

TERMS OF REFERENCE

Constitution Committee

1. DEFINITION

The Committee shall be known as the Constitution Committee, and is considered an ad hoc committee.

2. COMPOSITION AND CHAIRPERSON

This Constitution Committee shall consist of:

- a) One (1) Council member representative (non-voting);
- b) Five (5) appointed shíshálh Nation members, preference given to those with previous experience on Council, or a keen knowledge of the Constitution;
- c) The CAO of the Band, or Appointee (non-voting, Chairperson).

3. COMMITTEE TENURE

- 3.1 Council appointed Constitution Committee members shall sit as representatives on the Constitution Committee as of November 1, 2017, and until the reforms have been adopted by the membership at a duly convened meeting of the Nation.
- 3.2 SIB staff member(s) shall be appointed as necessary and shall continue as directed by the CAO.

4. PURPOSE AND ROLE

- 4.1 The purpose of the Constitution Committee is to review proposed constitutional amendments and present revisions to Sechelt Indian Band Membership.

The Constitution Committee shall:

- a. Prepare for, Meet and discuss the Constitution to ensure compliance with the Canadian Charter of Rights and Freedoms, and Sechelt First Nation Governance requirements;
- b. Meet as a committee to review and discuss updated constitutional provisions with the objective to complete 'SIB Constitution Principle/Purpose Document';
- c. Facilitate Community Engagement sessions to review updated SIB Constitution and 'SIB Constitution Principle/Purpose Document' with SIB membership, answer questions, and receive feedback, and;

- d. Present the final SIB Constitution draft to the community along with supporting documentation prior to referendum.

The Chairperson shall:

- a. Coordinate logistical components associated with the Constitution Committee meetings and Community Engagement meetings.
- b. Facilitate Committee meetings by keeping discussions on track and focused on topic.
- c. Ensure the Constitution Committee completes the 'SIB Constitution Principle/Purpose Document'.
- d. Provide opening introductions for Community Engagement Meetings, but shall not be responsible for the facilitation of such meetings.
- e. Prepare agendas and ensure that such agendas include relevant documents that may be discussed during the next scheduled committee meeting.
- f. Record and prepare minutes for all committee and community engagement meetings using SIB standard practices and make such minutes available to the Chief Administrative Officer and Chief and Council.
- g. Record of the duration of committee meetings and community engagement meetings.
- h. Report the hours of the committee members, including hours of the Chairperson, to the Chief Administrative Officer.
- i. Report to Chief and Council once per month on the progress achieved.

5. MEETINGS AND PROCEDURES

- 5.1 The Committee shall meet bi-weekly during the second and fourth week of the month, or at the call of the Chair.
- 5.2 A quorum of the Committee shall be three (3) members of the five (5) person committee.
- 5.3 All formal recommendations of the Committee shall be in the form of officially recorded resolutions duly passed by a majority of voting members present.
- 5.4 The Committee may use informal rules for discussion and Roberts Rules of Order will prevail if necessary.

6. GENERAL MATTERS

- 6.1 The SIB Chief and Council may dissolve the Constitution Committee, remove a member and amend these Terms of Reference.

- 6.2 Committee meetings are open to the public; however, the Committee may meet In-Camera in accordance with the provisions of the *SIB/SIGD Bylaws and Meeting Regulations*.
- 6.3 Delegations may appear upon written request and approval of the Constitution Committee.
- 6.4 Input from the floor shall be at the discretion of the Chair.
- 6.5 An honorarium shall be paid to the attending members at per diem rate, as set out in **Schedule A**.