



**Terms of Reference
for the
Election Code Ad Hoc Committee**
Approved by Six Nations Council, November 22, 2005

1. NAME

The committee shall be the *Election Code Ad Hoc Committee*

2. SUMMARY

The committee shall review proposals for amendments to the election code and shall hold public meetings to consult with the eligible voters on the proposed amendments in accordance with the Six Nations of the Grand River Elections Code.

3. MANDATE

The key functions to be performed by the Committee are listed below.

- 3.1 The committee shall review all proposals for amendments to the election code received by Council in accordance with the Election Code process.
- 3.2 The committee shall meet and consult with eligible voters on proposed amendments.
- 3.3 The committee shall prepare the final proposed amendments based on the community consultations and send these to council to request a day be set for a vote to be taken on the proposed amendments in accordance with the Election Code.
- 3.4 The committee shall set a timeline for the proposal to be submitted.
- 3.5 The Committee shall set times and cut-off dates for receiving amendment proposals and shall set dates for a minimum of three consultation meetings with the eligible voters.
- 3.6 The committee shall develop a work plan and budget and make a recommendation to Council for approval.
- 3.7 Administrative, operational and personnel concerns brought to the attention of the Committee shall be referred to the Director of the appropriate department or the Senior Administrative Officer.
- 3.8 Regular updates of Committee activities shall be provided to the Council by the Chair of the Committee.
- 3.9 The Committee shall dissolve after fulfilling their mandate.

4. COMMITTEE STRUCTURE

4.1 Members/Terms of Membership

Generally, membership is comprised of Councillors. Membership on certain committees may include not only Councillors, but staff and members from the community and representatives of

organizations based on the Six Nations Reserve. The expanded membership provides these committees with additional technical knowledge and unique perspectives on the issues under discussion.

- 4.1.1 All members shall be Councillors except for community members.
- 4.1.2 Membership of Councillors shall be concurrent with elections.
- 4.1.3 Councillors and the Chair shall be appointed by Council.
- 4.1.4 The Committee shall consist of a minimum of (6) six Councillors, one from each district one of which is the chair, and (6) six community members, one from each district. Community members will be selected through a democratic process managed by the Human Resources department and chosen on the basis of 4.2.4 of this document.
- 4.1.5 The appropriate staff and/or selected departmental staff will attend Committee meetings as “resource people”.
- 4.1.6 The Elected Chief is ex-officio a voting member on Committee.

4.2 Conditions of Membership

- 4.2.1 Alternates are not allowed.
- 4.2.2 Members shall participate fully in Committee discussions.
- 4.2.3 A member who is absent from three consecutive scheduled meetings of the Committee without just cause may be asked to resign.
- 4.2.4 Members shall be selected for their expertise in the area of the committees’ mandate.
- 4.2.5 Members will adhere to the corresponding duties and responsibilities outlined in the Council document “*Conducting Effective Council Meetings, Roles and Responsibilities.*”
- 4.2.6 Members will adhere to and abide by the Conflict of Interest clauses outlined in the Six Nations policies.

4.3 Role of Chair

- 4.3.1 Report to Council in a timely manner after receiving council’s mandate.
- 4.3.2 Present Committee recommendations to Council for consideration and approval.
- 4.3.3 Ensure that the Council refers all issues within the mandate of the Committee to the Committee for their consideration/recommendation prior to taking a decision on the matter.
- 4.3.4 Ensure that the duties of the Committee listed in the Terms of Reference are carried out.
- 4.3.5 The Chair shall speak to all issues within the mandate of the Committee that arise at Council meetings. Ensure that all matters under the mandate of the Committee are referred to the Committee prior to Council approval.
- 4.3.6 The Chair shall preside over Committee meetings in accordance with the role of the Chair outlined in the Council document entitled, “*Conducting Effective Council meetings, Roles and Responsibilities.*”

4.4 Meetings

- 4.4.1 The minutes of the meeting shall be recorded in writing and shall include the date, time, attendance, topic, discussion/debate and decision of the Committee and record

of the vote. Reference shall be made to the role of secretary in the Council Policy entitled, “*Conducting Effective Council meetings, Roles and Responsibilities.*”

- 4.4.2 A Committee Secretary shall be appointed to take the Committee minutes.
- 4.4.3 A quorum half the members plus the chair shall be in attendance for a meeting to proceed for the purpose of carrying out the Committees business. If the official chair of the Committee is absent a Chair shall be selected. If no quorum is reached within (30) thirty minutes of the scheduled starting time then the meeting may be cancelled.
- 4.4.4 Meetings shall be held at least once a month on a regular schedule. Special meetings may be held at the call of the Chair. Members shall attend regularly.
- 4.4.5 If Committee members are unable to attend a meeting they are required to notify the Committee Secretary at least two days in advance and if a meeting is cancelled or postponed, the Committee Secretary shall notify Committee members before the meeting date.

4.5 Decision-Making

- 4.5.1 Decisions shall be made by majority vote.
- 4.5.2 If the Committee just has quorum and there is a conflict of interest when taking a decision, the decision shall be deferred to the next meeting.

4.6 Communications

- 4.6.1 The Chair will present recommendations to Council for approval.
- 4.6.2 The Chair will make public statements to the media in conjunction with the Media Relations Officer and Council policy when required.

5. APPROVALS & AMENDMENTS – PROCESS – FORM

- 5.1 The Terms of Reference shall be approved by the Six Nations Council.
- 5.2 The Terms of Reference shall state: the date of approval; the meeting (i.e. General Council); and the Band Council Resolution number at the end of the document.
- 5.3 The approved Terms of Reference shall be distributed to the Chief and Council, to all Council Secretaries, the Policy Unit, to all Directors/Managers, and Committee members.

Approved by Chief and Council, Six Nations of the Grand River at General Council on November 22, 2005 by resolution number GC266/11/22/2205.