

Work Plan

Section 1. Title; Authority; Purpose; Mission Statement

1.01 *Title.* The official name shall be the Biskaabiiyang (To Return to Oneself) Committee.

1.02 *Authority.* In accordance with the Committees Ordinance, # 07-150-08, Article V, the Tribal Council hereby creates this Work Plan for the Biskaabiiyang Committee. This Committee is created, and the Work Plan is adopted by Tribal Council Resolution # 20-____-____.

1.03 *Purpose.* To maintain and foster our culture through the preservation, presentation and creation of cultural learning opportunities in relation to Anishinaabe traditions, stories, arts, recipes, history, and ceremonies, as available and appropriate, to all citizens through in-person and virtual opportunities.

1.04 *Mission Statement.* This Committee's mission is to promote, maintain and foster our history, culture, teachings, traditions, and ceremonies as Anishinaabe people that was fought for by those that walked before us, and as guaranteed by our constitution. We will work to preserve and make available equal opportunities in educational and cultural resources to all citizens through in person and virtual opportunities, as available and appropriate. This will be first and foremost at the direction of our elders and Clan mothers; and attained through the promotion and creation of cultural activities and workshops, traditional and contemporary tribal arts, and educational resources in indigenous history, stories, teachings, traditions, and ceremonies.

Section 2. Members

2.01 *General.* The Little River Band of Ottawa Indians Biskaabiiyang Committee shall consist of seven (7) tribal members, three (3) of which must be elder tribal members. All Committee members shall be enrolled citizens of the Little River Band of Ottawa Indians.

2.02 *Selection.* In accordance with Section 4.02 of the Committees Ordinance and Tribal Council Resolution # 20-____-____, Selection of Biskaabiiyang Committee shall as follows:

- a. A timeline for submissions for selection shall be established.
- b. Notice shall be posted in the Currents Newspaper and the Tribal Website announcing the number of positions for Biskaabiiyang Committee.
- c. Tribal Council shall review submissions (with criteria to follow) and place on the agenda for approval of the selected members by motion vote.
- d. Tribal Council shall also select two (2) Tribal Council liaisons for the Biskaabiiyang Committee prior to the initial meeting of the Committee.

2.03 *Offices.* Committee members shall vote members into the following offices on the Biskaabiiyang Committee: Chairperson, Vice Chairperson, and Secretary.

2.04 *Vacancies.* Any vacancy on the Biskaabiiyang Committee as a result of death, resignation, or removal shall be filled in accordance with the selection process described under Section 2.02 above.

Section 3. Purpose; Direction.

3.01 *Meetings.* The Biskaabiiyang Committee meetings shall be for a specific purpose as listed:

- a. *Regular Meetings:* Shall be held on _____ of each month. Regular meetings shall be open to the public and the announcement of the meeting date, time, and agenda shall be posted in what Tribal Media is available. Regular meetings shall be held via Zoom or another agreed upon virtual meeting room.
- b. *Special Meetings:* Special Meetings are allowable and if deemed necessary can be initiated by three Committee members, by phone or email. Information must be recorded and approved at the next regularly scheduled meeting.

3.02 *Quorum.* Four (4) voting members of the Biskaabiiyang Committee shall constitute a quorum for all regular meetings. A quorum of the Committee must be present before any action or vote can be taken.

3.03 *Biskaabiiyang Committee Minutes.* Minutes of all Biskaabiiyang Committee meetings shall be kept as follows:

- a. *Format:* The minutes of all meetings shall include the following information:
 - i. Date, time, location of meeting.
 - ii. Committee members present and absent.
 - iii. Listing of other persons present at the meeting.
 - iv. Individual listings of reports, actions, and outcomes of each item
 - v. Open and closing times.
- b. *Recording:* The Secretary shall be responsible for the recording of all actions of the Biskaabiiyang Committee.
- c. *Review and Approval of Minutes:* The Committee shall review, revise, or approve (with revisions or as written) minutes from the previous meeting at their next meeting. Approval of minutes shall be documented in the Committee minutes at which the previous meeting minutes were approved.
- d. *Maintenance of Minutes:* the original copy of all Committee meeting minutes shall be maintained by the Secretary of the Biskaabiiyang Committee.
- e. Minutes shall be forwarded to Tribal Council once they are approved for filing.

3.04 *Order of Business.* The meetings of the Biskaabiiyang Committee shall work from an agenda to expedite the conduct of the business at meetings. The Secretary shall be responsible for developing meeting agendas in consultation with the Chairperson. Order of business for each regular meeting of the Committee shall follow the format below:

- a. Prayer

- b. Call to Order
- c. Roll Call
- d. Approval of Previous Board Minutes
- e. Reports (to be listed on the agenda)
- f. Old Business
- g. New Business
- h. Items of Information
- i. Elected Officials - updates
- j. Public Comment
- k. Adjournment

3.05 *Committee Responsibility.* The Officers of the Biskaabiiyang Committee shall consist of the duties and responsibilities listed below:

- a. Committee Chairperson shall exercise such powers as pertain to his/her office, inclusive of:
 - i. Preside at all meetings of the Committee or assign another Committee member.
 - ii. Provide for the orderly conduct of Committee meetings.
 - iii. Bring to the Committee through the agenda those matters that require the attention or action of the Biskaabiiyang Committee.
 - iv. Recommend the establishment of special meetings subject to the approval of the Committee.
 - v. Appear on behalf of the Committee in all actions brought by or against the Committee.
 - vi. Act as public spokesperson for the Committee except as this responsibility is delegated to others
- b. Vice Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence.
- c. Biskaabiiyang Committee Secretary shall:
 - i. Maintain accurate reporting of Committee actions and business through a recording of official Committee meeting minutes.
 - ii. Act as the liaison to Tribal Council for communication.
 - iii. Perform any other duties which may be assigned by the Committee.

3.06 *Biskaabiiyang Budget.* The Biskaabiiyang Committee shall be responsible for adopting a Cultural budget according to the process established by the Tribal Government. The Biskaabiiyang Committee is responsible for oversight of the budget to assure proper use of and accounting for Cultural department funds.

3.07 *Stipends.* The Biskaabiiyang Committee stipend shall be determined by Tribal Council.

Section 4. Length of Existence.

4.01 *Committee Existence.* The Biskaabiiyang Committee shall remain in existence until Tribal Council Resolution # 20-____-____ is rescinded.

4.02 *Amendment.* This work plan shall be reviewed on an annual basis by the Committee for amendments. All amendments must be presented at least one meeting prior to action and must be adopted by two-thirds vote of the members present. Amendments are final when presented and approved by the Tribal Council through a resolution created and submitted by the Committee.

4.03 *Repeal.* This work plan may be repealed by the presentation of a request to the Tribal Council by the Committee in the form of a resolution containing the reasons a repeal of the work plan is necessary. The Committee must approve the repealing resolution by a two-thirds vote of the members present. Further, the Tribal Council may unilaterally repeal the work plan by repeal of the creating resolution or by adoption of a resolution calling for the repeal of the Committee's work plan.

Certification

I, _____, as Chairperson/Secretary of the Biskaabiiyang Committee do hereby certify that the Biskaabiiyang Committee adopted this work plan at a duly called meeting on _____, 2020.

I, _____, as Tribal Council Recorder do hereby certify that the Tribal Council at a meeting call on _____, 2020 adopted this work plan.
