



**TERMS OF REFERENCE**  
**FOR THE**  
**SIX NATIONS COUNCIL ETHICS COMMITTEE**  
Revised November 2004

1. **NAME of the COMMITTEE**

ETHICS COMMITTEE

2. **SUMMARY**

The conducting of research on Six Nations of the Grand River Territory is an endeavour which may affect our people and culture and the way our people are perceived by the outside world. It is these types of effects that this policy seeks to prevent by having a policy in place that establishes Ethical rules for the conduct of such research. It is therefore the responsibility of the Six Nations Council to ensure that the people of Six Nations are protected from any detrimental effects of the research and that the research benefits our people. Therefore the Six Nations Council shall implement a policy and process to approve and monitor research that is being conducted on the Six Nations of the Grand River Territory.

3. **MANDATE**

The Ethics Committee is a special committee of council, and is mandated the following duties:

The Committee shall implement the, “POLICY FOR CONDUCTING RESEARCH AT SIX NATIONS.”

- i. The committee shall review and process research requests.
- ii. The Committee shall prescribe the manner and form of research protocols and inquiries.
- iii. The Committee shall approve, reject, make inquiries of applicants or recommend modifications to research proposals according to Council policy.
- iv. Lobby outside parties/agencies/governments to meet the needs of the Committee and involve the Chief and Council as appropriate.
- v. Monitor, evaluate and approve internal Committee policies.
- vi. Approve of the Committees expenditures.
- vii. Endeavour to provide appropriate training and facilities for the Committee that shall assist the Committee and offer guidance,

advice and encouragement in the better functioning of the Committee.

- viii. 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 Executive Officer.
- ix. Semi-annual updates of the Committee activities shall be provided to the Council by the chair of the Committee.

#### **4. COMMITTEE STRUCTURE**

##### **4.1 Members/Terms of Membership**

The Committee shall consist of a maximum of six members. Members shall include two council representatives and the Director of GRPSEO, Director of Polytechnic Institute, the Director of Health Services and the Policy Analyst. A Council representative shall be appointed chair.

##### **4.2 Conditions of Membership**

- i. Members who request to attend a workshop or a conference shall refer the request to the Council or Senior Executive Officer. Members attending a conference or workshop shall make a written report to Council or the Senior Executive Officer, on their return; these will be made available to the public as appropriate. The availability of funds to cover travel expenses must be indicated by the Director/Senior Manager of the associated department.
- ii. Alternates are not allowed.
- iii. Members shall participate fully in Committee discussions.
- iv. Members shall participate in approved training for the better functioning of the Committee.
- v. Members shall have regard to the duties and responsibilities of members in the Council document entitled, "*Conducting Effective Council meetings, Roles and Responsibilities.*"
- vi. A member who is absent from three consecutively scheduled meetings of the Committee without just cause may be asked to resign.
- vii. Members shall not hear complaints from departmental employees.
- viii. Members will adhere to and apply the Conflict of interest clauses outlined in Six Nations Council Policies.

##### **4.3 Role of Chairperson**

- i. To Report to Council at least semi-annually, on all issues, concerns and activities of the Committee.
- ii. Ensure that the duties of the Committee listed in the Terms of Reference are carried out.

- iii. 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 or department prior to Council approval.
- iv. The Chair shall preside over committee meetings in accordance with the role of the Chairperson in the Council document entitled, *“Conducting Effective Council meetings, Roles and Responsibilities.”*

#### **4.4 Meetings**

- i. 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.”*
- ii. A Committee secretary shall be appointed to take the Committee minutes.
- iii. A quorum of two members and 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 thirty minutes of the scheduled starting time then the meeting may be cancelled.
- iv. Meetings shall be held on the third Friday of each month at 9 am. Special meetings may be held at the call of the Chair. Members shall attend regularly. Meetings shall be closed to the public.
- v. If Committee members are unable to attend a meeting they are required to notify the Committee secretary at least three days in advance and if a meeting is cancelled or postponed, the Committee secretary shall notify Committee members ASAP.

#### **4.5 Decision-Making**

- i. Decisions shall be made by majority vote.
- ii. 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**

- i. The Chair will present findings and results to Council.
- ii. The Chair will make public statements to the media in conjunction with the media relations officer and Council Policy when required.
- iii. Members shall refer issues regarding Departmental employees to the Senior Executive officer for resolution

#### **5. APPROVALS & AMENDMENTS- PROCESS-FORMS**

- 5.1. The Terms of Reference shall be approved by the Six Nations Council.
- 5.2. The Terms of Reference shall be reviewed annually.
- 5.3 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.
- 5.4 The approved Terms of Reference shall be distributed to Chief and Council, to all Council secretaries, to the Policy Analyst and to all Directors and Committee members.
- 5.5. These terms of reference shall repeal and replace the terms of reference passed on August 19 2003 at General Council by BCR No. 288. These terms of reference were approved on November 30, 2004, by BCR No. ICPL No. 105/11/2004 at the Special In-camera Political Liaison meeting of the Six Nations Council.