



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

Liard First Nation Election Committee (LFEHC) Terms of Reference (ToR)

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

Purpose: The purpose of the LFNEC is to oversee, manage, and advise on all matters related to elections within the Liard First Nation community. This includes but is not limited to election policies, planning and conducting elections, and resolving election disputes.

Responsibilities:

- Develop, implement, and review election policies and procedures (Custom election Code and LFN Policies should align).
- Oversee, plan and conduct fair and transparent elections.
- Handle election disputes and complaints.
- Ensure compliance with all relevant laws and regulations regarding elections.
- Provide regular reports to the Liard First Nation Council on election matters.

Membership:

- The LFNEC shall consist of 6 members appointed by the Liard First Nation Council.
- Members should have a good understanding of election processes and be committed to promoting democratic participation within the community.
- The LFNEC can nominate a chairperson for their committee.
- Members should have a good understanding of election issues and be committed to maintaining a fair and accessible electoral system.
- Members should be in good standing with LFN.
- Members must demonstrate the ability to be impartial and fair during consideration of issues relevant to elections.
- Members must sign an Oath of Confidentiality.

Meetings:

- The LFNEC shall meet regularly, especially in the run up to elections. 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 LFNEC 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 Election Committee, shall be removed from the LFNEC.
- 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 Elections Policy, and an Oath of Confidentiality.
- All decisions and suggestions of LFNEC will be presented to Chief and Council prior to membership for ratification.

Reporting:

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

Review:

- The terms of reference for the LFNEC shall be reviewed annually and revised as necessary with the approval of 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 LFNEC 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 LFNEC.

Conflict of Interest:

- Members of the LFNEC must declare any potential conflicts of interest and recuse themselves from any discussions or decisions where they have a personal or financial interest.
- Any Election 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 Election 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