



CHAMPAGNE AND AISHIHIK FIRST NATIONS

**THE RULES OF PROCEDURE
For the Youth Council and Executive**

“Nátthe” – Moving ahead

Approved by the Youth Council: April 27, 2024

Ecko Kirk, Chair of the Youth Executive





Vision Statement

***We, the Nàtthe Youth Council of CAFN,
are the voice dedicated to empowering our youth.
We shall promote a healthy, unified and self-reliant people,
while conserving and enhancing our environment and culture.***

Preamble

1. WE, THE YOUTH of the Champagne and Aishihik First Nations, desire to enhance and empower our role within the Champagne and Aishihik First Nations Government through the development of Rules of Procedure that will set out the structure of the Youth Council.
2. These rules are established pursuant to section 62 of the *Constitution*.

Title

3. These Rules of Procedure may be cited as *The Rules of Procedure for the Youth Council and Executive*.

Definitions

4. **"Conflict of Interest"** means a situation in which a person's private interests – financial, family or social – could compromise his or her judgment, decisions, or actions and conflict with the public interest that he/she is entrusted with representing.
5. **"Constitution"** means the *Constitution of the Champagne and Aishihik First Nations*.
6. **"Immediate Family"** means the mother, father, children, brothers and sisters of the youth member.
7. **"Youth Council"** means all CAFN Citizens who are between and including the years of thirteen (13) and twenty-three (23) years of age.
8. **"Youth Executive"** means a core group of CAFN Youth who are elected by the Youth Council. The Youth Executive supports the work of the Youth Council and acts as a voice for CAFN Youth to take action and get things done.
9. The definitions of the *Constitution* shall also apply to these Rules of Procedure.



Authority

10. The Youth Council may carry out its role as set out in the *Constitution* or established in the laws of the Champagne and Aishihik First Nations. All activities and decisions of the Youth Council shall be in accordance with the laws of the Champagne and Aishihik First Nations and these Rules of Procedure.
11. The purpose of the Youth Council is to provide advice, assistance and recommendations to all other branches of the Government.

Membership

12. In accordance with the *Constitution*, the Youth Council is made up of all Citizens who are between thirteen (13) and twenty-three (23) years of age.
13. The Youth Council shall establish an Executive, which shall consist of five (5) youth plus two (2) alternates.
14. The Youth Councillor shall sit as an *ex-officio* member of the Executive.
15. Nomination process: Members of the Youth Executive may be nominated by members of the Youth Council in writing or in person. Voting will be carried out by the Youth Council. Youth may vote for up to five (5) people to represent them on the Executive.
16. The term of each member and alternate on the Executive of the Youth Council will be two years.
17. The Executive may remove a member of the Executive who fails to attend three (3) meetings of the Executive without a valid reason for their absence, as determined by a quorum of the Executive.
18. The alternates will be asked to fill the position of a member of the Executive who has resigned or is unable to complete their term. The alternate will fill that position for the remainder of that member's term.
19. The Youth Council and Executive will be paid honoraria for attendance at respective meetings of the Youth Council or Executive, in accordance with approved CAFN honoraria rates.



Meetings

20. The Youth Council shall hold a minimum of one meeting per year.
- (1) A public notice shall be posted at least 14 days before any Youth Council meeting and shall include the date, time and location of the meeting. This public notice will be posted in the main CAFN administration buildings in Whitehorse and Haines Junction, and on the CAFN website and social media platforms.
21. The Executive shall hold a minimum of four (4) meetings per year, which are open to all youth.
- (1) Public notice of Executive meetings will be posted on social media platforms at least 7 days before a meeting of the Executive, when possible.
22. The Governance Department shall provide administrative support for meetings of the Youth Council and Executive, and shall be responsible for:
- (1) Assisting with notifying members of the Youth Council of upcoming meetings;
 - (2) Supporting the Executive to coordinate meetings of the Executive and Youth Council;
 - (3) Maintaining the records of the Youth Council and Executive;
 - (4) Assisting with forwarding recommendations of the Youth Council or Executive to the Chief and Council; and
 - (5) Undertaking any other duties and direction as set out in these Rules of Procedure or identified by the Youth Council or Executive.

Quorum

23. (1) The quorum for a meeting of the Executive shall be a majority of the Executive (three members).
- (2) The quorum for a meeting of the Youth Council shall be ten (10) youth, inclusive of any Executive members present.

Decisions

24. The Youth Council and Executive will try to reach consensus on all decisions. If consensus cannot be reached and a decision of the Youth Council or Executive is required, then a vote shall be taken (e.g. by show of hands or secret ballot). In the case of a vote, three-quarters (75%) of those present must vote in favour of the decision for the vote to pass.



Chair

25. The Executive shall appoint a member of the Executive to be the Chair to oversee the activities of the Executive and to undertake any responsibilities set out in these Rules of Procedure. A second member shall be appointed as Co-Chair, and will fill in as Chair in the event the Chair is unavailable.
26. The term of the Chair and Co-Chair will be one year. When the term of Chair/ Co-Chair is done, the Executive shall vote for the next Chair and Co-Chair.
27. The Chair shall be responsible for:
 - (1) Calling the meetings of the Youth Council and Executive, including the announcement/ public notice of the meeting;
 - (2) Setting the agenda for meetings of the Youth Council and Executive, including consulting with other members for items to include on the agenda;
 - (3) Providing the recommendations of the Youth Council or Executive to the appropriate branch of the CAFN Government;
 - (4) Chairing the meetings of the Executive and the Youth Council;
 - (5) Ensuring minutes of the meetings of the Youth Council and Executive are recorded, including action items and decisions, and distributed to the members of the Youth Council or Executive at or prior to the next scheduled meeting;
 - (6) Sending the minutes/records of the Youth Council and Executive to the Registrar; and
 - (7) any other duties or direction set out in these Rules of Procedure or as directed by the Executive and Youth Council.

Meetings open to Citizens

28. Meetings of the Youth Council and Executive shall be open to Citizens to attend as observers. No Citizen shall be excluded except in accordance with these Rules of Procedure.
29. A Citizen who does not respect these Rules of Procedure or direction of the Youth Council or Executive shall be directed, by the Chair, to leave the meeting. All meetings of the Youth Council and Executive will be drug and alcohol free.

Presentations

30. (1) Any Citizen who wishes to make a presentation to the Youth Council or Executive at a meeting must provide written notice to the Chair no later than



24 hours before the meeting. The notice shall indicate the Citizen's name and the matter on which he or she wishes to speak.

- (2) The notice period referred to in subsection (1) may be waived by consensus of the Youth Council or Executive.
31. Other parties who are not Citizens may be allowed to present to the Youth Council or Executive by approval or invitation of the Executive.
32. (1) The Chair may close the presentations or end the time to speak, even if not all Citizens or invited parties have had the opportunity to speak, to allow the meeting to proceed with its agenda and deal with its business.
(2) If a Citizen who provided written notice to the Chair under section 30 of these Rules of Procedure did not have an opportunity to speak, he or she may be provided such an opportunity at the next scheduled meeting.

In camera Discussions

33. The Youth Council or Executive shall decide when its discussions will be held *in camera* and only the Members and staff, as required, shall attend such discussions. Any member of the Youth Council or Executive who has a conflict of interest and all others shall be asked to leave the meeting room.
34. *In camera* discussions will not be recorded, except for any decisions made during the *in camera* discussion.

Conflict of interest

35. A member of the Youth Council or Executive shall disclose to the Youth Council or the Executive, as the case may be, any direct or indirect financial or other personal interest that he or she or a member of his or her immediate family has in any matter before the Youth Council or Executive and shall not take part in the discussions with respect to that matter or vote on that matter.
36. Where a disagreement arises as to whether a member has a direct or indirect financial or other personal interest in a matter before the Youth Council or Executive, the Executive shall decide whether that member has a conflict of interest and shall not take part in the discussion or vote.

Minutes

37. (1) It is the responsibility of the Chair to ensure minutes of the meetings of the Youth Council and Executive are taken and distributed to the members of the Youth Council or Executive at the next scheduled meeting.



- (2) The minutes of a meeting referred to in subsection (1) shall set out a summary of the motions passed or considered.
 - (3) Each recommendation or action item shall be passed and recorded as a motion.
 - (4) The minutes of a meeting referred to in subsection (1) shall be tabled for acceptance and amendment as a record of the meeting. The Chair shall sign the minutes after they have been approved.
38. The Clerk of the Central Register (the Registrar) shall maintain custody of all minutes of the meetings of the Youth Council and Executive.

Joint meetings of the Youth Council, Elders Senate and the First Nations Council

39. The Youth Council or Executive and the Elders Senate or First Nations Council may jointly hold a meeting to deal with specific matters. Joint meetings should not be held ordinarily.
40. The Youth Council and Executive will maintain a separate record of any joint meeting with the Elders Senate or First Nations Council.

Audio or video recordings

41. Unless the Youth Council provides its consent, a meeting of the Youth Council may not be photographed or recorded in audio or video by any person.
42. If any formal communication is required, then the Chief or his/her designate must review and approve any formal statements, in accordance with the Communications Policy.

Written correspondence

43. All correspondence and written requests shall be sent to the Chair of the Executive, care of the Champagne and Aishihik First Nations, at the following address:

#1 Allen Place
P.O. Box 5310
Haines Junction, Yukon
Y0B 1L0

Phone: (867) 634-4200



Financial Accountability

44. The Youth Executive shall work with the Director of Governance to establish and manage a budget for the Youth Council. This budget will be presented to the First Nations Council for approval.
45. The Executive shall receive a report of the annual approved budget.

Amending the Rules of Procedure

46. The Youth Council may amend these Rules of Procedure at any duly called meeting of the Youth Council.
47. Advance notice of the amendments must be provided with the meeting notice, in accordance with s. 20(1), and copies of the proposed amendments must be made available to members of the Youth Council at least 1 week before the scheduled meeting.