

**Carrier Sekani Tribal Council
Constitution & Bylaws
Terms of Reference**

Background

The Carrier Sekani Tribal Council is proposing to update the Constitution and Bylaws (C & B) for the organization. We have been operating under a court imposed C & B which is not current, and for only documentation purposes under the Society's Act, we need to look at building consensus and have a community driven process.

On July 25, 2006, at a duly convened Annual General Assembly, the Membership of the Carrier Sekani Tribal Council passed three (3) resolutions impacting our Constitution & Bylaws that will formulate why we are here today.

Working further to provide a solid basis on which to continue these discussions, the CSTC Council of Chiefs established and reaffirmed the resolutions passed at the Annual General Assembly, and this committee was formulated for specific purposes to review the C & B.

Membership

The Council of Chief's instructed that each Member Nation to appoint one (1) representative to participate on the C & B Committee.

Further, this was to be chaired by Chief Colleen Erickson, Saik'uz First Nation as directed by the AGA Resolution.

Duration of Service (January 12, 2007 to March 31, 2007 and to be discussed on further meetings)

There are currently no defined timeframes, unless directed by the Council of Chiefs to look at either a) the Tribal Chief calling a Special Members Assembly, and/or b) At the next duly convened Annual General Assembly that this document will be forwarded to the General Membership.

Roles and Responsibilities

Collectively, the C & B Committee has several roles:

- a. holding the overall vision of the CSTC so that the decisions are made in the community;
- b. supporting and assisting with community participation and linkages;
- c. determining and providing the overall strategic direction;
- d. implementing the communications strategy by ensuring and soliciting ongoing community input that is reciprocal; and
- e. recommending and participating in the approval of a final draft document for the C & B.

As a whole and individually, the C & B Committee will operate under the principles of transparency, accountability, partnership, respect, open-mindedness, and inclusiveness in functioning and conducting its activities associated with the C & B. All participants of the C & B Committee are expected to follow the roles and responsibilities of following:

Committee Members are responsible to:

- Attend each meeting
- Prepare for discussions and make decisions at each meeting
- Commit to operating on a consensus basis when making a decision
- Participate in the promotion of the work of the C & B
- Contribute to monitoring and evaluation activities
- Contribute to research and policy design
- Report back to their respective Chief & Council on any meetings or functions they attend as a delegate on behalf of their member Nation.

CSTC – Technical Support

The CSTC will handle communication; organizes gatherings and the C & B meetings; and keeps records of decisions.

- Work with the Chairperson to send agendas and meeting packages with adequate time for committee members to review or undertake consultation on the items to be discussed. Decision items will be indicated.
- Record and distribute C & B meeting minutes showing action items and responsibilities. Minutes will be sent to the C & B Committee for review and will be approved at the beginning of the subsequent meeting. Once approved, the committee minutes will be considered public documents.

Chairperson

The Chairperson will formalize the agenda and will decide the arrangements, based upon the discussions of the C & B Committee, regarding logistics and administrative matters. If committee members wish to have time on the agenda for a specific purpose they may request it from the Chairperson who will determine how much time may be available. The Chairperson will be the signatories on letters and memoranda, on occasion, to accelerate the logistical and administrative processes between the meetings of the C & B Committee at its direction.

All meetings should commence in a timely manner and be structured with an agenda, record of decisions, and minutes. The Chairperson should conduct the meeting, according to consensus decision-making. Each speaker will be recognized in order as noted by the Chairperson. Each participant should be allowed to speak on each matter, allowing for other participants to be involved. Once it appears that consensus is reached, the Chair will verbally ask each participant for their understanding of the issue and seek their commitment. Should

an issue need to be further discussed, the participant should advise the C & B Committee to discuss the matter until consensus is reached.

PRINCIPLES

Transparency – Transparency is built on the free flow of information and ensures access to relevant, timely and reliable information. Processes, institutions and information are directly accessible to all concerned, and information is provided for a clear understanding to monitor the situation.

Accountability – Accountability is the requirement to explain and accept responsibility for conduct of an assigned mandate and based upon agreed expectations. A commitment to accountability should include communications to an external audience and be a constructive tool for organizational development enhancing management practices, self-evaluation and strategic planning.

Inclusiveness – Provision of broad-based opportunities open to input from, and participation of, the diverse Member Nations Communities for the benefit of the Carrier and Sekani Nations.

Respect and Open Mindedness – Be respectful and open-minded while participating in the process.

FIRST NATION'S CONSENSUS

First Nation's Consensus is pure consensus that, in summary, means:

- 1) Group solidarity is sentiment and belief
- 2) General agreement
- 3) Where most concerned reach a judgment
- 4) In accord, and
- 5) Have a similar opinion or sentiment

The model strives to arrive at unity of opinion rather than a unanimous opinion. Unity means that everyone in the group agrees with the essence of the decision and can support it, even if not all wholeheartedly agree with it. The nature and values of the C & B Committee create an environment that both seeks and respects diversity of opinion and encourages debate.

- 1) Creation of Resolution: a more general proposal is raised where broad input is sought from the group. Discussion occurs until a unity of opinion regarding a specific proposal is reached.
- 2) Passing the Resolution: the group must support the resolution for it will be passed.