



# Neskonlith Indian Band Committee Establishment Framework and Best Practices

## 1.0 INTRODUCTION & BACKGROUND

Chief and Council of Neskonlith Indian Band (NIB) have instituted a committee structure to assist the elected Council and community in achieving the community's vision for the future. Council recognizes that establishing committees will help to engage community members in the issues and decisions that affect them and will also help foster a united and harmonious community. Committees will provide recommendations to Department Heads or Executive Director, thereby assisting them in the performance of their duties and enhancing Council and Staff decision-making ability.

This Committee Framework and Best Practices document is intended to provide guidelines and recommendations for developing committee terms of reference.

## TYPES OF COMMITTEES

Generally, there two types of committees that NIB may implement for a number of purposes. Depending on the mandate and term of committees, NIB may elect to establish:

**Standing Committees** – This type of committee is typically created through by-laws or policies approved by Chief and Council. They exist and function on a permanent basis (e.g. finance committee, housing committee, education committee).

**Ad Hoc Committees** – these committees are appointed or created for a particular purpose and particular time-frame. When the purpose or initiative completes, the committee dissolves (e.g. committee to plan a social event).

Each of these committee types will serve in an advisory capacity to Council or its designate to assist in decision-making processes. Committees will not have decision-making authority on NIB initiatives.

## 2.0 OVERALL COMMITTEE STRUCTURE

- a) NIB Committee Framework and Best Practices provides a broad framework for all committees. It outlines the practices regarding establishing and operating committees, membership and appointments, and terms of reference.
- b) Committee establishment will be by Band Council Resolution (BCR) or through Policy approved by Council.
- c) Each committee's terms of reference will be specific to the mandate of the committee and will include the committee's purpose, number of committee members, and details on committee operation.
- d) Committee terms of reference will be largely developed by Chief and Council (or designate) with some opportunity for input by staff and/or committee members where appropriate (i.e. decisions such as how often the committee will meet, location of meetings, etc.).

### 3.0 COMMITTEE PURPOSE

- a) There will be a mandate provided in the form of terms of reference for any and all NIB committees whether they are Standing Committees or Ad Hoc Committees.
- b) In general, NIB Council will establish committees with the purpose to:
  - i. Explore the impacts of any potential activity on the community and its members;
  - ii. Represent community interests in developing recommendations; and
  - iii. Provide recommendations on matters relevant to the Committee's scope and mandate.

### 4.0 COMMITTEE APPOINTMENT AND MEMBERSHIP

- a) Committees are appointed by Chief and Council - Standing Committees for an ongoing timeframe, and Ad Hoc Committees for the duration of a project or initiative.
- b) Council will determine the optimum number of committee members for each committee, with input from staff and/or committee members where appropriate. Most committees will likely be comprised of no less than four (4) and no more than seven (7) members.
- c) Committee members must be members of Neskonlith Indian Band and be 19 years of age or older.
- d) Committee members should have the willingness and ability to:
  - i. Commit the necessary time/effort to participate fully in Committee operations;
  - ii. Work on behalf of the Neskonlith community's best interest (not on personal or special interests);
  - iii. Have an interest or knowledge in the subject;
  - iv. Use their knowledge/skills (or be willing to develop knowledge/skills) to contribute to the specific needs of a committee (e.g. chair, secretary, community liaison) as required;
  - v. Take an interest-based (versus position-based) approach by working toward common goals and consensus building with those of different views;
  - vi. Maintain high ethical standards and adhere to the Committee Code of Conduct and Ethics standards as outlined section 10.0 below.
  - vii. Attend all meetings (either in person or via phone/video conference). Members may have their appointment terminated by Council if they miss more than three (3) consecutive meetings, without prior consent of the committee; and
  - viii. Abide by the Committee Conflict of Interest requirements as outlined section 11.0 below.
- e) Selection of committee members will provide the community with an example of open and transparent communications and will include the following steps:

- i. Notice of committee positions/vacancies posted on the NIB website, social media and in direct communication with Band Members (email, newsletter, etc.);
- ii. Notice of committee selection will include the committee's terms of reference, roles and responsibilities, and an application form;
- iii. Ad Hoc Committee appointments will include approximately four (4) to seven (7) members for the term of the project/initiative;
- iv. Standing Committee appointments: initial appointments for Standing Committees will include approximately three (3) members for a term of two years and two (2) members for a term of one year to allow for annual rotation of 50% of the appointees in each calendar year. There will be no maximum number of terms that a member may serve on a standing committee;
- v. Committee appointments will be based on the opinion of Chief and Council or designate regarding applicants' qualifications and abilities to fairly represent the interests of the community as a whole;
- vi. Appointments will be by a Resolution of Band Council;
- vii. Committee members may recommend additional members to Council if it becomes apparent that additional members are needed or as committee positions become vacant;
- viii. Committee members may recommend removal of a member if it becomes apparent that a committee member is not behaving in a manner consistent with the committee's terms of reference, Council policy or this Committee Framework and Best Practices;
- ix. Should a committee member be replaced mid-term by another member, that member shall be appointed for the duration of the original committee member's term;
- x. Appointment of Chairperson; and
- xi. Appointment of Minute Taker.

## 5.0 COMMITTEE ROLES AND RESPONSIBILITIES

### **Typically, the role of the Chairperson will be to:**

- a) Set the tone for respect and collaboration;
- b) Guide the group's discussions and encourage all members to participate;
- c) Follow simplified Robert's Rules of Order during Committee meetings;
- d) Lead the group in working through difficult issues and/or conflict; and
- e) Report committee recommendations to Council or designate.

### **The role of Committee members is to:**

- a) Work collaboratively and toward consensus in developing recommendations related to the Committee's mandate;

- b) Gather information and/or study information related to particular issues and provide feedback;
- c) Act as representative of the community and give voice to the community; and,
- d) Work within timelines where identified.

**Committee member tasks will include:**

- a) Considering information provided to committee members;

Meeting at regular or predetermined times;

Recommend when more community information or engagement is needed;

Report progress and findings through minutes of their meetings, within timelines identified in the Committee's terms of reference; and,

**6.0 ROLE OF CHIEF AND COUNCIL OR DESIGNATE**

- a) It is the role of the Neskonlith Indian Band Chief and Council or designate to review and accept any amendments to the terms of reference for any and all Neskonlith Indian Band committees as deemed necessary to serve the interests of the community.
- b) It is the role of Chief and Council or designate to:
  - i. Appoint members to committees on an annual basis or as required to fill vacancies;
  - ii. Remove if necessary members to committees as required;
  - iii. Ensure that adequate resources are available to assist the committee in performing its duties;
  - iv. Assign specific tasks to be considered by the committee or Executive Director;
  - v. Consider recommendations from the committee;
  - vi. Monitor and ensure the performance of the committee and its members is in the best interest of the community as a whole;
  - vii. Add or remove committee members as deemed necessary in accordance with the committee's terms of reference or these stated committee best practices; and
  - viii. Support committee meetings and related expenses through establishing an annual budget allocation.

**7.0 COMMITTEE PROTOCOL**

- b) All committee members, including the Chair, are equal and have equal opportunity and responsibility to participate;
- c) The committee will provide recommendations and input to Department Heads or the Executive Director, but may not speak for them;

- d) Committee members may not speak on behalf of the committee as a whole or represent the views and opinions of other committee members without their expressed consent;
- e) Committee members must disclose to the committee and Chief and Council or designate when a committee recommendation may provide direct benefits to the committee member or his/her relations and must excuse himself/herself from any discussion regarding that recommendation;
- f) Committee members will work toward consensus and seek to understand the views of other members;
- g) A quorum for all committees shall be a majority of the appointed members;
- h) Where consensus cannot be reached, decisions will be made through 2/3 majority vote of a quorum of members. Members who are not in agreement with a committee decision may have their objections recorded in the minutes but agree to stand behind the decision of the committee as a whole;
- i) Committee members will meet at least four (4) times per year, preferably quarterly;
- j) Minutes of all meetings will be recorded and provided to the Department Head or Executive Director. Minutes are to include action items of the committee and recommendations to the Executive Director; and,
- k) Committee members will work within timelines for committee recommendations, where specified by the Housing Coordinator or Executive Director.

#### **8.0 COMMITTEE RESOURCES AND BUDGET**

- a) The Executive Director or designate will provide technical and administrative support to the Committee as necessary, including:
  - i. Ensuring that adequate resources are available to the committee;
  - ii. Preparing for committee meetings, including meeting rooms, refreshments and any necessary tools and supplies that will enable the members to perform their duties;
  - iii. Attending meetings and providing support for administrative functions as needed; and,
  - iv. Determining and approving committee work required and the associated reimbursement of expenses required to complete it.

## Appendix A

### COMMITTEE CODE OF CONDUCT

While a *Code of Conduct and Ethics* may not cover every situation, it will serve as a guide to the general conduct, which is expected of all Neskonlith committee members.

1. During committee meetings, members must devote themselves to the responsibilities of their role; be prompt, courteous and temperate in their performance.
2. Committee members shall carry out the responsibilities of their roles conscientiously, loyally and honestly, remembering that the primary work task is to serve the membership of the Neskonlith Indian Band.
3. Committee members shall respect the integrity and dignity of the Neskonlith Indian Band, its programs, staff and all other affiliated agencies.
4. Committee members shall conduct themselves, during meetings and in public, in a manner that will be a credit to themselves, Chief and Council, and the Neskonlith Indian Band.
5. Committee members shall use information obtained in their role for the intended purpose only, not for their own personal interests or those of other persons.
6. Committee members shall attend all committee meetings punctually unless there is a valid reason for absence or lateness, in which case the committee member will contact the committee Chairperson and give an indication of when s/he expects to return to the meetings.
7. Committee members shall protect and care for all Neskonlith property entrusted to them and report to the Chairperson any faulty equipment that requires repair.
8. Committee members shall not engage in public criticism of other committee members or the approved policies of Neskonlith.
9. Within the sphere of their responsibility, Committee members may recommend to the Committee Chair and/or to the relevant Department Head and/or the Executive Director, changes of policy, which the committee believes to be appropriate.
10. Committee members will not be under the influence of alcohol or non-prescription medicinal drugs during committee meetings. (This refers to mood altering, mind altering and/or 'recreational drugs'.)
11. Committee members will respect the confidentiality of all records, materials, and communications concerning members.
12. Committee members shall refuse any fee, gift or other tangibles offered to

them in reward for duties performed by virtue of their appointment, with the exception of cultural offerings.

- 13. Committee members shall serve the Neskonlith Indian Band with loyalty, determination and the maximum application of professional skill and competence.
- 14. Committee members will not participate in, or allow any behavior that is intended to degrade, humiliate, intimidate or cause fear to any other Neskonlith employee, members of Chief and Council, community member, volunteer, guest(s) or other employee(s).
- 15. All committee members will return any equipment, property or supplies owned by Neskonlith upon termination of their committee term or during an extended leave.

Read on this \_\_\_\_\_ day of \_\_\_\_\_  
*Month* *Year*

Committee Member Signature \_\_\_\_\_

Committee Member Printed Name \_\_\_\_\_

## **Appendix B**

### **COMMITTEE CONFLICT OF INTEREST POLICY**

**Policy:** No Neskonlith Indian Band committee member shall engage in any conduct in the course of his/her role that may result in a personal benefit to that committee member or a member of his/her family. No committee member shall participate in any decision that may benefit the committee member or a member of his/her family. No committee member will work on personal projects or interests during committee meetings without the permission of the committee chairperson.

#### **Procedure:**

- All decisions must be made with the intention of benefiting the Neskonlith Indian Band membership.
- If a conflict situation arises that is outside the scope of the committee member's role as described above, the committee member must:
  - Announce to the committee chairperson that a conflict has arisen;
  - Identify the conflict; and
  - Take no further part in the discussions or decision.
- If a committee member is found to be in a conflict situation and did not declare the conflict, the committee member must adhere to the Committee Conflict of Interest policy and have the decision reviewed by the Executive Director.
- If the Executive Director feels there has been a conflict, s/he may request a meeting with the committee member in question and may take the final review to Chief and Council.
- Chief and Council will determine whether there has been a conflict and if so, will decide on the course of action to take based on the facts established in the review. This final decision will be in writing.

**Reason for Policy:** To ensure that all decisions regarding Neskonlith Indian Band committee membership are made on a professional basis, as well as to protect the integrity of Neskonlith Indian Band.