

Appendix 'A' Tribunal Committee Roles and Responsibilities

The Tribunal Committee should not be elected just before an election. Rather, it should be a permanent stable, and well respected institution, with the knowledge and experience needed to guide the Upper Nicola Band (UNB) through the electoral proceed and the transfer of authority from the out-going Chief and Council to the new Chief and Council.

Selection Process:

Elected by the electors of the Upper Nicola Band members.

Term of Office:

Forty-four (44) month term- so that overlaps the Term of Office (Part 19) of the Chief and Council

Composition:

At least five (5) UNB members that fit the following criteria:

1. At least one (1) Elder (65+ years);
2. At least one (1) Woman;
3. At least one (1) Man;
4. At least one (1) UNB member with a basic understanding of Syilx Language; and possibly
5. As an option, at least one (1) person younger than twenty-five (25) years of age

Roles and Responsibilities:

The Tribunal Committee must:

1. UNB Custom Election Regulations and the electoral process:
 - a) Conduct an election in strict compliance with the UNB Custom Election Regulations and with the highest level of integrity and professionalism:
 - i) Must agree, by signature, to uphold the office in accordance with these Regulations;
 - b) Supervise the UNB elections, including Special Elections;
 - c) Remain neutral and professional in the conduct of the duties of office:
 - i) Refrain from providing any preferential treatment or expressing support for or opposition to any candidate;
 - ii) Not accept anything of value (including but not limited to money, offers of employment, gifts, travel) in exchange for professional treatment or access to public official or non-public information;
 - iii) Not to discriminate against anyone because of race, religion, sex, age or disability;
 - iv) Use public office facilities to fulfill terms of office only, and not for personal or partisan benefit;
 - v) Not pressure or intimidate other officials or personnel to favor a certain candidate; and
 - vi) Avoid conflicts of interest, by abstaining from decision making where personal or private interest in the matter at issue.
2. Electoral Officer and the Deputy Officers:
 - a) Recruitment – The Tribunal Committee issues a call for expressions of interest for an Electoral Officer and Deputy Electoral Officers, Part 4(1b):
 - i) In the event that the Electoral Officer cannot fulfill the duties, an existing Deputy Electoral Officer shall be appointed by the Tribunal Committee to undertake the duties of the Electoral Officer. In the

absence of an existing Deputy Electoral Officer, the Tribunal Committee shall appoint a new Electoral Officer.

b) Training – Trains, tests and appoints a number of perspective Electoral Officers well before the next scheduled election.

c) In addition to training based on the Regulations, training for request for assistance is required;

d) Conduct an awareness and leadership workshop for perspective candidates before the nomination meeting;

e) If an Electoral Officer has not been appointed within the time set out in Part 4(1b) the Electoral Officer shall be appointed by the Director of Operations.

3. Voting Procedure :

a) Assist, supervise and approve the development of the Voters List including the Official Voters List.

b) Documentation:

i) Maintain a journal to document the election process, including Appeals and Special Elections;

ii) Provide each of the Electoral Officer with a journal;

iii) Ensure the safety and confidentiality of the documents and voter information; and

iv) Safely store all necessary documents.

c) Determine and take the necessary action to resolve:

i) Election Appeals; and

ii) Petitions for the removal of a Council Member from office.

As a member of the Tribunal Committee, Upper Nicola Band Custom Election Regulations, I,

_____ , have read, understand, and agree to abide by the upper Nicola

Band Custom Election Regulations, Tribunal Committee Roles and Responsibilities, and the Electoral Officer Roles and Responsibilities.

Print Name- Tribunal Committee member

Signature of the Tribunal Committee Member

Print Name- Witness

Signature of Witness

Date