

COMMITTEE PROCEDURES POLICY

Section 1. Purpose and Definitions

A. *Purpose.* The Tribal Council shall establish Tribal Committees, as needed, in areas of governance and development. The Committees shall be composed of Tribal members and other interested persons who shall meet and discuss specific issues in order to provide information to the Tribal Council so that the Council can make better informed decisions that affect the Tribal community. In furtherance of this purpose, this Policy will provide rules for the organization, functions, responsibilities, and requirements of Tribal Committees.

B. *Definitions.* As used un this Policy:

1. *Standing Committee.* A Tribal Committee mandated or implied in the Little River Band of Ottawa Indians Constitution or so designated by the Tribal Council resolution. A Standing Committee's functions continue from year to year by virtue of continuing tasks and functions.
2. *Program Committee.* A Tribal Committee that is authorized by Tribal Council resolution due to a state or federal grant or contract requirement. A Program Committee shall exist for the term of the underlying program's grant or contract.
3. *Ad Hoc Committee.* A Tribal Committee authorized by the Tribal Council for a special or singular purpose that shall dissolve upon the solution of a specific problem or performance of a project. An Ad Hoc Committee shall exist only for as long as necessary to complete their assigned task, or as determined by Tribal Council resolution that created the Ad Hoc Committee.
4. *Staff Member.* An Employee of the Little River Band Tribal Government.
5. *Staff Liaison.* An Employee of the Little River Band Tribal Government whose employment is directly related to a Tribal Committee.
6. *Family Member.* For purposes of this Policy, a family member is considered:
 - 1) any person who lives in the same household regardless of their relationship to each other, or
 - 2) any person who is related in the following manner: father, mother, child (brother or sister), grandparents, and great-grandparents.
7. *Committee Member.* A voting member of the Committee.
8. *Management Team.* The Management Team includes, but is not limited to, the Tribal Chairperson and staff who have supervisory responsibility.
9. *Subcommittee.* A subcommittee is a part of the Committee that is selected to complete a task for the Committee. If the subcommittee is made up of non-Committee members, they do not have voting power.
10. *Commission.* Contrary to Committees, Commissions may be vested with certain governing or regulatory powers and duties. Commissions are created and their authority is defined by Tribal Council Ordinance.

Section 2. Committee Composition

The purpose of a Committee is to provide specialized skills and input from members of the Little River Band of Ottawa Indians and other interested persons as designated by the Tribal Council when, and only when, there is a need for such input. To acquire diversified input and to ensure an effective Committee operation the following guidelines shall be met.

A. *Voting Members of Tribal Committees*

1. Each Committee shall have five voting members unless otherwise determined by Tribal Council.
2. No Committee shall have more than two family members as voting members.
3. Each Committee shall include at least two persons outside of the current service area (Manistee, Mason, Wexford, or Lake Counties).

B. *Non-Voting Members of Tribal Committees*

1. In addition to its voting members, the Committee Meetings shall be open to the public (unless otherwise exempted under Section 5B) and may include participants that are not members of the Little River Band of Ottawa Indians. None of these persons will have the ability to vote.

C. Tribal Committee Positions

1. *Tribal Council Contact Person.* The Tribal Council shall appoint one of its members as a contact person to each Committee.

2. *Staff Liaison.* In addition to its five voting members, each Committee shall have one staff member who will be appointed by the Tribal Manager to be the staff liaison and participate in all Committee meetings, but will not have the ability to vote.

3. *Chairperson.* Each Committee shall have a Chairperson who will be elected by the Committee.

4. *Secretary.* Each Committee shall have a Secretary who will be elected by the Committee.

D. Vacancies. The Chairperson will notify the Tribal Manager when a voting member of the Committee is no longer able to serve on it. Notice of vacancies must be advertised in the Tribal newsletter and by posting the notice in Tribal buildings. Candidates for the vacancies may be solicited by Committee Members or Tribal Council. No person may serve as a voting member of the Committee until such appointment is made by the Tribal Council.

E. Removal. A Committee Member may be removed from a Committee for the following reasons:

1) upon recommendation of the Committee and approval by Council after a Member has been absent more than two unexcused times; or

2) for any violation of any section of this Policy.

F. Appointments. Within 30 days after the Committee recommends a new voting member, the Council must decide whether to appoint or decline the recommendation. Members of all Committees shall serve for a period of two years, or until the Committee expires, whichever occurs first.

Section 3. Functions of Tribal Committees

A. Work Plan and Budget. Tribal Committees shall work with the Management Team in order to develop and submit a written charter establishing a Work Plan which includes goals, objectives, projected dates of completion for those tasks, frequency of reports that are to be written and submitted to Tribal Council via the Management Team, frequency of meetings with Chairperson and Management Team, and a budget within 60 days of creation of the Committee. Upon its completion, the Work Plan will be submitted to Tribal Council for its approval. After final acceptance of these documents by the Council, copies shall be furnished to the Tribal Secretary, the program and the Tribal Manager. After the Committee Work Plan has been accepted and approved, the Committee shall not address any other issues than what is specified in the Work Plan without Tribal Council's approval. Failure to establish a Work Plan and Budget is grounds for removal of one or all of the voting Committee members.

B. Requirements of Committee Meetings

1. *Quorum* - A quorum is necessary in order for the Committee meeting to proceed. At least 3 out of the 5 voting members need to be present in order to hold the meeting.

2. *Proxy Voting* - If a Committee decides that it wants to adopt voting by proxy, it will address it in their Work Plan. The suggested guidelines for proxy voting are as follows: if a voting Committee member is unable to attend a Committee meeting, that person will contact another voting member of that specific Committee and ask the person to vote on his/her behalf. If a person is absent 2 or more consecutive times and has not delegated his/her proxy to another voting member, then he/she may be removed from the Committee.

3. *Election and Term of Office* - The Secretary and Chairperson shall be elected by a majority vote of the voting Committee members and shall serve for a period of two years. If the member is unable to serve the term another person will be elected to complete the remainder of the two year term. At any time during the appointment, the person can resign from the Secretary position and may continue

to remain a member of the Committee. The Staff Liaison may be appointed to serve as the Committee Secretary. The Staff Liaison may decline the appointment if the person feels that she/he would be unable to fulfill the responsibilities of the position.

4. *Chairperson's Duties* - Each Chairperson shall run the meetings in accordance with their Work Plan's rules of procedure and this Policy. If the Chairperson is unable to attend, he/she shall ask a voting member (a person other than the Secretary) to conduct the meeting. The Chairperson will also be responsible to:

- 1) to contact the Tribal Council contact person on a regular basis and keep the person informed about the meetings;
- 2) to complete and present reports to the Management Team as determined by the Committee's Work Plan and the Tribal Council as necessary; and
- 3) to sign all letters, reports and other Committee papers as required.

5. *Secretary's Duties* - The Secretary of each Tribal Committee shall take the minutes of the meetings, regular, special and emergency in compliance with Exhibit "A" of this policy. The Secretary shall provide these minutes to each voting Committee member within seven days prior to their next meeting. At the beginning of the meeting, the previous meeting's minutes will be reviewed and changed, if necessary, and then approved by the voting Committee members. After these minutes have been approved, the Secretary shall provide a copy of the minutes to the Tribal Council and Management Team. The Secretary is also responsible for:

- 1) posting all notices of Committee meetings to the public in conformity with Section 5A of this Policy;
- 2) posting the approved Work Plan and Budget in the Tribal Office;
- 3) being the custodian of the Committee records and filing them in compliance with Section 4E of this Policy; and
- 4) keeping a list of the address and phone number of each Committee Member.

6. *Staff Liaison's Duties* - The Staff Liaison will report to the Tribal Committee concerning the operations of the Department or Program, if applicable. The Staff Liaison does not have voting power on the Committee. The Committee can use the Staff Liaison's information in compiling data and other recommendations to Tribal Council.

7. *Reports* - Committees shall submit approved meeting minutes and a written report to the Management Team two weeks prior to a Tribal Council meeting. The written reports will be generated as frequently as the Committee's Work Plan requires and shall identify issues, problems, recommendations, and activities, and explain how these topics relate to the goals and objectives of the Work Plan. The Management Team will review these documents and schedule appropriate time for the discussion on the Council's agenda. If the Committee fails to submit this information to the Management Team in accordance with this rule, Tribal Council will not entertain discussion on the topic unless it deems it an emergency.

C. *Responsibility of Tribal Committees.* Tribal Committees shall have only such responsibility as may be delegated to it in writing by the Tribal Council. Tribal Committees shall comply with all provisions of the Committees Procedures Policy unless specifically exempted in writing by the Tribal Council. Committees cannot obligate the Tribe, approve any type of spending on behalf of the Tribe or the Committee, or make policy or law unless authorized specifically in writing by the Tribal Council. The Tribal Committee will not exercise any supervision or provide directions to any Staff Liaison or other departmental or program staff, unless specified in the Work Plan and Budget. If the Committee is dissatisfied with the operations of the Department or Program, they must address their concerns in writing to the Management Team.

D. *Responsibility of the Tribal Council Contact Person.* The Tribal Council contact person and Committee Chairperson are responsible to communicate with each other at least one time per month to discuss the general operation of the Committee meetings. The Tribal Council contact person has a duty to inform the Tribal

Council of any problems that he/she feels need to be addressed by the Council.

E. *Filing*. The Secretaries of each Tribal Committee and of the Tribal Council shall keep an individual file of each Committee which includes a chronological filing system of each Committee's Work Plan, minutes, and any other information that pertains to the Committee. All materials, including but not limited to, the Committee's Work Plan and minutes, are the property of the Tribe. Any person who has any of this property shall surrender it to the Tribe upon demand or face prosecution.

Section 4. Staff Participation

A. Staff members whose work is directly related to the work of a Committee may be given release time to attend Committee meetings during working hours, with the prior approval of their supervisor or the Tribal Manager.

B. Staff members whose attendance is required by his supervisor to be at Committee meetings before or after work hours may accrue up to two hours of compensation time for each meeting attended. This allowance does not apply to staff who are voluntary members of Committees.

C. Staff members are assigned by the Tribal Manager to serve as a Liaison and cannot be assigned to more than one Committee.

D. Staff members cannot serve as voting member of more than one Committee.

Section 5. Open Meetings and Access to Records

A. Committees shall publish a schedule of all regular meeting dates, times and locations in the Tribal newsletter and post this information in all Tribal buildings, sufficiently in advance to encourage attendance.

B. Committee meetings and records shall be open to the public, except in matters involving Indian Child Welfare cases, personnel issues, legal cases or matters that may involve or result in litigation, or other matters of confidentiality.

C. All records including, but not limited to, Committee meeting minutes and Work Plans are the property of the Tribe.

D. Subject to any express limitations contained in the Little River Band of Ottawa Indians Constitution and the laws of the United States, members of the Tribe shall be provided access to review the records of Tribal Committees, including, but not limited to, meeting minutes, and the Work Plan and Budget, provided that such review shall be conducted during normal office hours.

Section 6. Spending Authority and Compensation for Committee Members

A. Committee Members may receive stipends for attending regularly scheduled Committee meetings if authorized by Tribal Council.

B. When travel is necessary for Committee Members in order to attend meetings or for Committee related training it must be approved in advance by the Tribal Manager. Members shall be compensated when authorized for per diem and mileage according to the Travel Policy adopted by the Tribal Council.

C. At the discretion of the Tribal Council, a Tribal Committee may be allocated a budget. All expenditures must be made in accordance with the Committee's Work Plan and approved in advance by the Tribal Manager.

Exhibit A
Recording of Minutes

1. **Introduction.** The actions taken by a Tribal Committee at its meeting - annual, regular, or special - are governed by Tribal law. The minutes of such meetings are the permanent record of the actions of the Tribal Committee, and for this reason, they should be made in such a way that they are legally sufficient and serve as a permanent reference for the Tribal Committee and for others concerned with such actions. The original copy of these minutes should be bound in some form of permanent binding and maintained in compliance with the Committee Procedures Policy.

2. **Heading of Minutes.** Minutes should be headed for ready reference and identification in capital letters and blocked in the upper right hand corner of each page. For example:

COMMITTEE
MINUTES OF FEBRUARY 23, 1997.

3. **Opening Paragraphs.**

a. The opening paragraph of the minutes should reflect

- (1) the type of meeting,
- (2) the name of the Tribal Committee,
- (3) the date it was held,
- (4) the time of day it was held, and
- (5) the place it was held.

For example:

A regular meeting of the _____ Committee was held on April 4, 1997 at 1:00 p.m. at the Little River Band Office on River Street in Manistee.

b. The opening paragraph should be followed by a statement showing the Committee members and other present at the meeting by listing all of the Committee members and their respective Committee titles, the members that are absent, and a list of all others who are present. For example:

The meeting was called to order by Chairman Red, and the following Tribal Committee members were present: Secretary White, Committee Members Green, Brown and Yellow. Absent were: None. The following also were present: H.L. Back, Executive Director, and R.L. Purple, Tribal member.

4. **Approval of Minutes of Previous Meeting.** The next step should be the recording of the reading by the members and approval of the minutes of the previous meeting. For example:

The minutes of the previous meeting were read by Committee members and were approved without objection and placed on file as presented.

5. **Resolutions and Motions.**

a. After the preliminaries set forth above, the actual business of the meeting should be recorded.

b. Taking minutes of the meeting should be simple and straight forward. A brief statement that explains the pros and cons of an issue should be placed in the meeting minutes followed by a vote on the issues unless a Committee member wants a specific opinion placed in the minutes, but in general this should be dissuaded. For example:

Meeting Rules - Members discussed what types of rules to conduct meetings should be adopted. Several procedures, including Robert's Rules of Order were discussed. Concerns addressing the adoption of these rules included the need to adopt a native democratic procedure.

After discussion, Committee Member White moved that the Resolution be adopted as introduced and read. The motion was seconded by Committee Member Green and on roll call it was adopted with the following vote:

In favor: Committee Members Red, Brown, Green and White

Opposed: None

The Chairman thereupon declared the motion carried and the Resolution was adopted.

c. In order to reduce the amount of typing required to prepare minutes, it is suggested that documents be incorporated in the minutes by reference and by attachment as appendices.

d. Actions of the Tribal Committee requiring approval by the Tribal Council before the action becomes effective should be recorded by showing that the action does not become effective until it is approved by the Tribal Council. This may be done in one of several ways. The motion or resolution may be prefaced with the words "Upon approval by the Tribal Council," or if Tribal Council has previously approved of the suggested action and placed its approval in writing, then the minutes should reflect that the Tribal Committee had knowledge that such written approval by the Council had been given.

6. Closing.

a. Closing of the meeting may be recorded as follows:

There being no further business to come before the meeting, it was moved, seconded, and carried that the meeting adjourn.

The Chairman thereupon declared the meeting adjourned.