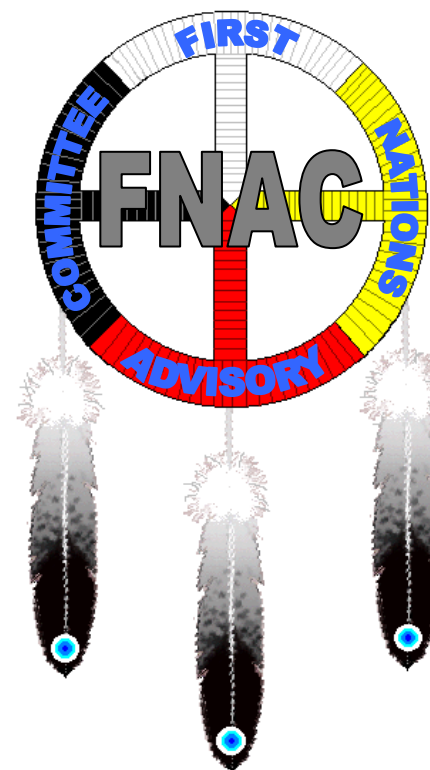


First Nations Advisory Committee (FNAC)

Rainbow District School Board
 Kenjgewin Teg Educational Institute
 N'Swakamok Native Friendship Centre
 Aundeck Omni Kaning First Nation
 Sagamok Anishinawbek First Nation
 Sheguiandah First Nation
 M'Chigeeng First Nation
 Sheshegwaning First Nation
 Zhiibaahaasing First Nation
 Whitefish River First Nation
 Atikameksheng Anishnawbek
 Wahnapiitae First Nation
 Wikwemikong First Nation
 Dokis First Nation



Wahnapiitae
First Nation



HANDBOOK

NOVEMBER 11, 2008



FIRST NATIONS ADVISORY COMMITTEE (F.N.A.C.)

The provisions of the Education Act and the Rainbow District School Board Governance By-laws take precedence over any recommendations formulated by motion of the First Nations Advisory Committee.

A. MANDATE

Powers of the Committee

A First Nations Advisory Committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of programs and services for First Nations pupils of the board.

The FNAC's responsibilities are:

- To make recommendations to the board in respect of any matter affecting the establishment, development and delivery of programs and services for First Nations pupils of the board.
- To review the financial statements and tuition agreements of the board as they relate to First Nations Tuition agreements.
- To monitor progress in incorporating the seven social factors as identified in tuition agreements into Rainbow District School Board plans and programs.
- To provide First Nations people an effective voice in determining relevant educational programs and services for students of First Nations ancestry.
- To increase all students' knowledge, awareness, understanding, and appreciation of First Nations people and their history and cultures.

B. MEMBERSHIP

1. Composition

The Rainbow District School Board shall establish a First Nations Advisory Committee with a total of fifteen members (15), that shall consist of:

- a) One representative from each of the 11 First Nations that the board serves, as authorized by Chief and Council, who must be:
 - i. a Canadian citizen;
 - ii. of the full age of eighteen (18) years; and,
 - iii. a member of a First Nation.
- b) Representative(s) from the urban First Nation population;
- c) The First Nations elected Trustee;
- d) A second board Trustee. (Board Designated);
- e) Representative(s) from a local Aboriginal Education service delivery organization (i.e. Kenjgewin Teg); and,
- f) Anyone else that the committee deems necessary.

D. THE ROLE OF THE FIRST NATIONS ADVISORY COMMITTEE

Each member is expected to:

1. respond to the needs of the all First Nation pupils within the Board.
2. respect the right to privacy of individual exceptional pupils by avoiding discussion of individual, specific cases.
3. acquire and maintain a working knowledge of the programs and services provided by the Board.
4. represent and inform the committee about the First Nation he or she represents.
5. be prepared for all FNAC meetings, suggest items to be placed on the FNAC agenda, participate in discussions, suggest educational topics, and present motions.
6. set individual goals and objectives
7. to this end, members should:
 - a) ensure that they are expressing the concerns of the First Nations Advisory Committee and not their own concerns;
 - b) keep informed and seek out information and input in relation to issues or concerns pertaining to First Nations.
 - c) encourage First Nation members to attend FNAC meetings.
 - d) report to their band councils/organizations on a regular basis or disseminate relevant information and outcomes of FNAC, directly or indirectly.

Sample Motion:

Moved by John Smith, seconded by Mary Stinson, that FNAC write a letter to the Ministry thanking them for the additional funds provided for the school year 2010/2011.

Sample Amendment:

Moved by John Smith seconded by Mark Jefferson, that the motion be amended to read: “with a copy to the local MPP, the Rainbow Board, and the news media.”

7. Role of Board Personnel

Personnel and Facilities:

The board shall make available to its First Nations Advisory Committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

An agenda and minutes shall be circulated electronically to the FNAC members at least three (3) days prior to the scheduled meeting. Agendas and minutes, which are sent by mail, should be posted at least five (5) days prior to the scheduled meeting.

Within a reasonable time after a First Nations Advisory Committee is appointed, the Board shall provide the members of the committee and their alternates with information and orientation respecting the committee.

The Board shall provide the agenda and minutes of Board meetings to the FNAC chair and vice-chair.

2. Disqualifications

A member of the FNAC loses his or her seat if he or she:

- Is convicted of an indictable offence;
- Is absent from three (3) consecutive regular meetings without authorization by resolution entered in the minutes;
- Ceases to hold the qualifications to be appointed to the committee.

3. Vacancies

If a position on the FNAC becomes vacant, the First Nations or Rainbow District School Board shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose position became vacant.

C. FUNCTIONS OF THE COMMITTEE

1. Election and Role of Chair and Vice-Chair

The members of the first meeting in each new year, shall elect one of their voting members as Chair who shall preside at all meetings and, if at any meeting the Chair is not present, the Vice-chair shall act for the Chair.

The vice-chair shall also be elected at the first meeting. The vice-chair assists the chair and acts for the chair at meetings in his or her absence.

If at any meeting the chair or vice-chair is not present, the members present may elect a chair for that meeting.

Successful Practices

The chair or vice-chair should be a trustee and the other a non-trustee member.

The chair is expected to:

- Participate in and review agendas for each meeting;
- Carry out the will of the FNAC membership and act as official spokesperson for FNAC on matters which reflect the will of FNAC through resolution;
- Maintain order and decorum at the FNAC meetings;
- Not take part in any discussion unless he/she first leaves the chair and appoints someone (vice-chair when possible) to take his/her place until the question is decided (others speak first, limit discussion);
- Decide when a question is put to a vote.

The vice-chair is expected to:

- Fulfil the duties of the chair in his/her absence.

2. Decision Making

Decisions at meetings shall be determined by consensus. If consensus cannot be reached, decisions will be put to a vote. Every member present at a meeting, or his or her alternate when attending in the member's place, is entitled to one vote. The majority of voting members must be First Nation Representatives.

On every motion, the chair may vote with the other voting members of the committee, and any motion on which there is an equality of votes is lost. An abstention is considered to be a negative vote.

3. Meetings

1. The FNAC shall meet at least four (4) times in each school year.
 - Suggested months September, November, February, and May.
 - Meet on the third Thursday of designated months.
 - September meeting to be held at Espanola High School. All other meeting locations to be determined at the first meeting.
2. The FNAC meetings are conducted under the same procedures as the board, which appoints them. All members should have access to and become familiar with the Governance By-laws.
3. The meetings of the FNAC shall be open to the public, and no person shall be excluded from a meeting that is open to the public except for improper conduct (loud and/or aggressive behaviour).
4. The Chair may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting.
5. Members should identify any potential conflict of interest as per the Municipal Conflict of Interest Act.

Successful Practices

The committee will decide at the first meeting in September on an annual schedule of meeting dates, time and locations for the next term of office.

The Board should publicize dates and times of FNAC meetings.

FNAC alternate representatives should be encouraged to attend all meetings in order that they will be well informed should they need to act as voting members.

4. Quorum

Eight (8) voting members of the FNAC is a quorum, and a vote of a majority of the First Nation Representatives present at a meeting is necessary to bind the committee.

When quorum is not achieved an information meeting will be held with no motions being presented, and the fact of no quorum present shall be so noted in the minutes.

Successful Practices

Teleconference will be available on sufficient notice from a member who cannot be present at the meeting.

5. Order of Procedure

1. Any member desiring to speak shall indicate by upraised hand and upon recognition by the Chair who shall call the member by name, the member may then, but not before, address the Chair.
2. When two or more members attempt to speak at the same time, the Chair shall name the member who is to speak.
3. No member should speak longer than 5 minutes on the same question, without permission of the Chair.
4. No members, unless strictly in explanation, shall, without permission of the Chair, speak more than twice upon any question or motion, except the mover of the motion who shall be permitted to reply.

6. Preparing Motions

1. Prepare motions in writing in advance if at all possible, and arrange for another person to second the Motion in advance of the meeting.
2. A motion form should be provided which reads: "Moved by Seconded by That FNAC Etc.
3. Once a motion is made and seconded, then it can be discussed.
4. When a motion is under discussion you, as well as anyone else discussing the motion, should state where you stand on the motion. (for example: "I support this motion for the following reasons" or "I speak against this motion for the following reasons".)
5. You may state that you are unable to support the motion because you require clarification of the motion.
6. To change (amend) the motion, state that: "I wish to amend the motion by adding the following word(s), or by removing the word(s), or changing the motion to read ..." The clarification before calling the vote should clarify that what is being voted on is the amendment to the motion.
7. An amendment must not conflict with the intent of the main motion. A motion to amend must be decided on before the main motion is put to a vote.