

THE  
KAHNAWÀ:KE  
LEGISLATIVE  
COORDINATING  
COMMISSION  
MANDATE

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## **1.0 MISSION**

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The mission of the Kahnawà:ke Legislative Coordinating Commission (hereinafter KLCC) is to:

- 1.1 effectively manage all legislative initiatives from inception to ratification;
- 1.2 facilitate the establishment of the Legislative Agenda and/or Calendar in accordance with this mandate; and
- 1.3 constantly evaluate and facilitate the evolution of the legislative process within the community.

## **2.0 COMPOSITION**

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The composition of the KLCC is as follows:

- 2.1 The KLCC consists of six (6) representatives who serve as “Commissioners” and up to five (5) Kahnawa’kehró:nnon Ratitsénhaienhs who serve as the “Chiefs Advisory Committee” for the KLCC. All of these representatives are appointed by a Mohawk Council Executive Directive (hereinafter MCED). They are:
  - 2.1.1 Commissioners
    - an Office of the Council of Chiefs Secretariat Representative;
    - a Legal Services Representative;
    - a Communication/PR Representative;
    - a Justice Representative;
    - a Community Representative; and,
    - the KLCC Coordinator.
  - 2.1.2 The Chiefs Advisory Committee
    - up to five Kahnawa’kehró:nnon Ratitsénhaienhs
  - 2.1.3 The KLCC Coordinator and the Chiefs Advisory Committee are non-voting positions.
- 2.2 The KLCC may increase its size as needed to fulfill this mandate, depending on the legislative agenda, scope of a legislative initiative, or any matter decided by the commission. Commissioners shall be appointed as identified in 2.1.
- 2.3 The KLCC may increase its size on an ad hoc basis. In this instance, a written request to the Kahnawa’kehró:nnon Ratitsénhaienhs is made, identifying the purpose and the duration for said increase.

### **3.0 QUORUM**

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The KLCC may increase its size based on its needs. As such, Quorum shall be determined in the following manner:

- 3.1 Quorum is achieved with two thirds (2/3) Commissioner representation and one (1) Chiefs Advisory Committee Member.
- 3.2 The KLCC meets on a regular and/or as needed basis. More specifically, the KLCC meets a minimum of twelve (12) times per annum in order to fulfill this mandate.

### **4.0 RESPONSIBILITIES**

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The KLCC is responsible for the legislative function requirements contained within the Community Decision-Making Process (hereinafter CDMP).

The Commissioners, both individually and collectively, are relied upon for their expertise. Their responsibilities include, but are not limited to the following:

- 4.1 assists in the responsibilities of the legislative process by coordinating all Requests for Legislation through the CDMP in accordance with applicable policies and procedures;
- 4.2 establishes Kahnawà:ke's Legislative Agenda and/or Calendar;
- 4.3 briefs the Kahnawa'kehró:non Ratitsénhaienhs regarding any pending, current or proposed legislation;
- 4.4 notifies the Kahnawa'kehró:non Ratitsénhaienhs and the community of the Legislative Agenda and/or Calendar for each Legislative Period or each Term of Office;
- 4.5 ensures all legal reviews are conducted for proposed and established legislation;
- 4.6 develops and approves all working KLCC policies, guidelines, procedures and protocols necessary to fulfill this mandate;
- 4.7 ensures research and analyses are conducted by technical team(s), and submitted for all proposed legislation and/or amendments to establish legislation. This includes, but is not limited to:
  - 4.7.1 reviews for consistency, legal liability, and rights violations;
  - 4.7.2 reviews for administrative and financial planning and;

- 4.7.3 reviews for potential revision of existing operations, financial and administrative policies and capacities;
- 4.8 provides the Portfolio Chief(s), the originator/proponent; and/or the technical team with the appropriate information, advice and guidance throughout the CDMP;
- 4.9 ensures proper and timely translation of all legislation into the official language in accordance with existing legislation;
- 4.10 provides information/results of any/all public hearings, consultations and assessments to the community and to the Kahnawa'kehró:non Ratitsénhaienhs in a timely manner.
- 4.11 ensures that each Request for Legislation will:
  - 4.11.1 follows the established law making processes in Kahnawà:ke;
  - 4.11.2 flows through the CDMP efficiently;
  - 4.11.3 conforms and integrates within Kahnawà:ke's legal framework; and,
  - 4.11.4 ensures the formation of a specific Technical Team for each Request for Legislation that obtains a mandate in accordance with the CDMP.

## **5.0 CHIEFS ADVISORY COMMITTEE RESPONSIBILITIES**

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Shall monitor the KLCC's activities and actions and provide guidance on behalf of the Council Table to ensure adherence to this mandate.

## **6.0 BUDGETARY ADMINISTRATION**

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The KLCC is responsible for the following activities:

- 6.1 submits a budget to the Kahnawa'kehró:non Ratitsénhaienhs that reflects the required human and financial resources to fulfill this mandate.
- 6.2 ensures proper management and accountability of its annual budget in accordance with applicable financial policies and procedures.

## **7.0 CODE OF CONDUCT**

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The Commissioners will conduct themselves with the utmost care, transparency, honesty and integrity, so as not to betray the trust placed upon them. The Commissioners will be accountable to the KLCC, the CDMP and each other, as identified in the applicable policies and procedures. This includes, but is not limited, to the following:

- 7.1 conducts all public hearings in a fair and equitable manner, ensuring a fair and equitable process;
- 7.2 ensures any/all reports accurately reflect the general views of all participants.
- 7.3 avoids and/or makes known both potential and actual conflicts of interest in exercising their duties.
- 7.4 prohibited, from accepting directly or indirectly, any remuneration, gifts, donations, or other gratuities, from anyone because of their being a Commissioner.

## **8.0 AMENDMENTS**

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This mandate may be amended, repealed or replaced in whole or in part by a MCED.

### **Amendments:**

- MCED #33/2011-2012 dated: 9/19/2011 – Approved sentence structure, reformation of entire document (numbering & terminology i.e. Kahnawakehró:non Ratitsénhaiens instead of Chiefs, CDMP, Commissioners, KLCC instead of LCC, added Community Representative, Chiefs Advisory instead of Chiefs Oversight and OCC *Secretariat* Representative).
- MCED #15/2010-2011 dated: 6/7/2010 – Approved name change from ILCC to LCC, reworded and simplified the Mandate.
- MCED #50/2009-2010 dated: 10/13/2009 – Selected Linda Delormier as Chairperson. Appointed Mike Bush, Kahsennenhawe Sky-Deer, Peggy Mayo-Standup, Clinton Phillips & Martin Leborgne as the ILCC Chiefs Oversight Committee.
- MCED #34/2008-2009 dated: 9/15/2008 – Approval and acceptance of the CDMP – Summary Report (final draft: Aug. 15/2008).
- MCED #61/2006-2007 dated: 2/5/2007 – Appointed Alwyn Morris as Chairperson. Appointed Mike Bush, John D. Delormier & Peggy Mayo-Standup as Chiefs Oversight Committee. Identified legislative categorization & schedule to indicate first legislative session. Lastly, officially put into force the ILCC effective April 1, 2007.
- MCED #47/2005-2006 dated: 10/14/2005 – In accordance with its mandate, designed the Legislative Process Procedural Documents “Kahnawá:ke Legislation Creation, Amendment and Enactment Form”, that will be the administrative procedure to follow for the first official legislative session.

MCED #48/2005-2006 dated: 10/14/2005 – In accordance with its mandate, directs that Community Consultation Process will be the process used.

MCED #14/2005-2006 dated: 5/30/2005 – The establishment of the ILCC as the body to facilitate legislative needs.