



Liard First Nation
PO Box 328 Watson Lake, Yukon YO A 1C0
867-536-5200

Liard First Nation Constitution Committee (LFNCC) Terms of Reference (ToR)

Title: The title of the committee shall be Liard First Nation Constitution Committee (LFNCC).

Purpose: The purpose of the LFNCC is to manage, review, and advise on all matters related to the constitution of the Liard First Nation. This includes but is not limited to constitutional amendments, interpretation of constitutional provisions, and resolution of constitutional disputes.

Responsibilities:

- Develop, review, and propose amendments to the constitution.
- Interpret constitutional provisions as requested by the Liard First Nation Council or members.
- Address and resolve constitutional disputes.
- Ensure compliance with all relevant laws and regulations regarding the constitution in coordination with LFN Legal Council.
- Provide regular reports to the Liard First Nation Council on constitutional matters.

Membership:

- The LFNCC shall consist of 6 members appointed by the Liard First Nation Council.
- The LFNCC can nominate a chairperson for their committee.
- Members should have a good understanding of constitutional law and be committed to maintaining the integrity of the Liard First Nation constitution.
- Members should be in good standing with LFN.
- Members should have a broad understanding of governance, bylaw structure, and understanding of effects that this structure has on LFN and its operations representing all members of LFN.
- Members must demonstrate the ability to be impartial and fair during consideration of issues relevant to the constitution.
- Members must sign an Oath of Confidentiality.

Meetings:

- The LFNCC shall meet regularly, at least once every quarter. Additional meetings may be scheduled as necessary.
- Three committee members shall be a quorum. Both quorum and the presence of an assigned administrative designate are required for a LFNCC meeting to convene.
- The minutes for the meeting shall be recorded by an assigned administrative designate and submitted to Liard First Nation Chief and Council.
- Members who miss more than three regularly scheduled meetings without notice, at the discretion of the Constitution Committee, shall be removed from the LFNCC.

- An Honorarium of \$ 75.00 will be paid for half day, and \$ 150.00 for full day, per meeting.

Decision Making:

- Decisions shall be made by consensus where possible. If consensus cannot be reached, decisions shall be made by a majority vote of the members present.
- All decisions shall be guided by the Liard First Nation Constitution, and an Oath of Confidentiality.
- All decisions of LFNCC will be presented to Chief and Council prior to membership for ratification vote.

Reporting:

- The LFNCC shall provide regular reports to the Liard First Nation Council on its activities, decisions, and recommendations.

Review:

- The terms of reference for the LFNCC shall be reviewed annually and revised as necessary with the approval of LFN Chief and Council.
- No changes will be made to the terms of reference without the express approval and ratification by a quorum of LFN council.

Confidentiality:

- All members of the LFNCC are expected to maintain the confidentiality of the committee's discussions and decisions.
- A breach in confidentiality will result in a member's removal from the LFNCC.

Conflict of Interest:

- Members of the LFNCC must declare any potential conflicts of interest and recuse themselves from any discussions or decisions where they have a personal or financial interest.
- Any Constitution Committee member who is in violation of any conflict of interest during these discussions (direct family) will be removed from the committee.

Definitions:

- Direct Family constitutes an immediate family member or someone living with a committee member.

This Terms of Reference is meant to guide the operations of the Liard First Nation Constitution Committee and ensure that it fulfills its purpose effectively and transparently.

Adopted by a quorum of Liard First Nation Chief and Council:

1)

Date:

Name, Title:

Signature:

2)

Date:

Name, Title:

Signature:

3)

Date:

Name, Title:

Signature:

DRAFT