

## First Nations Northwest Sub-Region Terms of Reference

In addition to the foregoing Northern Caucus Terms of Reference, and notwithstanding the included Appendices, the Northwest Sub-Regional Caucus has ratified the following Sub-Regional Specific Terms of Reference:

### 1.1 Roberts Rules of Order

Unless otherwise noted, all meetings will be conducted according to "Robert's Rules of Order for Fair and Orderly Meetings & Conventions".

### 1.2 First Nations Northwest Sub-Regional Health Caucus Meetings:

Further to Section 4.4 above: Sub-Regional Caucus meetings can be convened and held no matter how many communities are represented at the table. However, for voting purposes a quorum is valid where at least 14 of First Nations from the Northwest Sub-Region are represented by their highest political representative, or an alternate holding the proxy of the highest political representative. Alternates

Further to Section 4.5 above: When the voting representatives are unable to attend a meeting, an alternate may be appointed for that meeting. The alternate must present a formal proxy letter signed by the highest political representative appointing them as the First Nation's representative.

### 1.3 Decision Making

The First Nations Northwest Sub-Regional Health Caucus will make decisions by consensus. In situations when consensus cannot be achieved through group decision-making processes, the First Nations Northwest Sub-Regional Health Caucus will make decisions through a clear majority of a 67% agreement reached by the Chief Counsellor or Mayor and Proxy Holders of those First Nations present. Each Northwest First Nation/Band may be represented in voting by one delegate, who shall either be highest political representative, or an alternate holding the proxy of the highest political representative.

### 1.4 Appointment to the Northwest Regional Table

Further to Appendix "B" above, the Northwest Regional Table will consist of the First Nations Health Council representative (or alternate), the Northwest First Nations Health Director's Association Representative and one delegate at large elected by the Northwest Sub-Regional Caucus. Regional representatives commit to represent the Northwest Region at large without prejudice.

### 1.5 Communications Protocol

The Northwest Sub-Region Caucus Representative will ensure a continuous flow of information by **developing and implementing communications methods, tools and processes that aim to reach as many Northwest First Nations communities as possible, having regard to barriers in technology and infrastructure.** Such communication may be facilitated through resources available to the Northwest Sub-Region Caucus Representative, including but not limited to the First Nations Health Council secretariat and technical support personnel. Specifically, every 30 days;

- a. **Ensure the effective flow of information from First Nations Health Council, and First Nations Health Authority to communities on matters relating to the**

**implementation of the Transformative Change Accord: First Nations Health Plan and the Tripartite First Nations Health Plan;**

- b. **Gathering information, feedback and direction from communities to escalate to provincial levels;**
- c. **Ensuring communications of a political nature are targeted for the Chief and Councils of First Nations communities and that communications of a technical / health service delivery nature are targeted for Health Directors and Hub Coordinators – but keeping both target groups informed of overall developments;**
- d. **Continue to support and advocate for a positive urban strategy**

#### **1.6 Communications Standards**

The Northwest Caucus representative must:

- a. Make efforts to communicate with all Northwest First Nations and urban off reserve status First Nations in the Northwest Sub-Region at a variety of locations in the Northwest Region;
- b. Have a stable working email address and respond to emails within ten (10) business days;
- c. Have a working fax machine that is monitored each business day and requests responded to within ten (10) business days;
- d. Have a working phone with voice mail function that is answered when practical and voice mails respond to within seven (7) business days.

#### **1.7 Personal Responsibility**

- a. It is the personal responsibility of each delegate to be prepared for the Northwest Sub-Regional Caucus meeting by reading all available documents in advance of the meeting.
- b. It is the personal responsibility of each delegate to provide their proxy (where appropriate) with all available documents for reading in advance of the meeting.

#### **1.8 Regional Representative Responsibilities**

Regional Representative is subject to community driven evaluation process annually and as determined by caucus members.

#### **1.9 Northwest Representative**

Northwest Sub-Regional representative to the First Nations Health Council is a political appointment meaning that the highest political representative or an alternate holding the proxy of the highest political representative will select a First Nations citizen to be their representative

### **Northwest Region Caucus Election Procedures**

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) and must be an elected person, Chief, Chief Counsellor, Mayor, or Spokesperson, to their Nation.

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 Election Process**

The selection of the FNHC Northern Representatives will take place at a meeting of the appropriate Northern Sub-Regional caucus as follows:

- 2.1 Any Chief, Chief Councillor, Mayor or Proxy representing a First Nation from the Northwest Sub-Region may nominate an eligible individual for the FNHC position. All nominations must be seconded by another Chief, Chief Councillor, Mayor or Proxy representing another First Nation from the Sub-Region.
- 2.2 All nominees must be physically present at the meeting in order to accept the nomination.
- 2.3 Should only one eligible individual be nominated for the position, that individual will be considered appointed by acclamation.
- 2.4 Following nominations, each eligible nominee will have a maximum of five minutes to address the sub-regional caucus.
- 2.5 A ballot election process will follow, whereby:
  - 2.5.1 Each First Nation from the Northwest Sub-Region is eligible to cast one ballot.
  - 2.5.2 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.
  - 2.5.3 There will be one ballot. The nominee with the most votes will be determined the successful candidate.

- 2.6 If it is so desired by the Northwest Sub-Region, the vote can be conducted electronically
  - 2.6.1 Nominees name will be listed on an electronic election platform.
  - 2.6.2 Link to the election platform will be sent to all Elected Chiefs, Chief Councilors, and Mayors in the Northwest Sub-Region.
  - 2.6.3 There will be a period of seven business days in which the Elected Chiefs, Chief Councilors, and Mayors in the Northwest Sub-Region may cast their vote.
  - 2.6.4 The nominee with the most votes will be determined the successful candidate.
- 2.7 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.

### **3 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:

- 3.1 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.
- 3.2 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.
- 3.3 After the second count, both vote counters are to compare results to ensure the results are correct and consistent.
- 3.4 Vote results are to be written down on the Northwest Sub-Regional Election Process for FNHC Representative, Official Vote Collection Form as per paragraph 7 of this Appendix
- 3.5 Electronic Vote Counting:
  - 3.5.1 The results from the on-line election platform will go directly to the FNHC Secretariat who will share the results per Paragraph 3.4

### **4 Term**

The term of the FNHC representatives for the Northwest 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:

- 4.1 Resigns from the FNHC;
- 4.2 Assumes an employment position as a Health Director or with the FNHA;
- 4.3 Misses three (3) consecutive FNHC meetings (as per the First Nations Health Council Terms of Reference paragraph 9.4);
  - 4.3.1 Excused absences
    - a) In the event of a death and/or sickness of an immediate family member
    - b) Under exceptional circumstances
- 4.4 Fails to comply with any applicable Terms of Reference or Code of Conduct of the Regional Caucus or the FNHC;
- 4.5 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.

4.6 In the event that a representative resigns or is removed an election process will follow immediately.

## **5 Role of the Witness**

5.1 After voting results are officially tabulated by official Vote Counters, the results and signatures are to be witnessed by a designated third party.

5.2 Once they have been signed off, they are to be handed to the Chair of the Sub-Regional Session for announcement.

## **6 Notification of Results**

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

6.2 Results will be captured in the official meeting minutes, and distributed electronically to the Sub-Regional Caucus Members.

6.3 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.

## **7 Documentation**

7.1 Official Vote Collection Form

7.2 Nomination Form

**Official Vote Collection Form**

NORTHWEST SUB-REGIONAL ELECTION PROCESS FOR FNHC REPRESENTATIVE  
OFFICIAL VOTE COLLECTION FORM

---

Northwest Caucus Session  
[Resolution # Number]

Poll Location:  
Northwest Caucus Session  
[Venue]

We, the undersigned, state that in the Northwest Caucus Session  
the following voting results were tabulated as follows:

- I. The number of eligible voters as defined by the *Northwest Sub-Regional Election Process for FNHC Representative*, of the Northwest Sub Region Caucus Terms of Reference 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 Northwest Sub-Region has elected \_\_\_\_\_ as them  
FNHC Representative effective \_\_\_\_\_, 20\_\_\_\_.

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: \_\_\_\_\_

Signature: \_\_\_\_\_

**Vote collector 2**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by:

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Nomination Form**

NOMINATION FORM FOR FNHC REPRESENTATIVE  
OFFICIAL NOMINATION FORM

*Notification details (Electoral Officer contact info, election deadline etc.):*

- 
- 
- 

Once completed, please send the form to the attention of the electoral officer by email (scanned) at: \_\_\_\_\_ or by at fax: (604) 913-2081.

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

|   |  |  |                      |
|---|--|--|----------------------|
| <i>To be completed by <u>nominator</u>:</i> |  | Nominee Name<br><i>(potential candidate)</i><br><i>(Full name, Nation)</i> | Initial of Nominator |
| Nominator<br><i>(Full name, Nation)</i>     |  |  |                      |

| <b>Office Use Only</b> <i>(To be completed by Electoral Officer )</i>  |   | YES/NO     |
|--|---|------------|
| 1.   | Are the nominator and nominee eligible for the election process?                    |            |
| 2.   | Is the form completed and signed by the nominator?                                  |            |
| 3.   | Has the nominee accepted the nomination?<br>If yes, how? <i>(Phone, email etc.)</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.   |   |            |
| I declare, to the best of my ability, the above recorded nominator and nominee are true and accurate. Date at _____, in the Province of British Columbia on this ____ date of _____.<br><br>Official Electoral Officer:<br>Printed Name: _____ Signature: _____<br><br>Witnessed by: _____ |   |            |

|                                      |
|--------------------------------------|
| Printed Name: _____ Signature: _____ |
|                                      |

**FILE COPY**