

THE
LEGISLATIVE
COORDINATING
COMMISSION
MANDATE

1. MISSION STATEMENT

- 1.1 The mission of the Legislative Coordinating Commission (hereinafter the LCC) is to effectively manage all legislative initiatives from inception through ratification. The LCC also facilitates the establishment of the Legislative Agenda with the Government in accordance with this mandate.

2. COMPOSITION OF THE LCC

- 2.1 The LCC consists of two (2) groups. The first is the Standing Committee appointed by a Mohawk Council Executive Directive (MCED) shall consist of a LCC Coordinator, an OCC Governance Development Coordinator, a Legal Services Representative, a Communication/PR Representative, a Finance Representative and a Justice Commission Representative. (Note: Finance Representative may attend on an as needed basis.). The second group is the Technical Team which includes, the Originator, Chiefs Oversight Committee, Portfolio Chief(s), and the Community Representatives.
- 2.2 The Standing Committee may increase its size to include other members, on an *ad hoc* basis, depending on the Legislative Agenda, scope of a legislative initiative or any matter decided by the committee. When the size of the Standing Committee is increased, the Coordinator shall notify the Council in writing as to the person(s) tenure, expertise, and purpose for being a committee member.
- 2.3 The Standing Committee is the administrative body of the MCK and provides the technical, expert, and administrative support needed for the LCC to complete its stated mission. In its role, the Standing Committee is primarily concerned with the process and ensures that the proposed legislative initiative will:
- a) flow through the law-making process efficiently,
 - b) conform to all procedural law-making rules for Kahnawà:ke,
 - c) conform and be integrated with Kahnawà:ke's existing legal framework, and
 - d) to ensure that a financial analysis is prepared and submitted which identifies existing or required financial and human resources for implementation of the proposed legislation.

- 2.4 The Technical Team is a group of *ad hoc* members of the LCC whose collective responsibility is to provide the impetus for a particular legislative agenda item. They will proceed from inception to ratification in a manner consistent with the Will of the People and the procedural rule for the making of Kahnawà:ke laws. In its role, the Technical Team is primarily concerned with the substance contained within the legislative initiative and its adherence to the Community's mandate concerning the scope, purpose, and intent of the legislative initiative.

3. RESPONSIBILITIES OF EACH MEMBER OF THE LCC

- 3.1 The LCC Coordinator is responsible for the general administration and coordination of all current and future legislative activities of the LCC. The Coordinator facilitates the establishment of a Legislative agenda and plays a key role in shepherding legislation through the process for making laws in Kahnawà:ke. The Coordinator orchestrates and integrates the activities of the Standing Committee and the Technical Team and chairs all LCC meetings.
- 3.2 The Unit Representatives in the Standing Committee are responsible to act as the primary liaison between the Unit or Department they represent and the LCC. They are responsible to ensure the LCC requests for assistance from their Unit or Department are addressed in a timely manner. They are relied upon by the LCC for their respective expertise.
- 3.3 The Originator is the person, organization, committee, commission, unit, department, group, association, or other entity that has requested that a law be enacted, amended, or repealed. The Originator is therefore responsible to participate on the LCC Technical Team at least until such time as a community mandate is issued in relation to that law. The Originator will provide all necessary documentation and assistance to support their request in respect to the Law they wish to see enacted, amended or repealed.
- 3.4 The Chiefs Oversight Committee is a group of between three (3) and five (5) duly elected Chiefs who are responsible to ensure that the LCC strictly adheres to the procedure for enacting laws in Kahnawà:ke, and to provide guidance to the LCC members;
- 3.5 A Portfolio Chief(s) may participate with the LCC in legislative initiatives specific to their portfolio(s). They are responsible to ensure that legislative initiatives are consistent with public policy.
- 3.6 The three (3) Community Representatives and Alternate Community Representatives are appointed by the Community and are responsible to the groups they represent to ensure all information and documentation provided in the development of the legislative initiative and that the draft law adheres to the original scope, purpose and intent as contained in the Community mandate.

4. GENERAL RESPONSIBILITIES AND DUTIES OF THE LEGISLATIVE COORDINATING COMMISSION

4.1 The LCC will be responsible to coordinate legislative initiatives and shall:

- a) recommend to the Mohawk Council the Legislative priorities for that Government's term of office; or legislative session;
- b) conduct briefing sessions with the elected Council members regarding any pending, current or future legislation under their responsibility;
- c) facilitates in establishing the Mohawk Council's Legislative Agenda at the beginning of each Government's term of office; legislative session; and/or as directed by Council;
- d) in collaboration with Legal Services Unit, conduct all legal reviews as set out in proposed and established legislation;
- e) consult with the people of Kahnawà:ke, the appropriate stakeholder(s) or interest group(s) regarding the scope, purpose and intent of a legislative initiative;
- f) notify the Council Table of the nature of the proposed legislation i.e.: Type 1 or Type 2;
- g) subject to the approval of the Council ,establish working LCC policies and protocols for the effective management of all legislative initiatives;
- h) coordinate initiatives through the Legislative processes;
- i) recruit and appoint other committee members needed to fulfill the LCC mandate;
- j) assist the Portfolio Chief(s), appropriate unit, department, organization, committee or commission or community member in getting on the legislative agenda;
- k) establish policies respecting the scope of any assessments attached to a legislative initiative with the appropriate MCK department or unit;
- l) shall notify the community and hold public hearings on legislative initiatives at a location(s) within the Territory of Kahnawà:ke. Notice of the community hearings shall be published in a manner determined by committee guidelines;

- m) provide reports to the Portfolio Chief(s) responsible for an initiative and the Council on all activities related to a specific legislation;
- n) establish guidelines for all legislative reports (community hearing, activity, consultation, etc);
- o) establish guidelines for the issuance of drafting instructions for legislation;
- p) ensure proper and timely translation of all legislation to the official language when appropriate and feasible;
- q) meet on a regular basis or as needed to fulfill LCC mandate;
- r) in collaboration with Legal Services department, review legislation for consistency, legal liability and human-rights violations;
- s) in collaboration with Finance and Administrative Services, review legislation for consistency with existing operational, financial and administrative policies and capacities;
- t) liaise and support with the affected unit or department to develop implementation framework for legislation;
- u) may establish procedures in the performing of its duties.

5. BUDGETARY ADMINISTRATION

- 5.1 The LCC will submit a budget to the Council that will show the amounts that may be required to conduct any research initiatives or public hearings and fulfill the mandate.
- 5.2 The Mohawk Council may establish an overall budget for the LCC for the purposes maintaining commission functions.

6. LEGISLATIVE COORDINATING COMMISSION CODE OF CONDUCT

- 6.1 The LCC will provide its findings on public hearings, consultations and all assessments to the Council in a timely and un-biased manner.
- 6.2 The LCC will conduct its public hearings in a fair and equitable manner, and ensure that all affected groups are informed of the public hearings and are given a reasonable opportunity to express their views about the proposed legislation.

- 6.3 The LCC will ensure that all reports to the Portfolio Chief(s) and the Mohawk Council accurately reflect the views of all persons or organizations.
- 6.4 The LCC and its members will avoid and make known both potential and actual conflict of interest in exercising their duties.
- 6.5 The LCC members are prohibited, on pain of forfeiture of their position, from accepting directly or indirectly, any remuneration, gifts, donations, or other gratuities, from anyone because of their being a member of the LCC.
- 6.6 The LCC will faithfully bring to the attention of the Mohawk Council all legislative requests.
- 6.7 Notwithstanding the specificity of the foregoing, the LCC, and its members will conduct themselves with the utmost care so as not to betray the trust placed in them.

7. AMENDMENTS TO THIS MANDATE

- 7.1 This mandate may be amended, repealed or replaced in whole or in part by Executive Directive of the Mohawk Council of Kahnawá:ke.