

North East Region Caucus Terms of Reference

In the *Consensus Paper: BC First Nations Perspectives on a New Health Governance Arrangement*, BC First Nations confirmed that the First Nations Health Council (FNHC) membership is regionally driven by First Nations. It is composed of fifteen members – three members appointed by each of the five regions in BC. Each region determines its own selection process for its members, including their length of term and appointment procedure.

The purpose of this document is to establish the appointment procedure for the Northern First Nations Health Council Representatives via their respective Sub-Regional Caucuses. This Regional selection process is consistent with the Terms of Reference established for the Northern Region, including specific provisions with respect to the roles, responsibilities, accountability, reporting, and termination of the FNHC regional representatives.

1 Eligibility and Competencies

To be considered as an FNHC representative, an individual must be a member of a BC First Nation from within the Sub-Region, and cannot be a Health Director or an employee of First Nations Health Authority (FNHA)

Desired qualifications for FNHC members include:

- 1.1 demonstrated leadership skills and experience
- 1.2 excellent and proven ability to engage and communicate at the community, sub-regional, regional and provincial level
- 1.3 ability to build and maintain effective relationships and partnerships, including with federal and provincial governments
- 1.4 qualities of intelligence, strategic thinking, perceptiveness, creativity, problem-solving, good judgment, maturity, collaborative approach, integrity, fairness and a high level of ethics and standards
- 1.5 time, energy, interest and willingness to serve as a member of the FNHC, including a commitment to learning and an appreciation of the significance of the work
- 1.6 reflect a philosophy and culture of trust, unity, honesty, humility, healthy living, traditional practices and teachings in operations, planning and decision-making

2 Appointments

- 2.1 The North East Chiefs, by full consensus, shall appoint their representative to the First Nations Health Council at any duly convened meeting of all Chiefs in the Northeast. The process includes those holding a Chief's Proxy.
- 2.2 If there are no candidates acceptable to the North East Chiefs, or if there are more than one candidate to be considered, an election process will be undertaken.

3 Proxy Holders

- 3.1 The North East Sub Region further define and restrict a Chief Proxy to be a duly elected Council Member of that respective North East BC First Nation and will be assigned at the discretion of the Chief.

- 3.2 The Chief must provide the appropriate documentation to identify the proxy holder for a period of time not to extend past the current term of office.
- 3.3 At all times, the Chief retains the right to override the proxy designation and vote in person in the best interests of the Nation being represented, without prior notification or nullification of future considerations of the proxy holder.
- 3.4 The proxy designation may be nullified, or the proxy holder may be changed in writing at the discretion of the Chief.
- 3.5 The Proxy Holder speaks with the voice of the Chief, and for all purposes holds the respect of the office being represented.

4 Election Process

The selection of the FNHC Northeast Representatives will take place at a meeting of the Chiefs in the North East Sub Region as follows:

- 4.1 Any Elected Chief or Proxy assigned by a Chief representing a First Nation from the Northeast Sub-Region may nominate an eligible individual for the FNHC position. All nominations must be seconded by another Elected Chief or Proxy assigned by a Chief representing another First Nation from the Northeast Sub-Region.
- 4.2 All nominees must be physically present at the meeting or available by telephone in order to accept the nomination and the acceptance of the appointment.
- 4.3 Should only one eligible individual be nominated for the position, that individual will be considered appointed by acclamation.
- 4.4 Following nominations, each eligible nominee will have a maximum of five minutes to address the sub-regional caucus.
- 4.5 A ballot election process will follow, whereby:
 - 4.5.1 Each First Nation from the Northeast Sub-Region is eligible to cast one ballot.
 - 4.5.2 Eligible voters will indicate the name of the candidate they are supporting on paper provided, and the FNHA staff in attendance will tally the results.
 - 4.5.3 There will be one ballot. The nominee with the most votes will be determined the successful candidate.
- 4.6 If it is so desired by the Northeast Sub-Region, the vote can be conducted electronically
 - 4.6.1 Nominees name will be listed on an electronic election platform.
 - 4.6.2 Link to the election platform will be sent to all Elected Chiefs, in the Northeast Sub-Region.
 - 4.6.3 There will be a period of seven business days in which the Elected Chiefs in the Northeast Sub-Region may cast their vote.
 - 4.6.4 The nominee with the most votes will be determined the successful candidate.
- 4.7 If there is a tie, a second vote will be conducted as above. If there is a second tie, the decision will be made by a coin toss. That decision will be final subject to the conditions in Paragraph 4 below.

5 Counting of Votes

Role of the Vote Counters

There will be two vote counters responsible for collecting completed ballots from Caucus participants. A third party will witness the procedure. The third party witness cannot be any person eligible to nominate

or vote for any of the candidates, nor can it be one of the candidates. They will be required to perform the following steps:

- 5.1 One vote counter will collect all completed ballots and tabulate results for nominated candidates. The counting will be done in the presence of the second vote counter, and witnessed by a third party.
- 5.2 Once the initial counting is complete, the ballots are to be handed to the second vote counter for a second verification. Ballots are to be counted for nominated candidates and recorded for comparison.
- 5.3 After the second count, both vote counters are to compare results to ensure the results are correct and consistent.
- 5.4 Vote results are to be written down on the Northeast Sub-Regional Election Process for FNHC Representative, Official Vote Collection Form as per paragraph 7 of this Appendix
- 5.5 Electronic Vote Counting:
 - 5.5.1 The results from the on-line election platform will go directly to the FNHC Secretariat who will share the results per Paragraph 5.4

6 Term

The term of the FNHC representative for the North East region will be three (3) years. A representative of the FNHC will cease his or her representation, and trigger a Sub-Regional election process as described above, if he or she:

- 6.1 Resigns from the FNHC;
- 6.2 Assumes an employment position as a Health Director or with the FNHA;
- 6.3 Misses three (3) consecutive FNHC meetings (as per the First Nations Health Council Terms of Reference paragraph 9.4);
 - 6.3.1.1 Excused absences
 - 6.3.1.2 In the event of a death and/or sickness of an immediate family member
 - 6.3.1.3 Under exceptional circumstances
- 6.4 Fails to comply with any applicable Terms of Reference or Code of Conduct of the Regional Caucus or the FNHC;
- 6.5 Is required to rescind their position following an evaluation process. The evaluation process will be undertaken by an ad-hoc committee of the Sub-region, assigned and dedicated to this singular task in accordance with the procedures outlines by the FNHC Secretariat and approved by the FNHC.
- 6.6 In the event that a representative resigns or is removed an election process will follow immediately.

7 Role of the Witness

- 7.1 After voting results are officially tabulated by official Vote Counters, the results and signatures are to be witnessed by a designated third party.
- 7.2 Once they have been signed off, they are to be handed to the Chair of the Northeast Sub-Regional Session for announcement.

8 Notification of Results

- 8.1 Voting results are to be announced immediately to Caucus Members, once they have been verified by vote counters.

- 8.2 Results will be captured in the official meeting minutes, and distributed electronically to the Northeast Sub-Regional Caucus Members.
- 8.3 After the notification of the results there needs to be a motion passed to accept the results and a motion passed to destroy the ballots.

9 Documentation

- 9.1 Appointment
- 9.2 Nomination Form
- 9.3 Official Vote Record

9.1 Appointment

In accordance with Section 2.1 of the North East Sub Region Term of Reference, the North East Chiefs have appointed their representative to the First Nations Health Council at a duly convened meeting of all Chiefs in the North East.

It has been resolved that the North East Chiefs have appointed Bev Lambert as their North East FNHC Representative effective 21 November, 2019 for a term not to exceed three years.

9.2 Nomination Form

NOMINATION FORM FOR THE NORTH EAST FNHC SUB REGIONAL REPRESENTATIVE APPOINTMENT OFFICIAL NOMINATION FORM

I, the undersigned, state that in the North East FNHC Nomination Process that the following candidate is nominated as follows:

Nominee Name: <i>(Full name, Nation)</i>		Initials of Nominator & Seconder
Nominator <i>(Full name, Nation)</i>	Signed by Nominator	
Seconder <i>(Full name, Nation)</i>	Signed by Seconder	

Office Use Only <i>(To be completed by Electoral Officer [EO])</i>		YES/NO
1.	Are the nominator and nominee eligible for the election and appointment process?	
2.	Is the form completed and signed by the nominator?	
3.	Has the nominee accepted the nomination? If yes, how? <i>(Phone, email etc.)</i>	
Office Use Only <i>(To be completed by Electoral Officer [EO])</i>		EO Initial
The nominee is not eligible to be placed on the election ballot, why?		
The nominator/nominee is eligible and the nominees' full name will be placed on the ballot for the election.		
<p>I declare, to the best of my ability, the above recorded nominator and nominee are true and accurate. Dated at _____, in the Province of British Columbia on this ____ day of _____, 20____</p> <p>Official Electoral Officer: Printed Name: _____ Signature: _____</p> <p>Witnessed by: Signature: _____ Printed Name: _____</p>		

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9.3 Official Vote Record

**SUB-REGIONAL ELECTION AND APPOINTMENT PROCESS FOR THE NORTH EAST FNHC SUB REGIONAL REPRESENTATIVE
OFFICIAL VOTE COLLECTION FORM**

[Resolution # Number]

Poll Location: [Venue]

We, the undersigned, state that at the North East Chief's Meeting noted above, the following voting results were tabulated as follows:

- I. The number of eligible voters as defined by the Election Process for the North East FNHC Representative, who were entitled to vote was _____.
- II. _____ were cast in favour of candidate _____.
- III. _____ were cast in favour of candidate _____.
- IV. _____ were cast in favour of candidate _____.
- V. _____ were cast in favour of candidate _____.
- VI. _____ were spoiled.

Therefore, be it resolved the North East Sub-Region has appointed _____ as their North East FNHC Representative effective _____, 20____, for a term not to exceed three years.

I declare, to the best of my ability, the above-recorded voting results are true and accurate.

Dated at _____, in the Province of British Columbia on this _____ day of _____, 20____.

Vote collector 1
Printed Name: _____

Vote collector 2
Printed Name: _____

Signature: _____

Signature: _____

Witnessed by:
Printed Name: _____

Signature: _____