

**NATIONAL ASSOCIATION OF FRIENDSHIP CENTRES
ABORIGINAL YOUTH COUNCIL
POLICIES AND PROCEDURES**

The National Association of Friendship Centres' (NAFC) Aboriginal Youth Council (AYC) shall adhere to the NAFC Constitution and By-laws and to the NAFC Policy and Procedures Manual at all times.

1.0 AYC Responsibilities

In addition to the responsibilities outlined in the NAFC Constitution and By-laws and Policy and Procedures Manual, members of the Aboriginal Youth Council or their alternates shall be responsible for the following:

1.1 Meetings

- a) Councillors shall attend and be present throughout the duration of all meetings of the AYC, including conference calls, unless prior notice has been given by such Councillor to the AYC or if extreme circumstances arise causing the absence of the Councillor at a meeting. These circumstances shall be determined acceptable or unacceptable by the AYC Executive Committee should the situation arise.
- b) Any Councillor or Executive Committee member failing to attend two (2) regular meetings of the Board of Councillors other than for legitimate reasons, the particulars of which shall be communicated to the Secretary of the Aboriginal Youth Council in writing in a form satisfactory to the Council, may be removed from his/her position by motion of the Board of Councillors.
- c) All AYC meetings must be first priority for AYC Executive Committee members over functions occurring simultaneously, unless otherwise approved by the Council and/or Executive Committee.
- d) Councillors shall be responsible for updating their alternates should they be unable to attend a meeting, as well as follow-up with alternates for the meeting results.
- e) Any member of the AYC attending a function on behalf of the AYC must have consent from the Council and/or Executive Committee. Further, that members must inform the Youth Intervenor at least two (2) weeks prior to the function so that a motion may be passed by the Executive Committee.
- f) Councillors shall provide written reports on meetings/conferences that they have attended on behalf of the AYC. Further, that these reports be submitted two (2) weeks following the attended meeting or conference. The first failure to do so will result in a written warning; a second failure will result in removal from participation in related meetings or conferences, and another councilor shall be appointed to attend by the AYC.
- g) Councillors shall provide written board reports prior to AYC Board Meetings one week prior to AYC board meetings. Further, that only those written reports received prior to the AYC board meetings will be reviewed. No verbal reports will be accepted and this will be reflected in the minutes.
- h) It is the responsibility of all Councillors attending any meeting/conference/forum on behalf of the AYC, to remain drug and alcohol free.

1.2 Communications

- a) Councillors shall have consistent communications with PTA's, Friendship Centres within their respective regions, other Council members and the national office.
- b) Councillors shall bring forth the issues and concerns of urban Aboriginal Youth within their respective regions to the AYC.
- c) Councillors shall increase public awareness of the barriers that Aboriginal Youth face.
- d) Councillors shall disseminate information to Friendship Centres within their respective regions.
- e) Councillors shall play a lead role in lobbying on behalf of Aboriginal Youth.
- f) Councillors shall submit monthly activity reports to the NAFC, at the end of each month.
- g) Councillors shall provide notification to the AYC Secretary and NAFC Program officer of changes of Personal Contact Information within one week of said change.

1.3 Committees

Councillors shall sit on at least one Standing or ad-hoc Committee of the AYC. The President, Youth Executive and an NAFC Staff member will Serve as an ex-officio members of all committees.

2.0 Travel

2.1 Excursion Airfare

Two-week excursion airfare will be used at all times for the AYC Board of Councillors, with any exceptions being left to the discretion of the AYC Executive Committee.

2.2 Missed Flights

Missed flights, for any reason unacceptable to the AYC Board of Councillors and/or Executive Committee, shall be the responsibility of the individual Councillor and/or his/her Friendship Centre.

2.3 Per diems

- a) Per diems specifically for AYC Board Meetings will be given to Councillors at the time of their arrival at the NAFC and / or Hotel and will not be given in advance.
- b) Should a Councillor miss any day of a meeting for which they were given a per diem, for any reason unacceptable to the AYC Board of Councillors and/or Executive Committee, said Councillor shall be required to provide the per diem for any missed day(s) back to the AYC.

3.0 On-Notice Policy

Should a Council member not be fulfilling his/her duties, as outlined in the NAFC Constitution and By-laws and this Policy and Procedures Manual, then he/she will be put on notice by motion of the AYC. Further, that the length of time be determined by the AYC.

4.0 Drug & Alcohol Policy

As a Council member on the AYC, you are representing the Aboriginal Youth Council and Youth of your respective regions and communities, as soon as you leave your community and until you return to your community.

If you live or are extending your stay in the location of the NAFC/AYC functions, you will be required to follow policy for 24 hours after the final meeting or social gathering.

As a Council member on the AYC you are prohibited from consuming or possessing alcohol or illegal substances while attending NAFC/AYC functions.

Should you be in breach of this policy you will receive one (1) warning. Along with the warning, you will be required to write a formal letter of apology to the following affected organizations:

- AYC
- PTA/Regional/Provincial Youth Council
- your local Friendship Centre
- any other affected organization

Should you not carry through with your formal letter of apology within 2 weeks from the time of the breach (with the exception of extenuating circumstances to be determined by the AYC), it will be considered your 2nd breach and you will be removed from the Council.

5.0 Voting at National Youth Forums

Each Friendship Centre and PTA are entitled to have two (2) voting delegates.

Only those delegates who are between the ages of 14-24 years of age and have their letter of credentials from their local Friendship Centre or Provincial/Territorial Association (PTA) will be eligible to vote at Youth Forums.

There shall be no proxies allowed at the National Youth Forum. All delegates must be present to vote.

6.0 Election Procedures

All candidates running for any Executive Committee position or Eastern Representative position must submit a letter of intent and a letter of support from their Friendship Centre or PTA prior to the National Youth Forum. Further, each year the AYC shall choose an appropriate deadline for submission of the letters, by way of motion, that is not less than one (1) week prior to the National Youth Forum.

6.1 Electoral Officers

The AYC Elections held at each National Youth Forum shall be conducted by a Chief Electoral Officer and Deputy Electoral Officer. Both the Chief Electoral Officer and the Deputy Electoral Officer will be appointed to their positions by the Aboriginal Youth Council.

6.2 AYC Election Procedures for Executive Committee Positions

6.2.1 Background

The Executive Committee includes the following positions:

- President;
- Vice-President;
- Secretary; and,
- Treasurer.

Each Executive Committee position is for a term of two (2) years and the elections are staggered. Elections for the President and Secretary occur in the same year and elections for the Vice-President and Treasurer occur the following year. No two (2) Executive Committee members may be from the same province/territory/region.

6.2.2 Procedures

- All motions and nominations must have movers and seconders and must be recorded;
- Allotted time for nomination speeches, acceptance speeches and question and answer periods, shall be strictly adhered to;
- The Deputy Electoral Officer shall be the designated timekeeper;
- Ballots which have more than one name on them or are illegible shall be deemed spoiled and not be counted;
- Each candidate shall identify one (1) scrutineer to assist the Electoral Officers tally the votes;
- All voting must be by secret ballot.

6.3 Election Day for AYC Executive Committee Positions

6.3.1 President

The Chief Electoral Officer shall first review the duties and responsibilities of the position of the AYC President.

- The Chief Electoral Officer will ask for a motion to open nominations for the position of AYC President;
- Once the nominations for President have been opened, the Chief Electoral Officer will ask for nominations for the position of AYC President.
- Hearing no more nominations for the AYC President, the Chief Electoral Officer will ask for a motion to close nominations for the position of AYC President;
- The Chief Electoral Officer will then ask all nominees if they will let their name stand;
- should there be only one nominee for the position of AYC President, that nominee shall be acclaimed AYC President and shall be entitled to give a two (2) minute acceptance speech;
- should there be more than one nominee for the position of the AYC President, each of the nominators, whether it be the mover or the seconder, of each nominee, shall be given one (1) minute to speak on why they nominated their candidate;
- the nominees will then be given two (2) minutes to speak on why they feel they are the best person for the position of AYC President;
- immediately following the candidate's speeches, there will be a fifteen (15) minute question and answer period, chaired by the Chief Electoral Officer;
- at the end of the question period, each candidate shall appoint one (1) scrutineer to assist the Electoral Officers with the remaining duties of the election procedures;
- ballots will then be distributed to all eligible voting delegates by the Deputy Electoral Officer;

- all ballots will be placed in the ballot boxes by all eligible voters, under the supervision of the Electoral Officers and the scrutineers;
- all votes will then be counted by the Electoral Officers and the Scrutineers in a separate room;
- those votes which are illegible or have more than one name on the ballot shall be deemed spoiled;
- once the votes have been counted, the candidate with the most number of votes shall become the AYC President, as announced by the Chief Electoral Officer;
- the Chief Electoral Officer will then ask for a motion to destroy the ballots for the position of AYC President;
- the new AYC President will then give a two (2) minute acceptance speech;
- in the event of a tie, another secret ballot vote will occur, involving only those candidates that were tied.

6.3.2 Vice-President

The Chief Electoral Officer shall first review the duties and responsibilities of the position of the AYC Vice-President.

- the same process as outlined under the AYC President, will occur with the position of AYC Vice-President.

6.3.3 Treasurer

The Chief Electoral Officer shall first review the duties and responsibilities of the position of the AYC Treasurer.

- the same process as outlined under the AYC President, will occur with the position of AYC Treasurer.

6.3.4 Secretary

The Chief Electoral Officer shall first review the duties and responsibilities of the position of the AYC Treasurer.

- the same process as outlined under the AYC President, will occur with the position of AYC Treasurer.

6.4 Ending the AYC Elections Procedures

Once all AYC Positions have been filled, the Chief Electoral Officer will ask for a motion to affirm all newly elected Councillors to the AYC for the particular year.

7.0 Committees

7.1 Policies and Procedures Committee

The Procedures Committee is a Standing Committee appointed by the Aboriginal Youth Council (AYC). It must consist of at least three (3) Council members and one (1) NAFC staff person.

The Procedures Committee is responsible for the following:

- a) developing and implementing AYC policy and procedures, as directed by the Council;
- b) making recommendations to the Council in regard to the AYC policy and procedures;

- c) adhering to the NAFC Constitution and By-laws;
- d) amending the responsibilities of the Procedures Committee when appropriate; and,
- e) reporting to the Council.

7.2 Program Development and Review Committee

The Program Development and Review Committee is a Standing Committee appointed by the Aboriginal Youth Council (AYC). It must consist of at least three (3) Council members and one (1) NAFC staff person.

The Program Development and Review Committee is responsible for:

- a) reviewing all programs/projects in which the NAFC is involved and ensuring that such reviewed programs/projects address the concerns of Youth where appropriate;
- b) ensuring that programs/projects geared specifically towards Youth are developed with Youth input;
- c) making recommendations to the AYC and/or Fundraising Committee identifying new project/program ideas and possible funding sources and researching and developing these ideas, where appropriate;
- d) adhering to the NAFC Constitution and By-Laws;
- e) amending the responsibilities of the Program Development and Review Committee when appropriate; and,
- f) reporting to the Council.

7.3 Communications Committee

The Communications Committee is a Standing Committee appointed by the Aboriginal Youth Council (AYC). It must consist of at least three (3) Council members and one (1) NAFC staff person.

The Communications Committee is responsible for the following:

- a) developing and implementing AYC communication plans, techniques, etc., as directed by the Council;
- b) making recommendations to the Council in regard to the AYC communication plans, techniques, etc.;
- c) adhering to the NAFC Constitution and By-laws;
- d) amending the responsibilities of the Communications Committee when appropriate; and,
- e) reporting to the Council.