

ELDERS COMMITTEE ORDINANCE

Ordinance #XX-XXX-XX

Article I. Purpose

- 1.01. *Purpose.* The Little River Band of Ottawa Indians (“Tribe”) has determined that it is in the best interests of its members to acknowledge the continuing existence of the Manistee Elders Committee and to establish independently the Muskegon and Wisconsin Elders Committees to embrace these Tribal Elders as a valuable resource and as the keepers of tribal history, culture, and tradition. It is in the best interests of the Little River Band of Ottawa Indians to continue the traditional respect that members of the Tribe have for Tribal Elders. Any Tribal Elder, regardless of where they live, is eligible to be a member of any of the Elders Committee.

Article II. Adoption; Amendment; Severability

- 2.01. *Adoption.* This Ordinance is adopted by Resolution# XX-XXX-XX
- 2.02. *Amendment.* This Ordinance may be amended by the Tribal Council in accordance with the Constitution and any rules set forth governing amendment of laws of the Little River Band of Ottawa Indians.
- 2.03. *Repeal.* This Ordinance may be repealed in accordance with the procedures set forth in the Administrative Procedures Act - Ordinance.
- 2.04. *Severability Clause.* Any provision of this Ordinance which is determined to be illegal by a court of competent jurisdiction or an administrative body having jurisdiction over this Ordinance, or which is otherwise determined to be unenforceable, shall be ineffective to the extent necessary without invalidating the remaining provisions of this Ordinance. This Ordinance will be deemed modified to the extent necessary to render enforceable the remaining provisions of this Ordinance.

Article III. Members

- 3.01 *General.* The Little River Band of Ottawa Indians Elders Committees shall each consist of five (5) tribal members who are over the age of 55 years ("Elders"). All Committee members shall be enrolled members/citizens of the Little River Band of Ottawa Indians.
- 3.02 *Election.* In accordance with Section 4.02 of the Committees Ordinance and Tribal Council Resolution #17-0404-119, Election of Elders to the Committee shall occur every two years as follows:
- Notice shall be posted in the September Currents Newspaper announcing the names of members running for Elders Committee.

- b. At the Annual meeting Elders shall vote by paper ballot from a list of candidates.
- c. Ballots shall be counted by the one Tribal Council Liaison or their designee, and two (2) Elders.
- d. Elders Committee members may be directors/supervisors/managers of the departments of the Tribe or Casino.

3.03. *Offices.* Committee members shall elect members to the following offices on the Elders Committee: Chairperson, Vice Chairperson, and Secretary.

3.04. *Vacancies.* Any vacancy on the Elders Committee as a result of death, resignation, or removal shall be filled accordingly:

- a. The Committee shall request names of candidates from the Elders at the next scheduled meeting.
- b. Elders shall hand write the candidate's name on a paper ballot for voting purposes.
- c. Paper ballots shall be counted by three Elders in attendance at the meeting.
- d. Chairperson of the Elders shall announce the new Elders Committee member.

Article IV. Meetings and Duties

4.01. *Meetings.* The Elders Committee meetings shall be for a specific purpose as listed:

- a. Regular Meetings: Shall be held once a month. Regular meetings shall be open to all Tribal members who may also be accompanied by one guest, and the announcement of the meeting date, time, and agenda shall be posted in what Tribal Media is available.
- 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.
- c. Elected Officials Meeting: The Elders Committees may meet with Tribal Councilors and the Ogema on a quarterly basis to discuss issues or concerns. Meetings may be held jointly or separately depending on the need of the Elders or Elected Officials. The information discussed shall be summarized and presented at the next regular scheduled Elder's meeting.
- d. Annual Meeting: The Elders Committees shall conduct an open annual meeting. Business items shall include but are not limited to:
 - i. Welcome — Elder Committee Chairperson
 - ii. Agenda Review - Additions
 - iii. State of the Tribe — Ogema Presentation
 - iv. Future of the Tribe — Tribal Council Speaker
 - v. Financial overview of the Tribe
 - vi. Elder Committee Update and Accomplishments
 - vii. Issues facing our Elders
 - viii. Comments & Concerns
 - ix. Elders Initiatives for Tribal Council Action

- e. Closed Meeting: The Elders Committees shall not hold any closed meeting.
- f. The Chairperson of the Committees shall take all reasonable steps to ensure that remote participation is available for all Regular and Annual meetings of the Committees through the use of any technology that allows the Tribal Members to hear and be heard by all other participants in the meetings.

4.02 *Quorum*. Three voting members of the same Elders Committee shall constitute a quorum for all regular, special, and annual meetings. A quorum of the Committee must be present before any action or vote can be taken. One Committee member can be present to conduct meeting.

4.03 Elders Committee Minutes. Minutes of all Elders 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. A list of committee members who are present and those who are absent.
 - iii. Listing of other persons present at the meeting.
 - iv. Individual listings of reports, actions, and outcomes of each item
 - v. Opening and closing times.
- b. Recording: the Secretary shall be responsible for the recording of all actions of the Elders.
- 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 special meeting or regular 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 Elders Committee.
- e. Minutes shall be forwarded to Tribal Council once they are approved for filing.

4.04 Order of Business. The meetings of the Elders 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

4.05. *Committee Responsibility.* The Officers of the Elders Committees shall possess the duties and responsibilities listed below:

- a. Committee Chairperson shall exercise such powers as pertain to his/her office, including but not limited to:
 - i. Preside at all meetings of the Committee or assign another Committee member to serve in their absence.
 - 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 Elders
 - 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 shall assume the duties and responsibilities of the Chairperson in his/her absence.
- c. Elder Committee Secretary shall:
 - i. Maintain accurate reports of Committee actions and business through a recording of official Committee meeting minutes.
 - ii. Publish and post notices regarding vacant Committee seats, and other pertinent notices.
 - iii. Perform any other duties which may be assigned by the Committee.

4.06 *Elders Budget.* Each of the Elders Committees shall be responsible for adopting an Elders Budget according to the process established by the Tribal Government. Each Elders Committee is responsible for oversight of their budget to ensure proper use of and accounting for their allocated funds.

4.07 *Stipends.* The Elder Committee stipend shall be determined by Tribal Council.

ARTICLE V. Length of Existence

5.01 *Committee Existence.* The Elders Committee shall remain in existence until Tribal Council Resolution #17-0404-119 is rescinded.

5.02 Pursuant to Article V of the Committees Ordinance, Ordinance #07-150-08, the Manistee Elders Committee adopted a Work Plan that was approved by the Tribal Council on April 4, 2017. Once seated the members of the Muskegon and Wisconsin Elders Committees shall each review the Work Plan adopted by the Manistee Elders Committee. After reviewing the existing committee's Work Plan, the Wisconsin and

Muskegon Elders Committees shall each either adopt it as the Work Plan for their Committee or suggest amendments for approval by the Tribal Council so that each Elders Committee shall have their own individuals Work Plan which has been approved by the Tribal Council.

5.03 *Amendment.* The work plans shall be reviewed on an annual basis by the Committees for amendments. All amendments must be presented at least one meeting prior to action and must be adopted by a two thirds vote of the members present. Amendments are final once they have been presented to and approved by the Tribal Council through a resolution created and submitted by the Committee.

5.04 *Repeal.* The work plans may be repealed at the request of the Committee. To request the repeal of their Work Plan the Committee shall present the request to the Tribal Council in the form of a resolution of the Elders Committee requesting the repeal. The resolution shall contain the reasons the repeal of the work plan is necessary and the Committee requesting the repeal must have approve the repealing resolution by a two thirds vote of the members present at a duly called meeting with adequate notice of the topic to be discussed. Further, the Tribal Council may unilaterally repeal the work plan by repealing the creating resolution or by the adoption of a resolution calling for the repeal of the Committee's work plan.