

 UCN COUNCIL OF ELDERS Policy & Procedures	# Pages: 4	Policy Reference: CE-01-01
	Approved by: UCN Council of Elders	
Section: COUNCIL OF ELDERS	Effective Date: December 14, 2016	
Title: ROLE AND FUNCTION	Replaces: November 23, 2016	

1. Preamble

The Council of Elders of the University College of the North is established by the University College of the North Act (C.C.S.M. c. U55).

2. Mandate and Purpose

- a) To be actively involved in decisions respecting the direction and governance of UCN.
- b) To promote an environment at the University College that respects and embraces Aboriginal and northern cultures and values.
- c) To promote an understanding of the role of Elders within the University College.
- d) To work in partnership with UCN's Governing Council and Learning Council
- e) To provide guidance within UCN through sharing the Elder's traditional knowledge of wisdom, beliefs, and values in a respectful and caring way.
- f) To be role models, resources and advisors, and provide guidance and support to students, staff, and administration.
- g) To be ambassadors for UCN in the larger community.

3. Definition of Elder

- a) Elders are respected and honored by their communities for their spirituality, wisdom, intelligence, knowledge, life experiences and cultural teachings.
- b) Elders have a deep understanding of people and communities.
- c) Elders are recognized for their gifts, for their love and knowledge of the land and their language, and for their knowledge of history and traditions of the northern Aboriginal peoples.

4. Composition

- a) The Council of Elders will consist of no more than seventeen (17) voting members. Composition of the Council of Elders shall be as follows: Fourteen (14) Elders representing the various communities that UCN serves; One (1) representative of the Governing Council appointed by that Council; One (1) representative of the Learning Council appointed by that Council; One (1) representative of the Student Association Council (SAC) of UCN as appointed by that council. The SAC member to alternate each year between the Thompson Campus and The Pas Campus.
- b) The UCN Elders, who are employees of UCN, will be non-voting resource members of the Council.
- c) The membership will be a representation of the Aboriginal language groups within the UCN area.

- d) The Council shall strive to maintain a balance in its membership between genders.

5. Terms of Office

- a) Elders will remain a member of the Council of Elders as long as they are able.

6. Appointment Procedures

- a) Membership will be approved by the Council of Elders.
- b) The Chair, or his/her designate, will confirm the membership with each candidate as recommended by the Council of Elders.

7. Membership Criteria

- a) All members of the UCN Council of Elders shall undergo a criminal records and child abuse registry check prior to his/her final appointment to the Council. Applications for the RCMP Consent for Disclosure of Criminal Record Information and Child Abuse Registry Check are available from the Tri-Council Office.
- b) All candidates shall:
 - i. Be well respected in his/her community as a strong leader and role model
 - ii. Serve his/her people, nation, and citizens faithfully and honourably
 - iii. Have an awareness and/or knowledge of Aboriginal culture, the land and its resources
 - iv. Have strong traditional ethics on family and community
 - v. Have a strong belief system and values
 - vi. Have an understanding of the issues and concerns in the area of education
 - vii. Have the ability to motivate people
 - viii. Be able to travel on his/her own
 - ix. Be available to attend meetings
 - x. Be an ambassador for UCN
- c) Fluency in an Aboriginal language is considered an asset

8. Resignations / Vacancies

- a) The Council of Elders will declare a vacancy when a member:
 - i. is unable to attend meetings due to health and/or personal reasons
 - ii. ceases to be a member of the community for which he/she was elected
 - iii. fails to attend three consecutive regular meetings of the Council of Elders without the Council's permission, which may be given retroactively
 - iv. dishonours his/her community and/or UCN
 - v. acts contrary to the Code of Ethics of UCN and/or the role and function of the Council
 - vi. the member submits a written resignation

9. Officers of the Council of Elders

- a) The Chair and Vice-Chair shall be selected by membership of the Council of Elders at a regular meeting of the Council. An individual may serve up to two consecutive terms in either position

- b) In the case of absence or incapacity of the Chair or Vice-Chair, of if there is a vacancy in either of these offices for any reason for a period of three consecutive meetings, the Council of Elders may declare the position vacant and designate one of its voting members to act as interim until the position(s) has been filled at the next meeting of the Council of Elders.
- c) Should the Chair or Vice-Chair be unable to complete their term for any reason and a successor is appointed, the successors completion of this term shall not be considered a term of office for the purpose of subsection 10(c)(i) and (ii)

10. Executive Committee

- a) An Executive Committee shall be established by the Council of Elders.
- b) The membership of the Executive Committee shall include the Chair and Vice-Chair; and three Committee members selected by the Council of Elders.
- c) Terms of Office:
 - i. Chair: Three year term renewable once and upon completion of second term members must wait one year before being nominated to serve as Chair again.
 - ii. Vice-Chair: Three year term renewable once and upon completion of second term members must wait one year before being nominated to serve as Vice-Chair again.
 - iii. Committee members: Three year term renewable once and upon completion of the second term, members must wait one year before being nominated to serve as committee members again.

11. Conduct of Members

- a) Members of the Council shall exercise due diligence in the performance of their duties, maintain respect for confidentiality, comply with UCN's Code of Ethics, follow procedures for disclosing and dealing with conflict of interest, and act at all times in the best interests of UCN rather than in the interests of particular constituencies.
- b) The member Elders will speak for the entire Council of Elders at meetings of the Governing Council, Learning Council and relevant committees; as well as various activities within UCN including, but not limited to, selection/interview committees, conference panels, etc.

12. Representation on UCN Governing Council and Learning Council

- a) The Council will select a representative from its voting membership to represent the Council of Elders on each of the above noted Councils.
- b) The Council's representatives may serve in that capacity for up to three years renewable once.
- c) Upon completion of the second term, the Council's representatives must wait one year before being appointed to serve on the Governing and Learning Council's again.

13. Meetings

- a) The Council shall meet a minimum of four times per year, not including emergency meetings.
- b) Notice of meetings
 - i. In addition to regular meetings, such other meetings as may be required to conduct the business of the Council may be called by the Chair; or, in the absence of the Chair, by the Vice-Chair; or in the absence of the Chair and the Vice-Chair, by the by the Executive Committee. Notice provisions of 48 hours shall apply.

- ii. Notice of the time, date, and location of the subsequent meeting(s) shall be given at the conclusion of each regular meeting of the Council. In addition, notice of meetings of the Council shall be mailed, e-mailed, or otherwise delivered in such a manner that, under normal circumstances, the members shall receive written notice at least 48 hours before the meeting.
 - iii. If, in the opinion of the Chair, or in his or her absence or incapacity the Vice-Chair, a matter of urgency has arisen and it is not practicable to deliver the notice as set out in subsection 9 b)ii, notice may be given by telephone, fax or email.
- c) A majority (50% plus 1) of the voting members of the Council shall constitute quorum for the transaction of business.
- d) The meeting venue of the Council shall be in person or by means of telephone or other means of communication that permits all members in attendance to hear each other; and a member so participating shall be considered to be present at the meeting.
- e) All meetings of the Council shall be open to the public, and no person shall be excluded from a meeting except for conduct determined by the Council to be improper.
- f) The agendas and non-confidential materials distributed to members are public documents and are available from the Office of the UCN Tri-Council. A member of the Tri-Council Office shall e-mail, fax, or mail agendas of regularly-scheduled Council meetings to the Council members a minimum of 7 work days prior to each meeting.
- g) In Camera
 - i. When a matter deemed confidential by the Council is to be considered, the part of the meeting concerning the confidential matter shall be held in camera. Material distributed to members for the in camera portion of meetings (if any) shall remain confidential.
 - ii. The in camera portions of meetings are attended only by voting members and invited guests/resource persons. Guests/resource persons shall be asked to withdraw once they have presented information and have responded to questions.
 - iii. At the conclusion of the in camera portions of a meeting, the Chair shall secure the approval of Council for the issuance of a report or announcement of any decision made in camera. This shall be made public following the meeting or the in camera portion, whichever is appropriate.
- h) Minutes of the Council shall contain three sections on attendance: Present, Regrets, and Absent.

14. Role of the Office of the Tri-Council

- a) The Office of the Tri-Council shall provide administrative support to the Council by:
 - i. ensuring all decisions and relevant facts of the Council's proceedings are recorded and maintained
 - ii. providing required notices to Council members
 - iii. ensuring the record(s) of all meetings of the Council are distributed to all members of Council and the UCN community
 - iv. ensuring the Council's website information is updated bi-monthly
 - v. performing such other duties, within the parameters of the function of the Tri-Council Office, as may be required from time to time by the Council