

Little River Band of Ottawa Indians

375 River Street
Manistee, MI 49660
(231) 723-8288

Revised

3/9/04 [Signature]

Resolution # 04-0303-98

*Acceptance of Organizational Structure Policy for the Tribal Government and
Superseding All Prior Organizational Structure Policies*

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(j) to take legislative actions consistent with delegated powers; and

WHEREAS, the Tribal Council adopted resolution # 03-0423-105 which contained three directives:

- a. authorization to engage consultant to conduct a comprehensive review and revision of the Tribe's employment practices, processes, documents and salary structure;
- b. freezing the status of all current employees during the review and allowing exceptions to be requested by the Ogema and approved by the Tribal Council; and
- c. prohibiting new hires during the review and allowing exceptions to be requested by the Ogema and approved by the Tribal Council; and

WHEREAS, the Tribal Council engaged a consulting firm to provide revised personnel policies which have been submitted and reviewed; and

WHEREAS, the Ogema has requested his management team to review the information and make final recommendations; and

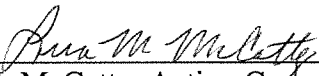
WHEREAS, the Ogema has determined that the organizational structure of the Tribe should be brought forward for approval and that this action will not unduly hinder or interfere with the comprehensive revisions being conducted by the management team; and

WHEREAS, the Ogema has reviewed the submission to the Tribal Council regarding the *Organizational Structure Policy* of the Tribe and recommends its adoption;

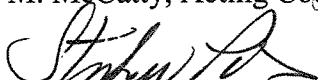
NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians does hereby accept the attached *Organizational Structure Policy* for the Tribal government for immediate implementation.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 8 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on March 3, 2004, at the Little River Band's Dome Room in Manistee, Michigan, with a quorum being present for such vote.



Lisa M. McCatty, Acting Council Recorder



Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court



LITTLE RIVER BAND OF OTTAWA INDIANS

Organizational Structure Policy

SOP-600-01:HR-09

Purpose: To clearly identify the processes by which the Tribe identifies the relationships between employees, including delegated authorities.

Policy: It is the policy of the Tribe to identify the structure by which employees are identified through position titles and by which delegated authority in the laws and ordinances of the Tribe are clearly identified.

Steps:

A. Organizational Structure

1. The organizational structure of the Tribe is identified through a recommendation of the Ogema and ratified by a resolution adopted by Tribal Council.
2. The development of job descriptions, position titles, and authorized delegated authority are required to conform to the approved organizational structure.
3. The Tribal Manager and Ogema shall review the organizational structure and job descriptions on an annual basis to determine compliance with the approved structure, and to identified recommended changes.

B. Position Titles within Organizational Structure

1. Each employee within the organizational structure shall be identified by standard job position titles as set forth in this policy. The titles listed below are in order of authority from highest to front-line employees and shall be delegated authority as identified within job descriptions guided by the laws and regulations of the Tribe.
 - a. Tribal Manager, this position is the highest level of authority and reports directly to the Ogema.
 - b. Tribal Assistant Manager, this position reports to the Tribal Manager.
 - c. Director, this position is responsible for a program, or related programs and reports to the Tribal Manager.
 - d. Supervisor, this position is in charge of a program, and reports to a director.
2. The Tribal Manager may approve additional job titles and levels of authority under the supervisor to meet to the needs of specific programs.

C. Authorization to Act

1. Nothing in this policy is a grant of authority to act, make representations or other actions, on behalf of the Tribe.
2. This policy is set forth for the purposes of defining the structure of the Tribe. Specific laws, ordinances, regulations and policies of the Tribe identify authority and directives regarding the employment position and actions.

Approved –

Ogema – February 24, 2004

Tribal Council Resolution # 04-0303-98