

Leadership Manual of the Beausoleil First Nation Youth Council

Draft

Leadership Manual of the Beausoleil First Nation Youth Council

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INTRODUCTION

PURPOSE:

The purpose of the Leadership Manual of the Beausoleil First Nation Youth Council is to maintain order within the Youth Council, as well as a harmonious relationship between the members and youth of Beausoleil First Nation and all other relevant entities. The Leadership Manual describes the political and functional responsibilities of the Youth Council, volunteers, and defines the operational procedures to ensure sound leadership.

As leaders, the members of the Beausoleil First Nation Youth Council strive to serve the members, particularly the youth, of Beausoleil First Nation in a fair and impartial manner.

In the regulations contained herein, the Youth Council hereby affirms the objective of separating politics and administration, while acknowledging they may overlap from time to time.

IMPLEMENTATION:

All members of the Beausoleil First Nation Youth Council are responsible for carrying out their duties and responsibilities as public officials. However, the implementation of the Leadership Manual of the Beausoleil First Nation and its subsequent guidelines lies with the portfolio holder on Administration.

DEFINITIONS:

In this manual:

“Beausoleil First Nation”

Beausoleil First Nation is an Island in Georgian Bay, Ontario, Canada, consisting of 13,413.1 acres of land.

“Administrator”

means the portfolio holder on Administration, who is responsible for the implementation and enforcement of all administrative guidelines

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“BFN”	refers to Beausoleil First Nation
“BFNYC”	refers to the Beausoleil First Nation Youth Council
“Band Member”	a member of Beausoleil First Nation
“Beausoleil First Nation Youth Council”	means the Beausoleil First Nation Youth Council. Furthermore, the Youth Council represents the youth of Beausoleil First Nation, advocates on their behalf, and creates a vision for the future.
“Beausoleil First Nation”	means the Beausoleil First Nation, its governmental and administrative structures, and its members
“Chief and Council”	means the duly elected Chief and Council of the Beausoleil First Nation
“Committee”	means a Committee operating under the direction of the Beausoleil First Nation Youth Council
“Community member”	means a resident of Beausoleil First Nation 30 or Beausoleil First Nation 30A
“Constituents”	means a person, between the ages of 0 – 18, who reside on Beausoleil First Nation, Ontario, Canada.
“Deputy Youth Chief”	means the Deputy Youth Chief of the Beausoleil First Nation Youth Council.
“Member”	a member of the Beausoleil First Nation Youth Council
“Official”	means a member of the Beausoleil First Nation Youth Council
“Person”	means an individual, corporation, society, non-profit organization, non-governmental organization, partner, government or any agency or department, trustee, legal representative of such individual
“Volunteers”	means a person who volunteers with the Beausoleil First Nation Youth Council in any capacity
“Youth Chief”	means the duly recognized head of the Beausoleil First Nation Youth Council
“Youth Councillor”	means an official of the Beausoleil First Nation Youth Council
“Youth”	means any person between the ages of 0 to 18 years old

Constitution of the Beausoleil First Nation Youth Council

PREAMBLE: THE CONSTITUTION OF THE BEAUSOLEIL FIRST NATION YOUTH COUNCIL SHALL BE THE SUPREME GUIDING DOCUMENT.

SECTION 1: COMPOSITION OF COUNCIL

- 1.1** The Beausoleil First Nation Youth Council shall comprise of three (1) Youth Chief, one (1) Deputy Youth Chief, including four (4) Youth Councillors, one of whom will be the Head Youth Councillor. One (1) Community Representative and two (2) Council Mentors are to advise the officials on issues and other areas where required.
- 1.2** At any time, the officials of the Beausoleil First Nation Youth Council may create ad hoc committees at any time.
 - 1.2.1** Persons sitting on these committees may assist the Youth Council where required.

SECTION 2: MEMBERSHIP REQUIREMENTS

- 2.1** Youth seeking a position as an official of the Beausoleil First Nation Youth Council must be community members of Beausoleil First Nation, Ontario and must be between the ages of thirteen to eighteen.

SECTION 3: RESIGNATION FROM THE YOUTH COUNCIL

- 3.1** Any official or member of the Beausoleil First Nation Youth Council may choose to resign from their position at any time.
- 3.2** The official or member who wishes to resign must do so in writing, addressed to the Youth Chief of the Beausoleil First Nation Youth Council.

SECTION 4: TERM OF OFFICE

- 4.1** Officials of the Beausoleil First Nation Youth Council shall serve the Council for a period of three (2) years.
- 4.2** Should other persons be appointed during the course of the incumbent Council's term, their term of office shall expire at the same time as the other officials.

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- 4.3** Officials of the Beausoleil First Nation Youth Council shall not serve more than two consecutive terms.

SECTION 5: VACANCIES

- 5.1** In the event of a vacancy of office, a by-election must be held.

SECTION 6: REMOVAL FROM OFFICE

- 6.1** Members may be removed from the Beausoleil First Nation Youth Council resulting from numerous violations of the Code of Conduct, any relevant policies, or for another reason determined by the members.
- 6.2** Members are automatically removed from office after 5 consecutive missed meetings.

SECTION 7: POWERS AND RESPONSIBILITIES

- 7.1** The Youth Chief, Deputy Youth Chief, and Youth Councillors are elected officials of the Beausoleil First Nation Youth Council.
- 7.2** In their positions, they have the following powers and responsibilities:
- The officials of the Youth Council shall have ultimate authority over all Youth Council matters.
 - The officials of the Youth Council shall be authorized to take such steps, as they deem necessary, to enable the Youth Council to acquire, accept, or receive gifts, grants, and donations of any kind for the purpose of furthering the Youth Council's objectives.

SECTION 8: ACTIONS BY OFFICIALS OF THE YOUTH COUNCIL

- 8.1** The officials of the Youth Council shall manage the affairs of the Beausoleil First Nation Youth Council and may exercise all such powers and do all such acts as may be exercised or done by the Youth Council.
- 8.2** The officials of the Youth Council may appoint external professionals to conduct official business on their behalf, when no member is able to do so.

SECTION 9: COUNCIL POLITICAL ROLES

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9.1 Officials of the Youth Council represent, ensure accountability, protect, maintain, and advance the interests of the Youth Council and make significant decisions on its behalf. As representatives of the youth of Beausoleil First Nation and of the Youth Council, the officials have the following roles:

- To resolve issues on behalf of the Youth Council, advocate on behalf of the youth of Beausoleil First Nation, and bring youth-related issues to officials of external agencies and organizations; and
- Represent the views of the youth of Beausoleil First Nation and of the Youth Council to external entities; whether federal, provincial, or municipal or other First Nations governing bodies and organizations, school boards, political organizations, and any other entity that the Beausoleil First Nation Youth Council seeks or who has sought to conduct of any form with; and
- Be informed of local, provincial, national, and international developments and issues; and

SECTION 10: COUNCIL FUNCTIONAL RESPONSIBILITIES

10.1 The Beausoleil First Nation Youth Council has several functional responsibilities; responsibilities unique to their decision making authority to provide youth leadership to Beausoleil First Nation as public officials.

- Developing new policies and procedures for the officials and members of the Beausoleil First Nation Youth Council; and
- Protecting the assets of the Beausoleil First Nation Youth Council; and
- Engaging with external entities to advance the interests of the youth and community of Beausoleil First Nation and the Beausoleil First Nation Youth Council; and
- Holding regular scheduled meetings, with quorum established, and ensuring that a proper record of the meeting is taken and minutes are later distributed; and
- Ensure that community members of Beausoleil First Nation are well informed of the decisions made by the Beausoleil First Nation Youth Council.

SECTION 11: YOUTH CHIEF'S ROLE

11.1 The Youth Chief is an official of the Beausoleil First Nation Youth Council.

11.2 In addition to their role as Youth Chief, they ensure that their Council operates in an effective manner; ensures that members are abiding by the Constitution and

Leadership Manual of the Beausoleil First Nation Youth Council

all subsequent governing documents, policies, and procedures; chairs all official meetings of the Beausoleil First Nation Youth Council.

- 11.3** By virtue of their position, the Youth Chief is an automatic member of all *ad hoc* committees by the Beausoleil First Nation Youth Council.
- 11.4** In the line of succession, the Youth Chief is the first. Should the Youth Chief be incapacitated, resign, or be removed from office, the Deputy Youth Chief will assume the position of Youth Chief.
- 11.5** The Youth Chief does not have voting authority, except in circumstances where a tie is evident or a deadlock must be broken.

SECTION 12: DEPUTY YOUTH CHIEF'S ROLE

- 12.1** The Deputy Youth Chief is an official of the Beausoleil First Nation Youth Council.
- 12.2** The Deputy Youth Chief will facilitate the proper record of minutes of meetings; prepares all documents and correspondence where required; communicates with external and internal entities; represents the Beausoleil First Nation Youth Council to external entities.
- 12.3** By virtue of their position, the Deputy Youth Chief is an automatic member of all *ad hoc* committees by the Beausoleil First Nation Youth Council.
- 12.4** In the line of succession, the Deputy Youth Chief is second. Should the Youth Chief be incapacitate, resign, or be removed from office, the Deputy Youth Chief will assume the position as Youth Chief, assuming all duties and responsibilities.
- 12.5** The Deputy Youth Chief has voting authority.

SECTION 13: HEAD YOUTH COUNCILLOR'S ROLE

- 13.1** The Head Youth Councillor is an official of the Beausoleil First Nation Youth Council.
- 13.2** In this position, the Head Youth Councillor shall assist both the Youth Chief and the Deputy Youth Chief.
- 13.3** When neither the Youth Chief or Deputy Youth Chief cannot fulfill their duties, or are incapacitated for any reason, the Head Youth Councillor will assume both roles and responsibilities.
- 13.4** Should the Deputy Youth Chief be incapacitated, resign, or be removed from office, the Head Youth Councillor, by virtue of their position, will become the Deputy Youth Chief, unless directed otherwise by the Youth Council.
- 13.5** The Head Youth Councillor is a voting member.

SECTION 14: YOUTH COUNCILLOR'S ROLES

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- 14.1 Youth Councillors are elected or appointed officials of the Beausoleil First Nation Youth Council.
- 14.2 Youth Councillors are to be dedicated and active members, assisting in all areas where required.
- 14.3 Youth Councillors have voting authority.

SECTION 15: ROLE OF THE COMMUNITY REPRESENTATIVE

- 15.1 The Community Representative is an appointed member of the Beausoleil First Nation Youth Council.
- 15.2 The Community Representative represents the views, interests, and concerns of the community. In addition to that, the Community Representative represents the community as a whole to the youth.
- 15.3 The Community Representative advises the officials of the Beausoleil First Nation Youth Council during the decision making process.
- 15.4 The Community Representative serves at the pleasure of the Beausoleil First Nation Youth Council, unless they are removed, resign, or incapacitated.

SECTION 16: ROLE OF COUNCIL MENTORS

- 16.1 Council Mentors are public appointees.
- 16.2 Council Mentors provide support in any way they can, to the members of the Beausoleil First Nation Youth Council.

SECTION 17: ROLE OF COUNCIL ELDERS

- 17.1 Council Elders are respected members of the community.
- 17.2 Council Elders offer support to the members of the Beausoleil First Nation Youth Council. They are to provide guidance on contentious issues, act as a mediator between opposing viewpoints, and strive to enhance the well-being of the community.

GUIDING PRINCIPLES

CORE PURPOSE:

The Beausoleil First Nation Youth Council's purpose is to respectfully and diplomatically, in a transparent and accountable manner, represent and advance the political interests of the youth of Beausoleil First Nation. In

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addition, the members of the Youth Council work in a positive manner to strengthen the First Nation and community as a whole, while honouring past, present, and future generations.

VISION:

The Beausoleil First Nation Youth Council represents the youth of Beausoleil First Nation, advocates on their behalf, and creates a vision for the future. In all things, the members of the Youth Council should strive to achieve an equitable society, where all peoples have the opportunity to fulfill their destiny in a community where the spiritual, mental, and physical well-being can be achieved and basic human needs attained.

VALUES:

The Beausoleil First Nation Youth Council values shall be:

- Maintain a focus on the First Nation and prioritize its issues;
- Support the involvement of all Beausoleil First Nation youth in the political process;
- Respect and honour the traditions, history, and culture of Beausoleil First Nation;
- Respect and recognize differing viewpoints, lived experiences, opinions, and beliefs;
- Work to improve the well-being of Beausoleil First Nation.

MISSION

STATEMENT:

The Beausoleil First Nation Youth Council shall strive to represent the views of its constituents, include youth in the political process, and work to create a fairer and more equitable community.

VISION

STATEMENT:

The Beausoleil First Nation Youth Council receives a mandate to lead for a period of three years, less than a day. As elected or appointed officials, the Youth Council will meet regularly to:

- Make decisions to promote fairness and provide direction in accordance with the Seven Grandfather Teachings: Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth; and

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- Provide mediation between opposing viewpoints of parties and of the youth of Beausoleil First Nation to create goodwill and offer solutions to problems that arise; and
- Promote a healthy and thriving community and create a vision for the future; and
- Provide opportunities for the youth of Beausoleil First Nation to bring forth their opinions, concerns, and visions; and
- Advocate on behalf of the youth of Beausoleil First Nation.

Official Business of the Beausoleil First Nation Youth Council

Letterhead of the Beausoleil First Nation Youth Council

The Beausoleil First Nation Youth Council's letterhead is to be used for official purposes only and shall remain in such form to be adopted from time to time. At no time should the letterhead be used, unless the Administrator or a quorum of the members present has its given approval.

Execution of Documents

Documents, requiring approval or a signature, may be signed by the Youth Chief or by the Administrator. However, a quorum of the members present are required to sign Youth Council Resolutions or any other documents that may affect funding or changes to the organization's structure.

The Beausoleil First Nation Youth Council currently appoints, by virtue of their position, the following signing authorities:

- The Youth Chief; or
- The Deputy Youth Chief, by virtue of their portfolio position.
- Persons designated by the Beausoleil First Nation Youth Council.

In certain circumstances, the Council Mentors may have signing authority.

Frequency of Meetings

The Beausoleil First Nation Youth Council shall meet weekly to deliberate on issues affecting the organization and its structure, the youth of Beausoleil First Nation, and other matters of importance. These meetings will take place on Thursday evenings,

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between 6:00pm and 9:00pm. Generally, meetings are open to the community members of Beausoleil First Nation, with the exception of in camera sessions.

Establishment of Committees

The Beausoleil First Nation Youth Council has the authority to establish committees as they see fit. Committees may be ad hoc or a Standing Committee, depending on the Committee's terms of reference. Members of these Committees report directly to the Beausoleil First Nation Youth Council, as represented by the ex officio, and shall abide by the same applicable policies and procedures.

Amendment of the Leadership Manual

The Beausoleil First Nation Youth Council shall amend the Leadership Manual from time to time, as they see fit. Any amendments must be made public to the membership.

EFFECTIVE DATE

The Leadership Manual's policies and procedures became effective on **MM/DD/YYYY.**

Logo of the
First Nation



Beausoleil
Youth Council

Dan Peters of Beausoleil First Nation, Ontario in November 2016, created the logo of the Beausoleil First Nation Youth Council.

At no time should any member of the public use the Beausoleil First Nation Youth Council's logo, without prior approval. The Beausoleil First Nation Youth Council reserves the right to take action, as they deem necessary, should the logo be used without the Youth Council's knowledge.

Election Procedure

Elections for the Beausoleil First Nation Youth Council are to be held once every three years, unless a by-election is called. When an election is held, the Council Mentors will oversee the process. All youth, who are community members and registered to vote, will be eligible to stand for election and vote for the candidates of their choice.

Calling of an Election

The Youth Chief, nearing the end of their mandate, shall call a general election of the Youth Council, which will trigger the process. Should the Youth Chief fail to do so in a timely manner, the members of the Youth Council can choose the following:

1. Pass a resolution to trigger the election process; or
2. Have the Council Mentors force the Youth Council to trigger the election process.

Nominations

Three weeks before the date of the election, the incumbent Youth Council shall hold a Nomination Meeting, which will be open to the youth of Beausoleil First Nation. Notice of the meeting will be circulated within the community and via the Youth Council's official communication channels.

In order for candidates to be nominated, they must fit a certain criteria:

1. Be under eighteen years of age;
2. Be community members of Beausoleil First Nation;

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Any youth under the age of eighteen can nominate any candidates of their choice or stand for nomination. In order for a candidate to be nominated, their nominator must state the reason for nomination and for what position. Should the Council Mentors deem the reason to be acceptable, the nominee will become a candidate.

The following positions are open for nomination:

- Youth Chief
- Youth Councillor(s)

Pursuant to the Constitution of the Beausoleil First Nation Youth Council, there must be one (1) Youth Chief, one (1) Deputy Youth Chief, and four (4) Youth Councillors.

Within three weeks of the nomination meeting, the Council Mentors will oversee the election.

Election

Those eligible to vote will report to the designated voting station on the day of the election, unless other arrangements have been made with the Council Mentors. Polling stations will be kept open from 12:00pm to 6:00pm.

Voters are to meet a certain criteria:

- Be under the age of eighteen years old; and
- Be community members of Beausoleil First Nation, Ontario;

Casting of Ballots

Voters will cast their ballots for the candidates of their choice, who are running for the positions of Youth Chief or Youth Councillor(s). Only one vote can be cast for Youth Chief, while three can be cast for any Youth Councillor candidate. All ballots are to be kept secret until they are counted, therefore the electoral officers must take all necessary steps to ensure secrecy.

Counting of Ballots

Once the polling station has been closed, the Council Mentors will begin to count the ballots. At that time, no other ballots will be accepted. In addition, no member of the

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Beausoleil First Nation Youth Council or any candidate should be present during this time. If necessary, volunteers may assist in the process.

Ballots can be rejected for the following reasons:

- Voters cast one too many votes for a candidate; or
- Votes cast for candidates are not legible.

After the Election

At the conclusion of the ballot counting, all votes cast will be tallied and recorded.

The following criteria for successful candidates must be met:

Youth Chief candidate: Candidates for the position of Youth Chief must receive the highest number of votes out of all candidates.

That candidate will be acclaimed the Youth Chief of the Beausoleil First Nation Youth Council. Candidates who received the second highest number of votes will be acclaimed the Deputy Youth Chief.

Youth Councillor candidates: Candidates for the position of Youth Councillor must receive the highest number of votes out of all candidates.

The top four candidates with the most votes will be acclaimed Youth Councillors.

Appeals

Candidates or eligible voters have one week to file an appeal with the Council Mentors if they feel that:

- Irregularities took place during the course of voting; or
- A violation of the policies laid out took place; or
- A candidate, who was elected, did not meet the criteria.

Transition Period

Following the close of an election, the incumbent members will facilitate a transition with the newly elected members. An orientation will be held, where the newly elected members will be presented with key Youth Council documents, briefed on matters of importance, and prepared for their term of office.

The following must be done during the transition period:

1. The newly elected members are provided with a transition book, which will contain all key Youth Council documents (policy and procedural frameworks, previous meeting minutes, and all other relevant documents.)
2. A communiqué is sent to the Youth Council's external partners, informing them of the results of the election. In addition, a press release should be prepared, informing the general public of the results of the election. Conference calls and meetings will be organized with external partners to introduce them to the newly elected Youth Council.
3. E-mail addresses are created for the newly elected members. In addition, the Youth Chief-elect should be given access to all Youth Council accounts, including that to the website and social media accounts.
4. A review of this Leadership Manual is prepared.

Generally, the transition period should last for one to two weeks. At the conclusion of this period, the newly elected Youth Council will prepare for their inauguration.

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Inauguration of the Newly Elected Youth Council

Following the conclusion of the transition period, the incumbent Beausoleil First Nation Youth Council will assist the Youth Council-elect in the planning and preparation of their inauguration. The inauguration ceremony will symbolize the transition between the outgoing and incoming members. Furthermore, the ceremony will be open to the general public and shall be a forum for the membership to honour the past Youth Council.

The outgoing Youth Chief will preside over the administration of the Oath of Office. During this ceremony, the Youth Councillors-elect will take the oath first, followed by the Head Youth Councillor-designate, Deputy Youth Chief-designate, and the Youth Chief-elect. At the conclusion of the ceremony, the new Youth Council members will affix their signatures to the signed Oath of Office. From that point on, the transition period has officially concluded and the new members assume all executive and administrative responsibility for the Beausoleil First Nation Youth Council.

Time should be given for the former Youth Council members to address the community, with the new Youth Chief presenting an overview of their Council's mandate, goals, and objectives.

First Days: Newly Elected Youth Council

Within days of their inauguration, the members of the Beausoleil First Nation Youth Council will schedule their first general meeting. At this meeting, the Youth Chief will:

1. Provide an overview of the Youth Council's mandate, goals, and objectives, as well as their own expectations for their Council; and
2. Provide a briefing on issues affecting the community; and
3. Appoint members to portfolio positions; and
4. Complete a comprehensive review of existing policies and procedures.

The Beausoleil First Nation Youth Council will issue a communiqué, informing community members, youth, and external partners of any developmental or structural changes.

Portfolios

The Youth Chief will assign specific portfolio areas to each Youth Councillor. Portfolio areas may be assigned for the duration of the term of office or can be amended from time to time. Any changes to the portfolio chart are considered structural in nature and must be discussed, debated, and decided during the course of a duly convened meeting.

By virtue of their position, the Youth Chief holds executive responsibility over all aspects of the Youth Council, including all portfolio areas. For this reason, the Youth Chief is not assigned a portfolio area.

In addition, the Deputy Youth Chief shall hold the political and administrative portfolio areas. Other portfolios may be included, however that shall be decided at a duly convened meeting.

As a portfolio holder, each member has the following duties and responsibilities:

- To effectively manage, direct, and operate their designated portfolio area independently; and
- To become familiar with policies, legislation, and other factors that are affecting or may impact their portfolio area and its work; and
- To report to the Youth Council on a regular basis and provide regular updates on their portfolio work; and

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- To act as a liaison between external entities to advance the objectives of their specific portfolio area and the Youth Council as a whole; and
- To effectively communicate their work as a portfolio holder to their constituents and to the First Nation members; and
- To follow applicable policies and procedures while undertaking their portfolio area duties and responsibilities.

Portfolio areas will be created during each new term of office.

Youth Council's Political Roles and Responsibilities

The Beausoleil First Nation Youth Council has certain political roles and responsibilities that are unique to its organization. As elected or appointed representatives of Beausoleil First Nation's youth, the members shall have specific roles and responsibilities, which will enable them to advance their constituent's interests. In all things, the members of the Beausoleil First Nation Youth Council are to be accountable to the community members of Beausoleil First Nation.

As members of the Beausoleil First Nation Youth Council, the members are expected to:

- Represent the youth of Beausoleil First Nation at various forums, meetings, conferences, and both public and private events. In addition, the youth of Beausoleil First Nation may be represented at the local, provincial, federal, and international levels; and
- Advocate for the advancement of the political interests of the youth of Beausoleil First Nation; and
- Promote pride, unity, strength, and vision; and
- Protect the integrity of the office they hold, while continuing to innovate and find new ways to reach their constituents and grow the Beausoleil First Nation Youth Council; and
- Network with external entities, persons, and organizations to form and renew relationships; lobby persons in positions within government to negotiate agreements, discuss issues, and work together.

Youth Council's Functional Responsibilities

The Beausoleil First Nation Youth Council has responsibilities that are unique to their function as an advocacy and political organization. These include:

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1. The members of the Beausoleil First Nation Youth Council sets their goals and direction, after consultation with the youth of the First Nation;
2. Protecting the assets of the Beausoleil First Nation Youth Council; and
3. Overseeing all affairs of the Beausoleil First Nation Youth Council; and
4. Holding regular meetings with each other, the youth of the First Nation, and community members to gauge their input on issues in order to set the Youth Council's direction; and
5. Ensuring good relations between the youth of the community, community members, and external entities and partners.
6. Promoting and enhancing the overall health and welfare of the community as a whole.

Meetings of the Youth Council

1. General Meetings of the Beausoleil First Nation Youth Council will be held weekly on Thursday evenings. Other meetings can be held on any day of the week. Advance notice will be given to all members.
2. No member of the Youth Council should be absent from five consecutive meetings, unless the Chairperson has been informed of any absences beforehand.
3. Meetings may be called to discuss special Youth Council business or other extraordinary matters. These meetings will be called "Special Youth Council Meetings."
4. Members will receive a stipend of \$30 per meeting that they attend in full.
5. By virtue of their position, the Youth Chief will be the Chairperson, while another person will be the recording secretary.

Orders and Proceedings:

- A quorum of the Youth Council is 50% of the Youth Council members.
- If quorum cannot be achieved within twenty minutes of the scheduled start time, the meeting will be adjourned and members will not receive a stipend.
- Upon quorum being called, the Chairperson will call the meeting to order and address the agenda items.
- The Chairperson will ensure that all persons present remain focused on the agenda items and ensure that the meeting produces fruitful results.
- The Order of Business at each duly convened meeting of the Beausoleil First Nation Youth Council shall be:
 - Call to Order
 - Review and Adoption of Meeting Agenda
 - Review and Approval of Previous Meeting Minutes
 - Unfinished Business

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- Presentation of Correspondence
 - Presentation and Consideration of Reports
 - New Business
 - Open Discussion
 - In Camera Session
 - Adjournment
- All decisions of the Beausoleil First Nation Youth Council will be recorded by resolution or by motion. Both resolutions and motions require a mover and a seconder, with a majority of members voting.
 - When members wish to address the Youth Council, they must raise their hand and wait to be recognized by the Chairperson. Members must not interrupt others speaking and wait patiently.
 - When more than one member is speaking, the Chairperson shall determine who is entitled to speak and in what order.
 - The Chairperson may call a member to order while speaking. In this case, the debate or discussion will be suspended until order is restored.
 - During debate or discussion, members are not to discuss personal matters or anything that is not relevant to the discussion or debate at hand. The Chairperson must recognize when matters like that arise and redirect the discussion or debate.
 - The Chairperson conducts votes in the order of:
 - In Favour
 - Objection
 - Abstentions
 - In camera sessions deal with private, sensitive, and/or confidential matters. During this session, only the Youth Council members are present. The recording secretary records any decisions made, but these will not be included in the public minutes.
 - Votes are tallied by the recording secretary and the Chairperson declares whether a motion or resolution is carried or defeated.
 - A decision of the Youth Council comes into effect once it has been approved.
 - All motions, resolutions, decisions, debates, and discussions will be recorded and included in the meeting minutes.
 - Generally, meetings are open to the public, with the exception of in camera sessions.

Youth Gatherings

The Beausoleil First Nation Youth Council must hold quarterly gatherings with the youth, which are to be consultation sessions. The purpose of these gatherings is to gauge the input of youth on matters of importance to them. All direction will come from these gatherings.

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During the sessions, the Youth Chief will lead the discussions, with the portfolio Youth Councillors assisting where required.

Notice must be given at least two weeks prior to a scheduled Youth Gathering.

Meetings with the Community

The Beausoleil First Nation Youth Council should hold regular meetings with the community. These meetings will help ensure accountability and transparency, as well as to inform the community of the Youth Council's work.

External Partners and Relationships

The following provides an overview of the Beausoleil First Nation Youth Council's key working relationships:

External Partners

The Beausoleil First Nation Youth Council's external partners include intergovernmental departments, organizations, and entities; external organizations and groups; and individuals.

- External partners are to remain in regular contact with the Beausoleil First Nation Youth Council, as represented by the specific portfolio holder in that area;
- In all things, the members of the Beausoleil First Nation Youth Council are to remain diplomatic, even when disagreements arise;
- External partners and the Beausoleil First Nation Youth Council are to work together in a constructive manner to advance the objectives of the Youth Council.

Youth of the First Nation

The youth of Beausoleil First Nation direct the members of the Youth Council and are to hold the members accountable in all things.

- The members of the Beausoleil First Nation Youth Council are to effectively communicate notice of meetings, events, or any news to the youth of the First Nation;

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- The members of the Beausoleil First Nation Youth Council are to remain diplomatic in all interactions with their constituents;
- The members of the Beausoleil First Nation Youth Council are to maintain professional relationships, which do not conflict with any personal relationships, with the youth of the First Nation.

Chief and Council

The Beausoleil First Nation Youth Council is to maintain a constructive and harmonious relationship with the duly elected Chief and Council.

- Decisions by the Chief and Council are to be respected and, in some instances, supported by the Beausoleil First Nation Youth Council, unless a majority of the constituents disapprove;
- Issues affecting the youth of the First Nation are to be brought forth in a respectful manner during the course of a formal meeting;
- The members of the Beausoleil First Nation Youth Council are to hold the Chief and Council accountable for any and all decisions which affect the youth of the First Nation;
- The members of the Beausoleil First Nation Youth Council are to maintain a professional relationship with all members of the duly elected Chief and

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