

Terms of Reference

Yukon Citizens' Assembly on Electoral Reform Advisory and Oversight Group

1. Introduction

A. Purpose

This document outlines the terms of reference for the Advisory and Oversight Group of the Yukon Citizens' Assembly on Electoral Reform.

The Advisory and Oversight Group exists to assist the Chair of the Assembly by providing impartial advice on the proceedings of the Assembly, the design of its curriculum, including the range of presentations, and to respond to any concerns from Assembly members related to the conduct and impartiality of the Assembly itself.

The group will meet no fewer than three (3) times before and during the proceedings of the Assembly. Attendance may be via Zoom or in person, depending on the preference of individual members.

Members of the Advisory and Oversight Group will not comment publicly on the proceedings of the Assembly or its recommendations, either during or after the Assembly's conclusion.

B. Group composition

1. The Advisory and Oversight Group will be composed of no fewer than three (3) and no more than four (4) members.
2. The Advisory and Oversight Group should include members with expertise related to territorial governance, electoral systems, community engagement, and historically underrepresented communities.
3. Members of the Advisory and Oversight Group must affirm in writing that they are not:
 - a. a member of an existing advocacy group with a stated position on electoral reform;
 - b. currently elected to public office or a candidate in the last two elections;
 - c. currently serving or have recently served as political staff;
 - d. currently serving as an officer of the court; or
 - e. currently serving as a member of the Citizens' Assembly.
4. The Chair of the Citizens' Assembly will propose a slate of members that satisfy these objectives. The Clerk of the Yukon Legislative Assembly or their designate will agree upon and approve the proposed slate.
5. If a member leaves the group, the Chair can select an alternate member at their discretion or leave the seat vacant. The selection process will follow the considerations described above.

C. Group governance

1. The Assembly Chair will chair the Advisory and Oversight Group.

2. Group meetings are not recorded or open to the public. Action minutes will be taken at each meeting.
3. Members of the Oversight and Advisory Group are unpaid and serve in a voluntary capacity.

D. Group authority

1. The Oversight and Advisory Group has a consultative and coordinating role rather than a decision-making role. Final approval of the Assembly's proceedings is under the authority of the Assembly Chair.

II. Group Responsibilities

A. Program and curriculum development

1. The Oversight and Advisory Group will review the Assembly's proposed curriculum and consider the range of presentations that will occur. The Group should be confident that the Assembly process is sensitive to the local context and that Assembly members will gain a reasonable understanding of the issues related to electoral reform. They should also ensure that the members will have the opportunity to hear from a range of stakeholders who offer different perspectives.

B. Assembly attendance

1. Oversight and Advisory Group members are welcome but not expected to attend meetings of the Assembly as observers.

C. Citizens' Assembly member recourse

1. If a member of the Citizens' Assembly is dissatisfied with the process or the conduct of the Chair or any member of the facilitation team, the member can bring their concern to the Oversight and Advisory Group. The group will attempt to assist the member and, if appropriate, name a Group member who can work to resolve the concern in a reasonable fashion.

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