

Draft Terms of Reference

NIKLA-ANCLA Standing Committee

1. **Name:** **Indigenous Knowledge**

2. **Duration:** **Standing Committee**

3. This Standing Committee will continue to meet for the duration of NIKLA existence, or until such time as the Communities are amended in a Members' Gathering.

4. **Membership**

Membership terms are for 2 years with staggering terms. Membership is by invitation and subject to renewal.

5. **Quorum**

Quorum is one (1) member of the Standing Committee Executive plus no less than 2 Primary members.

6. **Term of Appointment**

Terms are of a two year duration.

7. **Reports To**

As a Standing Committee of NIKLA, this body reports to the Council and its members.

8. **Purpose**

NIKLA recognizes that the Alliance has a variety of member interests. To best serve these interests and work plans a number of standing committees referred to as Communities allow for like-minded professionals to meet in Forum discussions and on a variety of work plans as a committee. At the **June 4, 2021 Initial Meeting of the Directors**, five (5) Divisions were established to focus on the work of this Alliance, assist in the governance of Council, and bring relevant information to the members. Following the first full year of activities, the NIKLA Directors determined that language, like knowledge, were cross community themes, and need not be their own Community. The Council committed to forming the Indigenous Knowledge Standing Committee at the 2023 AGM.

8. **Mandate**

The Indigenous Knowledge Standing Community has the mandate to represent the interests, issues, and trends in the field of Indigenous Knowledge related to, but not limited to, Protocols, Copyright, Indigenous Data Sovereignty, Open Education, Open Access, Citation Justice, and Intellectual Property, and will engage in knowledge sharing as appropriate.

9. Resources and/or Budget

Standing Committees shall have the ability to request budgets during the Council budget planning process. All financial management will be conducted for the Community by the Council Treasurer. Should a need arise, the Standing Committee Lead may seek approval by Council to participate in grant opportunities, or contract out work as needed if funds are available.

10. Duties of Members

In performing their duties as a Community member,

- Provide knowledge and expertise;
- Participate as a Standing Committee member to achieve the Standing Committee Mandate and Workplan;
- Conduct work, deliberations, and discussions only in a respectful way;
- Work in Task groups as necessary to achieve the Standing Committee Mandate and Workplan;
- Not work beyond the mandate of the Community and if unclear, seek the advice of Council;
- Complete all Action List tasks by the dates and deadlines agreed to in order to maximize the time of all members and the productivity of the Standing Committee;
- Respect each member and the purpose and mandate of the Standing Committee;
- Adhere to the Agreement to Comply with Code of Ethics;
- Speak with one voice by supporting the Standing Committee's decision; and
- Hold all actions, deliberations, and recommendations of the Standing Committee as internal discussions until Council has received such recommendations and reports.

11. Non-Member Attendance

The Standing Committee may choose, within their mandate, to bring on consultants or outside resources. In these cases, the non-member may participate in discussions relevant to their advisory role within the Standing Committee or within a Task Group of the Standing Committee.

12. Removal and Vacancies

It is the right of Council to remove any member due to breach of Code of Ethics.

A member ceases to be a member when: (a) the member's annual membership expires; (b) the appointing organization changes the list of members. In this case, the member remains bound by their Agreement to Comply with Code of Ethics and may not discuss confidential work of the Standing Committee or Council when no longer a member.

In the event of an Executive Member vacancy, a position may be filled for the duration of the Term. At the next Gathering of Members meeting the elections will be ratified.

13. Meetings

Meetings will be called as required by the Standing Committee Lead, by Council Co-Leads if no Standing Committee is elected, or by any four Primary members of the Council, and arranged by

the Council Secretary. The Council may meet in a joint Community and Standing Committee meeting from time to time, when complementary work deems this a benefit. Meetings are held virtually at least quarterly. The Council Secretary will assist with teleconference scheduling and member notice. Task Group of the Standing Committee can meet as necessary to achieve the Standing Committee Mandate and Workplan.

14. Voting

The Council shall aim for consensus, but take actions and make recommendations based on majority decisions. The Standing Committee Lead shall vote on all matters. A tie is a vote in the negative. When an issue requires a resolution that the Community is unable to reach on their own, the matter can be referred back to Council for additional feedback and direction.

15. Division Executive

The Community Executive shall consist of a Lead or Co-Leads, and Support Lead. The Lead must be an Indigenous Practitioner as they will have a cross-appointment to sit as an ex-officio member of the Council of Directors during their tenure as Standing Committee. The Community Executive shall serve for the two-year term beginning at the Gathering of Members.

The Standing Committee Lead shall preside at all meetings of the Standing Committee, author reports and correspondence on behalf of the Community and otherwise carry out such duties as are customary in such positions. The Standing Committee Lead, with the members, will pre-select the agenda items for any given meeting, which will become a task-specific agenda.

When the Lead is not available for a meeting, the Standing Committee Support Lead shall fill the role of coordinating and facilitating the meeting.

The Standing Committee Support Lead will be responsible for recording minutes, providing minutes and all documentation to the Administrator and Council Secretary, and assisting in member notice. If the Support Lead is not available, a member will be designated to take meeting notes which will be sent to the Administrator and Council Secretary for inclusion in the official records of NIKLA.

16. Special Responsibilities of the Standing Committee

The Standing Committee Lead shall also sit as Director of Council.

17. Administration

The Support Lead will ensure that appropriate records are maintained in order to conduct regular Standing Committee and Council business, and to maintain both current and historical record of all matters relating to the Community.

18. Review of Terms of Reference

The Standing Committee will review, amend, and approve the Terms of Reference biennially according to the Council's Policy Review Schedule. The Standing Committee will review and accept the Terms of Reference as Information at the first meeting.

Indigenous Knowledge Standing Committee – Terms of Reference

Approved by the Council on

Approved by the **Indigenous Knowledge Standing Committee** on ____.