terms of Reference

NOMINATION PROCEDURE AND DEADLINE

To nominate a candidate for this position, a member of the BC Assembly of First Nations must complete the appropriate Nomination Form attached to these guidelines and return to the Electoral Officer at least 30 days before the Election Day.

CANDIDATE ELIGIBILITY

Candidates must:

1. Be a member of a First Nation in British Columbia;
2. Be a female and a Chief or elected Councillor; and
3. Commit to adhering to the National Women's Council Code of Conduct and Women's Council Roles and Responsibilities as set out in the BC AFN Governance Policy.

CANDIDATE PACKAGE

Candidates or their Nominees must provide the Electoral Officer with the following materials:



**BCAFN Governance
Manual**

1. Nomination Form;

2. Acceptance of Nomination Form;
3. Letter of support from their Chief or Council supporting the Candidate's nomination;
4. A written statement setting out the Candidate's knowledge of First Nation women's issues and the reasons why they are the best candidate for the position; and
5. A current resume.

VOTER ELIGIBILITY

Chiefs of each British Columbia First Nation are eligible to vote for a Women's Council Representative. The Chief of each First Nation may appoint or designate a person to vote for a Women's Council Representative. Such designation must be provided by Council in writing to the Electoral Officer pursuant to the BCAFN's Women's Council Representative Election Policies and Procedures.

VOTING PROCEDURE

The voting process will be conducted in accordance with the Elections Policy and Procedures for Women's Council Representative.

Voting shall commence at 9:30 a.m. on Election Day and the first round of voting will close at 11:00 a.m.

Voting shall be done in person by Chief or designated proxy on Election Day.

Once votes have been cast for a particular Band/Nation, there will be no additional or alternate votes accepted from that Band/Nation.

The candidate with the most votes shall be considered the winning candidate for the position. In the event of a tie, a second ballot shall be conducted and the candidate with the most votes shall be considered the winning candidate.

BCAFN WOMEN'S REPRESENTATIVE – ELECTION NOMINATION FORM



Nations,

nominate _____ to run in the _____ [date]

election for the **Women's Representative** of the British Columbia Assembly of First Nations.

Please return the completed form to the BCAFN Electoral Officer by fax: XXX-XXX-XXXX, email: [email address] or mail to: [mailing address] by 11:59 p.m. on [date].

Office Use Only: Received in complete form by the Electoral Officer on __
[date] at _____ o'clock

Signed:

BCAFN WOMEN'S REPRESENTATIVE – ACCEPTANCE OF NOMINATION FORM

I, _____, accept my nomination to run
for the

Women's Representative of the British Columbia Assembly of First Nations
("BCAFN").

I appoint _____ to act as my Scrutineer at the
election.

Scrutineer's address:

[street or post box address]

_____ [city or town]

_____ [postal code]

(_____)_

I have attached a one-page profile to support my candidacy and authorize the BCAFN to distribute my profile to all eligible voters.

Name:

Signature:

Date:

Please return the completed form to the BCAFN Electoral Officer by fax: XXX-XXX-XXXX,
email: [email address] or mail to: [mailing address] by 11:59 p.m. on [date].

Office Use Only: Received in complete form by the Electoral Officer on __
[date] at _____ o'clock

Signed:

APPENDIX H: YOUTH COUNCIL REPRESENTATIVES ELECTION GUIDELINES

The following election guidelines apply to the election to select a new Male or Female Youth Representative at the BC Assembly of First Nations Annual General Meeting on
("Election Day") to be held at _____

_____ .

All documents can be found online at www.bcafn.ca

ELECTION POLICIES AND PROCEDURES

Nominees and Candidates are required to review BC AFN's Male or Female Youth
Council Representative Election Policies and Procedures.

NOMINATION PROCEDURE AND DEADLINE

To nominate a candidate for either of this position, a person entitled to vote in the election of a Youth Representative must complete the appropriate Nomination Form attached to these guidelines and return to the Electoral Officer at least 30 days before the Election Day.

CANDIDATE ELIGIBILITY

Candidates must:

1. Be a member of a First Nation in British Columbia;
2. Be between the ages of 19 and 29 by Election Day;
3. Commit to adhering to the National Youth Council Code of Conduct and Youth Council Roles and Responsibilities as set out in the BC AFN Governance Policy; and
4. Commit to signing a Letter of Commitment.

CANDIDATE PACKAGE

Candidates or their Nominees must provide the Electoral Officer with the following material:

1. Nomination Form;
2. Acceptance of Nomination Form;
3. Letter of support from their Chief or Council supporting the Candidate's nomination;
4. A written statement setting out the Candidate's knowledge of First Nation youth issues and the reasons why they are the best candidate for the position; and
5. A recent resume.

VOTER ELIGIBILITY

Chiefs of each British Columbia First Nation are eligible to vote for a male or female Youth Representative. The Chief of each First Nation may appoint or designate a person to vote for a male or female Youth Representative. Such designation must be provided by Council in writing to the Electoral Officer pursuant to the BC AFN's Male or Female Youth Council Representative Election Policies and Procedures.

VOTING PROCEDURE

The voting process will be conducted in accordance with the Elections Policy and Procedures for Male or Female Youth Council Representative.



BCAFN Governance
Voting shall be done in person by Chief or designated proxy on Election Day.

Once votes have been cast for a particular Band/Nation, there will be no

Once votes have been cast for a particular Band/Nation, there will be no additional or alternate votes accepted from that Band/Nation.

The candidate with the most votes shall be considered the winning candidate for the position. In the event of a tie, a second ballot shall be conducted and the candidate with the most votes shall be considered the winning candidate.

BCAFN YOUTH COUNCIL REPRESENTATIVES – ELECTION NOMINATION FORM

I, _____ a member of the BC Assembly of First Nations,
nominate _____ to run in the _____
[date] election for the **Male/Female Youth Representative** of the British Columbia Assembly of First Nations.

Please return the completed form to the BCAFN Electoral Officer by fax: XXX-XXX-XXXX, email: [email address] or mail to: [mailing address] by 11:59 p.m. on [date].

Office Use Only: Received in complete form by the Electoral Officer on __
[date] at _____ o'clock

Signed:

BCAFN YOUTH COUNCIL REPRESENTATIVES – ACCEPTANCE OF NOMINATION FORM

I, _____, accept my nomination to run
for the

Male/Female Youth Representative of the British Columbia Assembly of First Nations
("BCAFN").

I appoint _____ to act as my Scrutineer at the
election.



BCAFN Governance
Scrutineer's address:
Manual

Page
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[street or post box address]

[street or post box address]

_____ [city or town]

_____ [postal code]

(_____)_

[fax number, if available]

_____ [e-mail address, if available]

I have attached a one-page profile to support my candidacy and authorize the BCAFN to distribute my profile to all eligible voters.

Name:

Signature:

Date:

Please return the completed form to the BCAFN Electoral Officer by fax: XXX-XXX-XXXX,

email: [email address] or mail to: [mailing address] by 11:59 p.m. on [date].

Office Use Only: Received in complete form by the Electoral Officer on __
[date] at _____ o'clock

Signed:





APPENDIX I: PROXY FORM

British Columbia Assembly of First Nations

Attention: **BCAFN Regional Chief and the Electoral Officer**

**Re: Proxy Authorization for the
BCAFN elections**

Please accept this letter as authorization for _____
to act

as proxy for Chief

of _____ First

Nation/Band for the purpose of participating in the meeting and voting for the BC
Assembly of

First Nations Board of Director election on

[date].

Sincerely,

Chief

APPENDIX J: ELECTION INFORMATION PACKAGE

ELECTION DAY & HOW IT WORKS



The polls will open at 8:00 am on _____ [date] at [place of election].

Each Chief must register by reporting to one of the voting registration clerks located at the entrance to the polling stations. The voting registration clerk will verify your identity and mark off your name on the Voter List. You will be asked to sign your name on the Voter List in the ballot slot before receiving your ballot(s). The voting registration clerk will also initial the ballot before handing it to you.

A proxy must have his or her proxy letter or BCR validated by the Electoral Officer or his or her designate. The proxy voter then proceeds to the registration table where her/his name is printed in the proxy box on the registration form. The proxy voter then will be asked to sign the Voter List in the ballot slot in order to receive a ballot. Again, the voting registration clerk must initial the ballot before returning it to the Proxy voter.

The Chief or proxy then goes to the voting area, marks the ballot with an “X” and returns it to the ballot box.

The Electoral Officer and electoral staff, including voting registration clerks, will be wearing name tags to identify themselves. In the event of a dispute, please ask to speak to the Electoral Officer.

At 10:00 a.m. the first round of voting will close. The Electoral Officer will sort and count the ballots in the presence of at least two scrutineers. Two different people must count each pile of ballots at least twice. The Electoral Officer will mark the results of the count on the Electoral Results tally sheet.

The Chief Electoral Officer will then announce the results at the BC Assembly of First Nations meeting.

If required, second and subsequent ballots will follow the same process.

BCAFN ELECTIONS – CALL FOR NOMINATIONS

I have been appointed ‘Electoral Officer’ for the AFN BC Regional Chief Elections [date]. I

write to summarize the **nomination procedure** and invite nominations for the office of BC

Regional Chief and seats on the BCAFN Board of Directors. We have to be filled in the upcoming election.

If you wish to nominate candidates for the upcoming election:

seats on the Board

- Members of the BCAFN may nominate candidates for the position of BC Regional

BCAFN Governance Manual and/or for a seat on the Board of Directors

Nominations must have the support of five BC Chiefs, which may include the



Chief of the First Nation/Band, which has nominated the candidate.

- The Electoral Officer must receive nominations no later than midnight on _____ (thirty (30) calendar days before the election date).
- Nominations must be accompanied by an Acceptance of Nomination signed by the nominee, a one-page profile of the nominee, and the nominee's appointment of a scrutineer for the election day.
- Candidates for a seat on the Board of Directors must be 19 years of age or greater, of BC First Nations ancestry and be an elected Chief or Chief's designate of a First Nation.

The election will take place as follows:

All Candidates Forum: Election Day held on:

Held at:

[date] (day of the week) 7 p.m. – 9:00 p.m.

[date] (day of the week)

1st ballot will open at 9:00 a.m. and close at 10:30

2nd ballot will open at 11:30 and close at 1:00

3rd ballot will open 2:00 and close at 3:30

Subsequent ballots, as necessary, will be concluded that night.

[Hotel] [Address]

Should you have any questions please do not hesitate to contact me at _____.

Electoral Officer

APPENDIX K: OATH OF OFFICE TEMPLATE



I (Name of Director/Representative) do solemnly swear or affirm that I shall duly and faithfully and to the best of my skill and knowledge, execute the duties, authority and trust placed in me as a member of the BCAFN on behalf of the BCAFN.

(Signature of Director/Representative)

(Date)

(Print Name)

(Signature of Witness)

(Date)

(Print Name)

APPENDIX L: NATIONAL ASSEMBLY OF FIRST NATIONS – GOVERNING DOCUMENTS

As the BCAFN is affiliated with the National Assembly of First Nations, for ease of reference we include in this Governance Manual key governance documents from the AFN. This is a consolidation of the original AFN Charter adopted in 1985 and subsequent amendments up to 2003:

CHARTER

WE THE CHIEFS OF THE INDIAN FIRST NATIONS IN CANADA HAVING DECLARED:

THAT our peoples are the original peoples of this land having been put here by the Creator;

THAT the Creator gave us laws that govern all our relationships for us to live in harmony with nature AND MANKIND,

THAT the laws of the Creator defined our rights and responsibilities;

THAT the Creator gave us our spiritual beliefs, our languages, our cultures, and a place on Mother Earth which provided us with all our needs;

THAT we have maintained our freedom, our languages, and our traditions from time immemorial;

THAT we continue to exercise the rights and fulfil the responsibilities and obligations given to us by the Creator for the land upon which we were placed:

THAT the Creator has given us the right to govern ourselves and the right to self determination;

THAT the rights and responsibilities given to us by the Creator Cannot be altered or taken away by any other nation;

THAT our aboriginal title, aboriginal rights and international treaty rights exist and are recognized by international law,

THAT the Royal Proclamation of 7 October 1763 is binding on both the Crowns of the United Kingdom and of Canada,

THAT the Constitution of Canada protects our aboriginal title, aboriginal rights (both collective and individual) and international treaty rights;

THAT our governmental powers and responsibilities exist; and **THAT** our nations are part of the international community **ARE DETERMINED**

To protect our succeeding generations from colonialism;

To reaffirm our faith in fundamental human rights, in the dignity and worth of the human person, in the equal rights of men and women and of our First Nations large and small;

To establish conditions under which justice and respect for the obligations arising from our international treaties and from international law can be maintained, and

To promote social progress and better standards of life among our peoples,

AND FOR THESE ENDS

To practice tolerance and work together as good

To practice tolerance and work together as good neighbours, To unite our strength to maintain our security, and
To employ national and international machinery for the promotion of the political, economic and social advancement of our peoples,

SO, WE HAVE RESOLVED TO CONFINE OUR EFFORTS TO ACCOMPLISH COMMON AIMS.

ACCORDINGLY, our respective Governments, through their Chiefs assembled in the City of Penticton in 1982, agreed to establish a national organization known as the Assembly of First Nations (AFN) and now agree in the City of Vancouver in 1985 to the Charter of the Assembly of First Nations.

IDEALS

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Diplomatic and political relations between First Nations in all I of the Assembly of First Nations shall be guided by the following ideals:

- a) By virtue of their rich heritage, historical experience and contemporary circumstances, First Nations possess common interests and aspirations to exercise their political will in common and to develop a collective struggle or cause based upon the Indian values of trust, confidence and toleration.
- b) By virtue of the recognition and affirmation of their mutual freedom and self determination, First Nations possess the knowledge and political will to respect the sovereignty of each First Nation.
- c) By virtue of the recognition and respect for their mutual sovereign equality, First Nations can establish collective political relations based upon respect for diversity.
- d) By virtue of their mutual belief in justice, First Nations can establish collective political relations that will not render a single First Nation to suffer or benefit as a direct result of privilege, favouritism preferential treatment or the abuse of power.

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First Nations, in the pursuit of the ideals stated in Article 1, shall subscribe to and maintain these Principles:

- 1. First Nations involved in diplomatic and political relations within the Assembly of First Nations recognize that collective political power and action is a practical imperative for the preservation and integrity of the right of self-determination for each First Nation.



3. The purpose, authority, responsibilities and jurisdiction of the Assembly of First Nations shall be derivative in nature and scope. All actions or initiatives in excess of the delegation from First Nations shall be null and void and of no force or effect.
4. All delegated power, mandates or responsibility derive from the sovereignty of First Nations; and the persons or institutions entrusted to exercise such delegation have a sacred trust and duty, in performance, to comply strictly with the nature and quality of the delegation.
5. The Assembly of First Nations shall remain at all times an instrument to advance the aspirations of First Nations and shall not become greater in strength, power, resources or jurisdiction than the First Nations for which it was established to serve.
6. Any decision or direction on a subject matter of a fundamental nature that may affect the jurisdiction, rights and survival of First Nations, may be undertaken as a national or international matter provided the First Nations-in-Assembly have reached a consensus to grant delegated power, mandate or responsibility to the Assembly of First Nations. When all efforts at achieving a consensus have been exhausted without success, a positive vote of 60% of the Chiefs and other designated representatives of First Nations in attendance shall be sufficient for the Assembly of First Nations to undertake any subject matter of a national or international matter.
7. The resources allocated to the Assembly of First Nations Secretariat shall be distributed and utilized for the greater benefit of all Member First Nations in efforts that are truly in form and substance national in scope, and for which consensus has been achieved by the member First Nations.

**ROLE
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The role and function of the Assembly of First Nations is:

- a) To be a national delegated forum for determining and harmonizing effective collective and co-operative measures on any subject matters which the First Nations delegate for review, study, response or action.
- b) To be a national delegated forum of First Nations which, by virtue of their sovereignty, are the sole legitimate source for what it is, does or may become in the future.
- c) To be a national delegated forum for the purpose of advancing the aspirations of First Nations and to remain subordinate in strength power and resources to the First Nations jurisdiction for which it is established to serve.

- d) To perform and adhere strictly, as a sacred trust and duty, to the nature, scope, and

extent of the delegation granted from time to time by First Nations.

- e) To seek, utilize, and distribute resources for the greater benefit of all First Nations in endeavours that are truly in form and substance national or international in nature and scope and for which delegation has been granted by First Nations.

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All First Nations in Canada have the right to be Members of the Assembly of First Nations.

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1. There are established as principal organs of the Assembly of First Nations:

First Nations-in-
Assembly; The
Confederacy of
Nations; The
Executive
Committee;
The Secretariat (also known as the National Indian
Brotherhood); The Council of Elders;
The Council of Women; and

The National Youth Council

2. Such subsidiary organs may be found necessary may be established from time to time by the First Nations-in-Assembly.

**THE FIRST NATIONS-IN-ASSEMBLY
COMPOSITION ARTICLE 6**

1. The First Nations-in-Assembly shall consist of all the Chiefs of those First Nations who exercise their right to be Members of the Assembly of First Nations.
2. Each First Nation shall have one representative in the First Nations-in-Assembly.
3. In the absence of a Chief of a First Nation, designated representatives, who are accredited officially in writing by a First Nation for that purpose, may participate in the First Nations-in-Assembly.

**FUNCTIONS AND
POWERS ARTICLE**



1. The First Nations-in-Assembly is a forum for First Nations to conduct nation-to-nation discussions, consultations and deliberations and to collaborate on any matter within the jurisdiction of First Nations.
2. The First Nations-in-Assembly has power:
 - a) To discuss any matter related to the conduct, or operations of any organ of the Assembly of First Nations and to make binding decisions regarding such matters.
 - b) To make decisions on any subject matter that Chiefs of First Nations desire to initiate or undertake co-operatively and collectively through the Assembly of First Nations.
 - c) To delegate authority, mandates, tasks, responsibilities or duties to the Assembly of First Nations whenever such delegation is deemed necessary by the Chiefs of the First Nations.
 - d) To ensure that the positions and directions given by First Nations are implemented and to take disciplinary measures whenever the sacred trust and duty to perform and adhere to, in strict compliance with the delegation is deliberately breached.
 - e) To instruct the Executive Committee to proceed with a ratification process of its decisions regarding any subject matter of a fundamental nature that may affect the jurisdiction, rights, and survival of First Nations.
 - f) To ensure that the Principles enumerated in Article 2 are maintained and put into practice in relation to the role and function of the Assembly of First Nations and all its regions.
 - g) To be, in general, the sole legitimate inherent source of what the Assembly of First Nations is, what it can do, and what it may become in the future.

**DECISION
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1. Decisions of the First Nations-in-Assembly shall be made as far as possible by consensus or general agreement. When all efforts at achieving a consensus have been exhausted without success, a positive vote of 60% of the Chiefs and proxy representatives of First Nations in attendance shall be sufficient to constitute a decision.
2. In the event of voting, each member shall have one (1) vote, which may be exercised by proxy.

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The First Nations-in-Assembly shall meet in regular annual sessions in the months of June or July and in such special sessions as occasion may require. Special sessions may be convened by the National Chief at the request of the Confederacy of Nations, or of the Executive Committee.

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The First Nations-in-Assembly shall adopt its own Rules of Procedure.

**THE CONFEDERACY
OF NATIONS
COMPOSITION**

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The Confederacy of Nations shall be composed of First Nations representatives of

each region on the basis of one representative for each region plus one representative for each 10,000 First Nations' citizens of that region.

For the purposes of representatives and quorum, the Executive Committee shall maintain a record of the First Nations populations of each region which shall be British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Labrador, Nova Scotia and Newfoundland, New Brunswick, Prince Edward Island, Northwest Territories, and Yukon Territory.

FUNCTIONS AND POWERS ARTICLE 12

1. The Confederacy of Nations exists and functions as the governing body between assemblies of the First Nations-in-Assembly, with authority:
 - a) To review and enforce decisions and directions of the First Nations-in-Assembly.
 - b) To interpret resolutions, decisions, and directions of the First Nations-in-Assembly in cases where ambiguity or conflict arises in the interpretation of resolutions, decisions.
 - c) To ensure that the Secretariat and Executive Committee (including the National Chief) conform to, and implement, the decisions and directions of the First Nations- in-Assembly.
 - d) To take corrective and remedial disciplinary measures in respect of any member of the Secretariat or Executive Committee (including the National Chief) in instances of willful breach of a national mandate.
 - e) To receive, consider, make decisions and take appropriate action on any matter raised by an individual First Nation or collectively of First Nations between meetings of the First Nations-in-Assembly provided that the response and action undertaken is within the scope of existing delegated mandates of the First Nations-in-Assembly, and provided resources that may be required are available and within the budget of the organization, and further provided that the matter dealt with does not have a detrimental effect on the rights and interests of all First Nations.
 - f) To address any emergency in matters of a fundamental nature affecting one or more First Nations. The Confederacy of Nations shall consider, first, whether that matter is of a fundamental nature, second, whether an emergency exists before any decision or action is taken on that matter. Any decision made shall be referred to the First Nations-in-Assembly at the earliest opportunity for ratification.
 - g) To approve, allocate, monitor and control the fiscal resources of the Assembly of First Nations.
 - h) To develop short-term and long-term plans and establish priorities consistent with the directions and decisions of the First Nations-in-Assembly.
 - i) To ensure that quarterly written reports are submitted directly to the Chiefs of the



**ACCOUNTA
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1. The Confederacy of Nations shall be accountable to, shall report to and take direction from the First Nations-in-Assembly.
2. The Confederacy of Nations representatives may be elected or appointed and removed by the Chiefs of each region at a meeting convened for that purpose.

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The Confederacy of Nations shall meet in regular quarterly sessions and in such special sessions as occasion may require. Special sessions may be convened by the National Chief on his (or her) own initiative, or at the request of a quorum for the duly selected members of the Confederacy of Nations or at the request of the Executive Committee.

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Fifty percent of participating representatives and fifty percent of the participating regions shall constitute a quorum for any meeting of the Confederacy of Nations.

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The Confederacy of Nations shall adopt its own Rules of Procedure.

**THE EXECUTIVE
COMMITTEE
COMPOSITION**



1. Executive Committee shall consist of the National Chief, the AFN Regional Chiefs and the Chairman of the Council of Elders (in an advisory capacity).
2. National Chief shall be elected in accordance with Article 22 of the present Charter.
3. The AFN Regional Chiefs shall be elected by the Chiefs in their regions according to the following formula: , one each from British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Labrador, Nova Scotia and Newfoundland, New Brunswick, and Prince Edward Island, Northwest Territories, Yukon Territory.
4. The AFN Regional Chiefs shall be elected for a three year term and shall be eligible for re-election. The term of office may be terminated before the expiry date if the Chiefs of that Region so decide at a meeting called for that purpose.

FUNCTIONS AND POWERS

1. The Executive Committee shall function as a unit and any decisions or actions by any individual member of the Executive Committee shall be null and void and of no force or effect.
2. The Executive Committee shall make representations on behalf of First Nations consistent with properly delegated mandates.
3. The Executive Committee shall monitor, and control the Secretariat, set policy for the internal operations of the Secretariat, select all senior officials and approve all personnel or service contracts the value of which exceeds five thousand (\$5,000-00) dollars.
4. On matters of concern to an individual First Nation that will not affect other First Nations, the Executive Committee shall consider a request from any First Nation and decide on an appropriate course of action.



matters which, in their opinion may jeopardize the security, survival, rights, aspirations and jurisdiction of First Nations.

6. The Executive Committee shall develop the budget requirements of the Assembly of First Nations and obtain the approval of the budgets by the Confederacy of Nations.
7. The Executive Committee shall secure fiscal resources for the Assembly of First Nations and monitor and control the expenditures of the Assembly of First Nations.
8. In implementing the decisions of the First Nations-in-Assembly and the Confederacy of Nations, the Executive Committee shall comply in all cases with the true spirit and intent of the delegation granted from time to time.
9. In performing their duties or responsibilities, the Executive Committee may establish portfolios and deploy resources as deemed necessary, subject to the approval of the

Confederacy of Nations and to the nature of the delegation granted by the First Nations- in-Assembly.

10. Members of the Executive Committee may participate in Confederacy of Nations meetings with voting privileges.

ACCOUNTABILITY

ARTICLE 19

The Executive Committee shall be accountable to, shall report to and take direction from the Confederacy of Nations and the First Nations-in-Assembly.

NATIONAL CHIEF ROLE AND FUNCTION ARTICLE 20

1. The National Chief is a member of, and is not separate and apart from the Executive Committee. He (or she) functions as a member of a collective leadership.
2. The National Chief shall take direction from the Executive Committee as a unit, and, with the Executive Committee, is responsible to the Confederacy of Nations and ultimately to the First Nations-in-Assembly.
3. The National Chief shall make regular political and financial reports to his (or her) colleagues in the Executive Committee, to the Confederacy of



Nations and to the First Nations-in-Assembly.

4. The National Chief has a political role and is the primary spokesperson of the Assembly of First Nations.
5. The National Chief shall maintain and direct the Secretariat in accordance with the directions set by the Executive Committee, the Confederacy of Nations and the First Nations-in-Assembly.
6. The National Chief shall preside over Executive Committee and Confederacy of Nations meetings.
7. The National Chief shall develop a budget for the office of National Chief and the rest of the Executive Committee, and shall retain support staff to help the Executive Committee carry out their duties and obligations to the First Nations.
8. The National Chief shall operate the Secretariat within the Budget approved each fiscal year by the Confederacy of Nations.
9. The National Chief shall reside in the National Capital area.
10. The National Chief shall be paid a salary established by the First Nations-in-Assembly.

AUTHORITY AND ACCOUNTABILITY

A R T I C L E 2 1

1. The National Chief shall have no inherent political authority.
2. Any authority the National Chief may have shall derive exclusively and entirely from authority granted from time to time by the First Nations-in-Assembly.
3. As a leader who exercises delegated mandates, authority, responsibilities and duties, the National Chief has a sacred political trust to comply in every respect with the direction given by the First Nations-in-Assembly, the Confederacy of Nations and the Executive Committee.

ELECTION AND TERM



1. The National Chief shall be elected by the First Nations-in-Assembly by a majority of
60% of the registered representatives of First Nations at an Assembly convened for the purpose of electing a National Chief.
2. The National Chief shall be elected for a three-year term and be eligible for re-election but may be removed by a majority of 60% of the registered representatives of First Nations at a Special Assembly convened by the Confederacy of Nations for that purpose.
3. In the event that the National Chief is removed from Office in accordance with paragraph
2 of this article; or in the event that he dies or resigns, or is found to be medically unfit to carry on his duties and complete his term of office owing to physical or mental disability, or in the event that his term of office ends before a new election, the rest of the Executive Committee shall assume his role and function until such time as other arrangements are made by the First Nations-in-Assembly.
4. A National Chief who is seeking re-election, and any other candidate for the Office of National Chief, shall maintain a strict accounting of all moneys raised for their campaign; and a preliminary disclosure of these records shall be made to the Assembly at which they are seeking election prior to the time of the election.
5. At any Assembly at which an election for the Office of National Chiefs occurs, the Chief Electoral Officer shall review the accounts disclosed by each candidate in accordance with paragraph 4 of this Article and shall ensure that standards set for such accounts by the First Nations-in-Assembly are applied fairly and evenly to all candidates.

COMPOSITION OF COUNCIL OF ELDERS



shall be associated with the Secretariat and be an advisory member of the Executive Committee.

2. Elders shall elect their representatives and the Chairperson of the Council.

COUNCIL OF WOMEN

ARTICLE 23.A

1. The Council of Women shall consist of one or more female (s) in a leadership position representing each of the ten regions according to the following formulas: one each from British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Labrador, Nova Scotia and Newfoundland, New Brunswick and Prince Edward Island, Northwest Territories and the Yukon Territory. Each region will be responsible for identifying the process for the appointment of their regional representative. In addition the Chairperson (or designate) shall be associated with the Secretariat and be a member of the Executive Committee.
2. The Chairperson will be selected by the representatives of the Council of Women, each representative will serve for a term of three years and shall be eligible for re-appointment.

NATIONAL YOUTH COUNCIL ARTICLE 23.B

1. The National Youth Council shall consist of two youth representatives from each of the ten regions of the Assembly of First Nations.
2. Each region shall determine their one male and one female representative between the ages of 16 and 29 inclusive, and appoint them to the National Youth Council.
3. The National Youth Council shall elect two Chairpersons, one of whom shall be male and one female, representative of east and west (which shall include the North).
4. The National Youth Council shall be appointed for a term of three years, and shall be eligible for reappointment.

ROLE AND FUNCTION COUNCIL OF ELDERS ARTICLE 24

provided for in the present Charter, and, may make recommendations to the Executive Committee, the Confederacy of Nations, the First Nations-in-Assembly or to any subsidiary organ on any such question or matter.

2. Any Elder may participate in meetings of the First Nation-in-Assembly or of the Confederacy of Nations or of any subsidiary organ. The Chairperson of the Council of Elders may participate in meetings of the Executive Committee in an advisory capacity.
3. The Council of Elders may, investigate any dispute, or any situation which might lead to friction or give rise to a dispute, in order to determine whether the continuance of the

dispute or situation is likely to endanger relationships between First Nations in the Assembly of First Nations. The Council of Elders may, if all the parties to any dispute so request, make recommendations to the parties with a view to an amicable settlement of the dispute.

4. The role and function of any Elder on the Council of Elders is, in essence, non-political and advisory in nature and scope.

COUNCIL OF WOMEN ARTICLE 24.A

1. The Council of Women may discuss any question or any matter within the scope of the present Charter or relating to the powers and functions of any organs provided for in the present Charter, and make recommendations to the Executive Committee, the Confederacy of Nations, the First Nations-in-Assembly or to any subsidiary organ on any such question or matter.
2. Any member of the Council of Women may participate fully in meetings of the First Nations-in-Assembly or of the Confederacy of Nations or of any subsidiary organ. The Chairperson (or designate) of the Council of Women may participate in meetings of the Executive Committee.
3. The Council of Women will determine and elaborate further on quorum, procedures, functions, etc. at the inaugural meeting of the Council.

NATIONAL YOUTH COUNCIL ARTICLE 24.B

1. The National Youth Council may discuss any questions or any matter within the scope of the present Charter or relating to the powers and functions of any organs provided for in the present Charter.
 2. At least two representative of the National Youth Council (chosen by consensus by members of the Council) shall participate in all Annual General Assemblies and Confederacy of Nations meetings.
- The two National Youth Council Chairpersons shall be advisory members to the Executive Committee meetings.



4. The role and function of members of the National Youth Council is to represent First Nation youth perspectives in all political, social, economic, cultural and traditional matters.

THE AFN SECRETARIAT (NATIONAL INDIAN BROTHERHOOD) COMPOSITION

ARTI CLE 25

The Secretariat of the AFN (also known as the National Indian Brotherhood) shall be comprised of the Executive Committee and such administrative, technical and support staff as the Assembly of First Nations may require.

FUNC TION S

ARTI CLE 26

1. The Secretariat (NIB) shall function in accordance with its By-laws but so as to ensure the implementation of the decisions of the First Nations-in-Assembly and those of the Confederacy of Nations consistent with the decisions of the First Nations-in-Assembly.
2. The Secretariat shall provide administrative, technical and support services to the Assembly of First Nations.
3. The Secretariat shall receive, administer and distribute monies and transact business and engage in such activities as are ancillary to, or necessary for, the realization of the decisions of the First Nations-in-Assembly, the Confederacy of Nations and the Executive Committee.

ARTI CLE 27

This Charter may be amended by consensus or general agreement of the Chiefs or their duly accredited representatives of the First Nations present at any Annual Meeting or Special Meeting of the First Nations-in-Assembly provided that at least 60 days written Notice is given to the First Nations in advance of the Annual Meeting or Special Meeting at which such amendment is to be tabled.

ADOPTION OF THE CHARTER ARTICLE 28

The present Charter is adopted by consensus or general agreement of the Chiefs and their duly accredited representatives of the First Nations present at the VIIth Annual Assembly of First Nations held in Vancouver, British Columbia, on 31 July 1985.

APPENDI
X “A”
(1990)

**ELECTORAL RULES FOR THE OFFICE OF THE NATIONAL
CHIEF**

A. Appointment of the Chief Electoral Officer

1. At least ten (10) weeks prior to the General Assembly at which the election is to occur, the Confederacy of Nations shall meet and have included on its agenda an item dealing with the appointment by resolution of the Chief Electoral Officer.
2. The Chief Electoral Officer shall assume office eight (8) weeks prior to the election and shall cease functions two (2) weeks after the election.
3. Once in office, the Chief Electoral officer is an absolutely impartial officer of the Assembly accountable directly to the General Assembly or Confederacy.
4. The Chief Electoral Officer can be removed only for cause by resolution of the General Assembly or the Confederacy.

B. Functions of the Chief Electoral Officer

1. The Chief Electoral Officer is responsible for:
 - a. devising nomination forms and receiving nominations of candidates for the Office of National Chief and ensuring that they are in proper form including a passport- type photograph;
 - b. mailing the names and brief particulars of the candidates to the Chiefs (using the official list of Chiefs at the National Office) at least four (4) weeks before the election;
 - c. receiving an accounting from all candidates of all moneys raised and spent for their campaigns including the names of contributors;
 - d. reviewing the accounts disclosed by each candidate and ensuring that spending limits are applied fairly and evenly to all candidates;
 - e. arrangements for the All-Candidates Open Forum on the evening prior to the election (and presiding thereat);
 - f. informing the All-Candidates Open Forum of the preliminary financial record of each candidate including the names of contributors;
 - g. devising and making all administrative arrangements in connection with the election at the General Assembly including the destruction of the ballots upon a resolution of the Assembly,
 - h. counting of the ballots (after voting has occurred) in the presence of one (1) observer each appointed by the candidates and of at least one (1) security officer;
 - i. announcing the results of the ballot to the General Assembly, and
 - j. submitting a written report on the election including details of results, to



Officer such staff and facilities as he might require to carry out his duties.

C. The Timing of the Election

1. The election for the Office of National Chief shall take place on the morning of the second day of the General Assembly at which the election is to occur, the first ballot

commencing at 9:00 o'clock and ending at noon (If necessary, the election procedure shall continue throughout the day).

2. On the evening prior to the election the candidates are obliged to participate all together in an open forum (This is in addition to any meetings with caucuses as individual candidates may choose to participate in)
3. As soon as the election results have been announced, the declared winner shall take the Oath of Office as National Chief in the presence of the General Assembly and shall assume office from that time.

D. The Nomination and Endorsement of Candidates

1. Commencing eight (8) weeks prior to the election and ending at midnight on the day that is five (5) weeks prior to the election nomination papers in proper form shall be submitted to the Chief Electoral Officer at the Branch Office of the National Indian Brotherhood / Assembly of First Nations in the National Capital Region.
2. Each nomination in proper form shall be endorsed by fifteen (15) eligible electors who shall be Chiefs representing First Nations Members of the Assembly and at least eight (8) of them shall be from a province or territory other than that from which the candidate comes.
3. Each nomination in proper form shall be accompanied by a statement signed by the candidate certifying that the candidate is of the age of eighteen (18) years and upwards and is of First Nations ancestry and belongs to a specified First Nation community which is in good standing as a Member of the Assembly of First Nations.
Note: For the purpose of these Rules, the term "in good standing as a Member of the Assembly of First Nations" mean" that the particular community holds itself out to be a Member of the Assembly, subscribing to the Charter of the Assembly (in particular, accepting the Role and Function of the Assembly as set out in Article 3 and the "principles as set out in Article 2) and supporting the work of the Assembly.
4. Each nomination in proper form shall be accompanied by a photograph and biographical sketch of the candidate as well as appropriate addresses and telephone numbers.

E. Campaign Expenses

1. The limit for expenditures by each candidate for election purposes shall be thirty-five thousand dollars (\$35,000.00).
2. On the day prior to the election, each candidate shall submit a certified preliminary statement of campaign expenses and names of contributors to the Chief Electoral Officer in sufficient time for the All-Candidates Open Forum to



participate in the All-Candidates Open Forum or does not submit a financial statement or whose financial statement appear, upon reasonable grounds, to be false.

An appeal from such disqualification may be made by the disqualified candidate to the General Assembly.

F. Conduct of the Election

1. All voter registration for the election shall cease one (1) hour before the ending of the first ballot, that is, at 11:00 a.m.
2. Each Member of the Assembly shall have one (1) vote.
3. Only accredited representatives of Members shall be allowed to vote.
4. A Member may be represented by proxy in the form of a duly executed original or facsimiled Band Council Resolution (BCR) or an original or facsimiled hand-written or typewritten letter signed by the chief representative of the Member for whom the proxy is made provided that the signature is legible.
5. No accredited representative may carry more than one (1) proxy.
6. There shall be no proxies of proxies.
7. The winner of the election shall be that person who first gains a majority of sixty (60) per cent of the votes of the representatives of Members who are registered at the Assembly.
8. A candidate who fails to gain at least fifteen (15) votes shall be automatically eliminated.
9. In addition to any candidate eliminated under clause 8, after each ballot, the candidate who gains the lowest number of votes shall be automatically eliminated.
10. Any candidate may withdraw from the election at any time. Amendments
 1. VIIth Annual General Assembly
August 20, 1986, St John's, Newfoundland
Resolution 16/86
Articles 17(3), 20(9), 22(3) (4) (5)
 2. VIIIth Annual General Assembly
June 26, 1987,
Toronto, Ontario
Resolution 43/87
Appendix "A" - "Electoral Rules for the Office of National Chief



Whitehorse, Yukon

Resolution 1/90

Appendix "A" - "Electoral Rules for the Office of National Chief

Resolution 2/90

Article 11(1) (2)

4. Special Chiefs Assembly
December 11, 1990, Ottawa, Ontario
Resolution 12/90
Appendix "A" - "Electoral Rules for the Office of National Chief; Article D (3)
5. XIVth Annual General Assembly
July 29, 1993, Tsuu T'ina Nation, Calgary, Alberta
Resolution 11/93
Article 17(3)
6. XXIII Annual
General Assembly
July 17-19, 2001,
Halifax, N.S.
Resolution
16/2001

Article 23.A, Article 24.A, Article 5

7. XXII Annual General
Assembly July 17-19,
2001, Halifax, N.S.
Resolution 25/2001
Article 23.B, Article 24.B, Article 5
8. XXIII Annual General Assembly
July 16-18, 2002, Kahnawake, Quebec
Resolution 29/2002
Article 27

TERMS OF REFERENCE: AFN YOUTH COUNCIL

ASSEMBLY OF FIRST NATIONS NATIONAL YOUTH COUNCIL TERMS OF REFERENCE

*Effective
July
1, 2003*

1. PURPOSE

The purpose of the National Youth Council is to:



2. Bring youth issues with recommendations and/or solutions forward and share ideas to take back to our communities.
3. Be involved with the AFN through the Executive Committee, Confederacy meetings, Annual General Meetings and Chief's Committee meetings.
4. Support and work with regional youth initiatives.
5. Build positive working relationships with other National/International Youth Councils.
6. Act as a resource and a representative for the community, territory, regional and national levels.
7. Work with AFN to raise financial resources to support the activities of the National Youth Council.
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8. Advocate for programs and partnerships for youth activities.
9. Build positive working relationships with communities, governments and organizations.

2. MEMBERSHIP

1. The membership of the National Youth Council Shall consist of two youth representatives – 1 male and 1 female – from each of the ten regions of the Assembly of First Nations.
2. Membership is limited to First Nations Youth.
3. One alternate (male or female) from each of the ten regions will be identified for the National Youth Council.
4. Each region shall determine their one male and one female representative between the ages of 16 and 29 inclusive, and appoint them to the National Youth Council.
5. The National Youth Council shall be appointed for a term of up to three years and shall be eligible for reappointment.
6. Based on the appointment process in each region, every attempt will be made to replace only four regional representatives per fiscal year.

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1. The National Youth Council will elect, or appoint by consensus two Chairpersons, one male and one female, representative of east and west (which will also include the north).
2. The two Chairpersons will act as spokespersons on behalf of the National Youth Council as required.
3. The two National Youth Council Chairpersons shall be advisory members to the AFN Executive Committee.
4. The National Youth Council members will vote on the Chairpersons positions during a National Youth Council meeting at an AFN Annual General Assembly.
5. The Chairpersons(s), after their one year term may seek re-election for the Chair positions.

Executive Committee:

1. The National Youth Council will elect, or appoint by consensus by members of the Council, two additional representatives, to participate on an Executive Committee for a term of 1 year in length.
2. The National Youth Council members will vote on the Executive positions during a National Youth Council meeting at an AFN Annual General Assembly.
3. At least two executive representatives of the National Youth Council, chosen by consensus by members of the Council shall participate in all Annual General Assemblies and Confederacy of Nations meetings.
4. One of the Executive Committee members will be responsible for communications.
5. National Youth Council members shall not volunteer to participate on the Executive Committee unless they are confident that they are able to commit to meetings and the time required for this appointment.

Sub- com mitte es

There will be four separate sub-committees; Cultural, Economic, Political, and Social. These Sub- committees will include the identified portfolios as held by the Assembly of First Nations Vice- Chiefs.

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<i>Culture Environmental Land & Resources Treaties Health</i>	<i>Human Resource Development Fiscal Relations & Governance Lands & Resources Health</i>	<i>Fiscal relations & Governance Communications, Media, & Public Education RCAP Agenda Intergovernmental & Constitution Affairs Health</i>	<i>Resources Housing & Infrastructure Justice & Policing Sports, Recreation & Youth Veterans Health</i>
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4. ROLES AND RESPONSIBILITIES FOR NATIONAL YOUTH COUNCIL MEMBERS

1. The National Youth Council may discuss any questions or any matter within the scope of the AFN Charter or relating to the powers and functions of any organs provided for in the AFN Charter.
2. All National Youth Council members will adhere to the National Youth Council Code of Ethics and Code of Conduct.
3. All National Youth Council members will sign the Letter of Commitment.
4. The National Youth Council will represent First Nation youth perspectives in all political, social, economic, cultural and traditional matters.
5. The National Youth Council will provide communication that will be a continual circle between community, regional and national.
6. National Youth Council Members have a commitment to be positive role models and promote a positive lifestyle. Alcohol and drug use will not be tolerated while on National Youth Council Business.
7. National Youth Council members must be respectful.
8. National Youth Council members agree to regular attendance at National Youth Council meetings and conference calls. Unexplained absences or habitual lack of attendance will be reviewed by the National Youth Council.
9. National Youth Council members must be punctual for National Youth Council meetings and while on National Youth Council business.
10. National Youth Council members will volunteer to sit on sub-committees of the National Youth Council.
11. National Youth Council members will be responsible for at least one portfolio as listed under the four different sub-committees and work with the Vice Chief/Committees responsible for that portfolio for the duration of their team.



12. National Youth Council members will follow up on all business directly affecting youth, including past AFN resolutions.
13. National Youth Council members will reply to all requests for response within the time frame given.
14. If a National Youth Council member fails to respond to National Youth Council business for a period of 1 month the following action will take place: A letter of notice will be sent to the member's region requesting clarification on the status of the National Youth Council member. If the member is not prepared to adhere to the Letter of Commitment or Code of Conduct the region will be asked to replace the member within a 4 week period receiving the letter of notice from National Youth Council.
15. Past members of the National Youth Council may be invited to participate in National Youth Council meetings as observers or facilitators.

5. ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE

1. The Executive Committee members are responsible for reporting to the National Youth Council once a month on their activities. The Executive Committee will appoint one of the Executive members to be Communications Officer.
2. The Executive Committee will act on immediate national crisis issues and situations.
3. The Executive Committee is responsible for participating in portfolios not yet allocated to a National Youth Council member as well as international portfolios and intergovernmental affairs.
4. The Executive Committee is responsible for active participation on the AFN Executive Committee.
5. Executive committee members will be involved directly with public relations for National Youth Council initiatives.
6. The Executive Committee will be responsible for identifying National Youth Council member participation on government and non-government committees and forums.
7. The Executive Committee will have an open working relationship with the Youth Policy Analyst.

6. ROLES AND RESPONSIBILITIES OF NATIONAL YOUTH COUNCIL CHAIRPERSONS

2. The Chairpersons will be responsible for preparing a summary of any meetings attended on the outcomes of such said meeting, to the Executive Committee members.
3. Chairpersons are responsible, with the assistance of the Youth Policy Analyst for facilitating, chairing and preparing of agendas for all National Youth Council meetings and conference calls.

7. ROLES AND RESPONSIBILITIES OF SUB COMMITTEES

1. Sub-committee members are responsible for actively participating in Chiefs committee meetings associated with their sub committee portfolios.
2. Sub committee members are responsible for providing sufficient notice to the Executive Committee if they are unable to attend Chiefs committee meetings, so that an alternate may be selected.
3. Sub committee members are responsible for the planning and development of information related to their portfolios.

8. REPORTING

1. National Youth Council members will provide quarterly verbal regional updates on activities of the National Youth Council and work completed within their own area.
2. National Youth Council members will prepare summary reports within one month of attending meetings, including but not limited to Sub-Committee meetings, Chiefs Committee meetings, National Working Groups, Regional Working Groups. All of the

summary reports of meetings will include at minimum 2 pages of the following information: who was involved, issues raised, what was discussed/recommended, what are the benefits of the meeting, what are the outcomes and ongoing process and when the next meeting will be held.

3. National youth Council members will prepare one annual report form each region to be posted on the web-site and shared in hard copy at the AFN Annual General Assembly.

TERMS OF REFERENCE: AFN WOMEN'S COUNCIL

ASSEMBLY OF FIRST NATIONS BACKGROUND INFORMATION COMPOSITION

1. The Council of Women shall consist of one or more female(s) in a leadership

position representing each of the ten regions according to the following formulas: one each from British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Labrador, Nova Scotia and Newfoundland, New Brunswick and Prince Edward Island, Northwest Territories and the Yukon Territory. Each region will be responsible for identifying the process for the appointment of their regional representative. In addition the Chairperson (or designate) shall be associated with the Secretariat and be a member of the Executive Committee.

**ROLE AND
FUNCTION
COUNCIL OF
WOMEN
ARTICLE 24.A**

1. The Council of Women may discuss any question or any matter within the scope of the present Charter or relating to the powers and functions of any organs provided for in the present Charter, and make recommendations to the Executive Committee, the Confederacy of Nations, the First Nations-in-Assembly or to any subsidiary organ on any such question or matter.
2. Any member of the Council of Women may participate fully in meetings of the First Nations-in-Assembly or of the Confederacy of Nations or of any subsidiary organ. The Chairperson (or designate) of the Council of Women may participate in meetings of the Executive Committee.
3. The Council of Women will determine and elaborate further on quorum, procedures, functions, etc. at the inaugural meeting of the Council.

AFN Women's Council holds inaugural meeting

The AFN Women's Council held its first official meeting during the Annual General Assembly in Charlottetown to discuss its role within the organization and develop a work plan.

National Chief Phil Fontaine announced the reestablishment of the Women's Council at the spring Confederacy of Nations meeting as part of the AFN's ongoing efforts to ensure the voice of women is heard in every activity and approach of the AFN. The Women's Council will play an active role in advocacy, education and communication.

"In order for us to be successful we need to raise the profile of First Nations issues, and that is what the women's council is here to do on behalf of all the women in the country," said Chief Maureen Chapman of the Skawahlook First Nation and chair of the AFN Women's Council.

"This has been an issue near and dear to my heart all of my life. I want to acknowledge our National Chief for his support in initiating this process in 2000 and then reviving it here. It's historic. It's very encouraging that we have received the support that we have from our male leaders," she said.

The 10-member Council has a seat on the AFN Executive Committee and will develop a portfolio system on the various issues. During its meeting, the Women's Council identified several priorities including health, education, housing and economic development that will be addressed in its work plan.

The Council will also assist in the development and promotion of the AFN Women's Issues Analysis Framework which is an analytical tool to ensure the perspective and interests of First Nations women are considered in all AFN positions and policies.

"Communication is very important. I think most people want to involve as many women as possible in passing on information and making sure there is involvement. We're all very interested in participating and we're looking forward to the next stop," said Elizabeth Asp, representative from Yukon Aboriginal Women's Council.