**TL’AZT’EN YOUTH COUNCIL**

**Terms of Reference**

*Nov 10, 2022*

1. **Name of Committee/Working Group:** Tl’azt’en Youth Council
2. **Mandate/Purpose:**

The purpose of the Tl’azt’en Youth Council is to advance meeting the needs and interests of Tl’azt’en youth, and future generations.

1. **Responsibilities/Intended Outcomes:**

The intended outcomes of the Tl’azt’en Youth Council are to:

1. Be role models, “be the change”, and the voice for Tl’az’ten youth,
2. Communicate with and engage Tl’azt’en youth to identify and share their needs and interests through bi-weekly open meetings, youth events, and other methods,
3. Develop annual and quarterly plans (and budget), and
4. Make recommendations to Council to support strengthening policies and procedures, resolve issues, celebrate success, and other actions that better meet the needs and interests of Tl’azt’en youth, and future generations.
5. **Members:**

There are seven (7) members of the Tl’azt’en Youth Council. The Youth Council will consist of one Youth Council Chief and six Youth Councillors who will serve for one year.

The Youth Council Chief will rotate each month to expose youth to new knowledge and build their leadership capacity.

1. **Eligibility Criteria:**

Youth Council members are selected through a nomination (utilizing a form developed by the Youth Council Executive Director) and voting process with member youth who are 18-30 years of age.

Nominated members must be 18-30 years of age, meet/be willing to meet all Youth Council member eligibility criteria, and nominated prior to the beginning of the academic year annually.

* Be a member of the Tl’azt’en Nation,
* Be age 18-30,
* Be willing to meet with Council monthly (on the first Wednesday of every month when Council meets during the calendar year) to address pressing issues that the Nation faces, and
* Be willing to serve for one year.
1. **Resourcing:**

The Tl’azt’en Youth Council is supported to do its work by the Tl’azt’en Youth Council Executive Director, and the support of the Education Manager.

Tl’azt’en Youth Council members will receive an honorarium of $100 per meeting they attend.

The Tl’azt’en will develop an annual budget, with the support of the Tl’azt’en Education Manager, and Council.

1. **Member Terms:**
	1. Youth Council members will be renewed annually.
	2. During the fiscal year Youth Council membership may end sooner if:
2. A member requests to be removed from the Youth Council,
3. A review of the Youth Council by the Tl’azt’en Council that determines that membership should change in order to best serve the purpose of the Youth Council as determined by Tl’azt’en Council, or
4. The Tl’azt’en Council dismisses a member for not adhering to these Youth Council *Terms of Reference*, which could include, specifically, for not adhering to the included Code of Conduct (at section 14, below).
5. **Youth Council Orientation, Support, and Resources:**
	1. Within one (1) month of joining a Youth Council, a new Youth Council Member will be oriented by Youth Council Executive Director, or designate, with:
6. The Youth Council *Terms of Reference*; and,
7. Past Youth Council annual work plans, activities, budget, and reporting.
	1. If the Youth Council requires staff and/or other technical assistance, the Youth Council will submit a request to the Education Manager or Tl’azt’en Council. If directed to do so by the Tl’azt’en Council, and if in the opinion of the Tl’azt’en Council Project Manager there are available staff resources, the Project Manager will assign a staff person to provide technical assistance to the Youth Council. The staff person is not to do the work of the Youth Council, only lend knowledge related to their area of expertise. The Youth Council is not to instruct, advise, help in or share in any responsibility delegated to the staff member.
	2. If the Youth Council desires to obtain funds to support its work, it will:
8. Approach the Tl’azt’en Council to identify funds that may be available within the Tl’azt’en Council’s existing budgets; if funds are not available within the Tl’azt’en Council’s existing budgets, the Youth Council will submit a specific and detailed funding request, or planned proposal(s) that describes how the requested funds will be used for Council review and approval; and/or,
9. Apply for external funding, which can only be done after the Youth Council receives approval from the Tl’azt’en Council, to ensure there are no competing submissions for the same funds.
	1. For further clarity, the Youth Council will not use any Tl’azt’en Council human or financial resources that have not been duly authorized by Education Manager, or Tl’azt’en Council.
10. **Youth Council Member Roles and Responsibilities:**
	1. Youth Council Members’ roles include:
11. Actively attending and participating in Youth Council meetings.
12. Actively engage youth and elders within the community.
13. Insipre others through leading by example as a role model.
14. Support your community in any way that is needed.
15. Share the knowledge that is passed on to you.
	1. Each Youth Council Member is responsible for:
	2. Adhering to these Youth Council *Terms of Reference*;
	3. Acting in the best interest of, and according to, the Tl’azt’en youth and future generations;
	4. Coming prepared to each meeting;
	5. Attending any capacity building sessions arranged for the Youth Council, as determined by the Tl’azt’en Executive Director;
	6. Being informed about current events relevant to the Youth Council mandate.
	7. Youth Council Members will not:
	8. Speak to any outside parties on behalf of the Youth Council or Tl’azt’en Council, unless Tl’azt’en Council has given the Youth Council Member explicit written authorization to do so; or,
	9. Attend outside meetings as a Youth Council representative, unless requested by the Tl’azt’en Council.
16. **Youth Council Chair Roles and Responsibilities:**
	1. The Youth Council Chair is the…...
	2. The role of the Youth Council Chair is to foster an environment where people can speak freely and share ideas.
	3. The Youth Council Chair is responsible for:
	4. Ensuring all members have an equal opportunity to voice their input;
	5. Upholding the Code of Conduct;
	6. Support development of Youth Council meeting agendas;
	7. Calling meetings of the Youth Council;
	8. Ensuring there is a minute taker for each meeting;
	9. Ensuring that the preparation and submission of reporting for Tl’azt’en Council Council, and Tl’azt’enne is completed in a timely manner;
	10. Ensure the development of the Youth Council quarterly and annual workplan;
	11. Ensuring minutes and reporting is forwarded to Youth Councillors, and the Tl’azt’en Council; and,
	12. Undertaking other related duties, as determined by the Tl’azt’en Council and Tl’azt’en Council.
	13. To fulfill her/his/their responsibilities, the Youth Council Chair has the authority to:
	14. Rule if someone is out of order;
	15. Adjourn a Youth Council meeting if Youth Councillor refuses to stay on topic;
	16. Ask a Youth Council Member to leave a Youth Council meeting upon breaching these *Terms of Reference,* including the Code of Conduct;
	17. If a Youth Councillor does not adhere to these *Terms of Reference,* submit concerns to the Education Manager and/or Tl’azt’en Council; and,
	18. Make recommendations to the Education Manager, and/or Tl’azt’en Council to remedy concerns or issues that are negatively impacting or may negatively impact the integrity of the Youth Council and/or the Tl’azt’en Council.
	19. If the Youth Council Chair does not fulfill his or her responsibilities, it is the responsibility of the remaining Youth Councillors to draw attention to this in a Youth Council meeting. If the Chair continues to fail to fulfill his or her responsibilities, Youth Council Members can adjourn a Youth Council meeting (if applicable) and can also bring forward a complaint to the Education Manager and/or Tl’azt’en Council.

11. **Recording and Reporting:**

11.1 The Youth Council will maintain proper reporting of their activities by:

1. Keeping notes for each Youth Council meeting that include:
	* 1. Meeting date and time;
		2. List of those present and absent, and the name of the minutes recorder;
		3. Adoption of the minutes from the previous meeting;
		4. Summaries of discussions;
		5. Summaries of Youth Council activities, including who is responsible, completion dates, and expected results;
		6. Items requiring further action;
		7. Items tabled to the next meeting; and,
		8. Date, time, and place of next meeting.
2. **Meeting Schedule:**

12.1 The Youth Council will establish a monthly meeting schedule that is reflective of the nature of the Youth Council, the amount of work it has been assigned, the Youth Council budget (if applicable) and the timeframes within which the work needs to be completed.

12.2. The Youth Council will set a meeting schedule, which will be maintained to the best of the Youth Council ’s ability.

12.3 If the Youth Council meets less than once every three (3) months, the Tl’azt’en Council may re-evaluate the necessity of the Youth Council.

12.4 The Youth Council will require attendance of a quorum (5/7) of Youth Councillors to conduct official Youth Council business.

12.5 Youth Council Members will strive to meet in person, but may, in extenuating circumstances, attend via remote methods (e.g. Zoom, call in) with the approval of the remainder of the Youth Council. Youth Council Members may use remote methods to participate in a maximum of two meetings per year.

12.5 The Youth Council will set a time limit for its meetings, which will be adhered to unless everyone in the Youth Council agrees otherwise.

1. **Rules of Order:**

13.1 Youth Council Members will utilize Modern Rules of Order for all meetings.

13.2 Quorum is a 5/7 Youth Councillors to conduct official business.

13.3 The Youth Council can establish additional rules of order as necessary to facilitate open and respectful discussion and debate.

1. **Code of Conduct:**

14.1 Youth Council Members are responsible for:

1. Approaching their work together in a collaborative manner, which includes openly sharing ideas and information, demonstrating appreciation for diverse points of view, and contributing to problem-solving by discussing solutions;
2. Actively and meaningfully participating in Youth Council meetings;
3. Dealing with each other, staff, (community members), and outside entities or individuals in a fair, open, honest, and respectful manner;
4. Conducting themselves professionally both while in the (Nations) communities and outside the communities (e.g., avoiding obscene language, violence, excessive use of alcohol, illegal activity, use of drugs that affects their abilities or that may endanger their health and safety of themselves or any other person, and/or negatively affect the reputation of the Youth Council);
5. Dealing with issues, not personalities;
6. Respecting the right of all Youth Councillors to be heard, and listening attentively to others;
7. Adhering to all Tl’zat’en by-laws, policies and procedures;
8. Ensuring that they do not share any confidential information acquired as a result of their position, unless they have the express written permission of the Youth Council;
9. Avoiding any potential, real, or perceived conflicts of interest that may arise;
10. Declaring all conflicts of interest (potential, real, or perceived) for Youth Council review and consideration as soon as they arise, and absenting themself from discussion and decision-making related to the conflict of interest, pending the remainder of the Youth Council ’s consideration of the conflict of interest; and,
11. Undertaking their work with a view to the best interest of Tl’zat’en youth, and future generations.

Tl’azt’en Nation Youth Chief and Council

Oath of Confidentiality

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, affirm that I will faithfully carry out my duties as a member of the youth chief and council, refusing to disclose, without due authorization, any confidential information which may be made known to me by reason of my being a member with the Tl’azt’en Nation youth chief and council, except such matters as I may be required to communicate in order to properly carry out my duties as a member of the Tl’azt’en youth chief and council.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Youth Worker | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Education Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |