

**ENROLLMENT REGULATIONS**  
Regulation # R200-01:EC-03

**Chapter 3. Release of Membership Information**

**Section 1. Purpose; Authority.**

1-1. *Authority.* In accordance with Article VI of the Enrollment Ordinance, # 04-200-01, the Enrollment Commission hereby promulgates these regulations.

1-2. *Purpose.* There are regular requests of the Enrollment Office to prepare certain mailing list, mailing labels, address confirmations, statistical information, and other records related to the membership of the Tribe. The purpose of these regulations is to identify how information is released by the Enrollment Office to third parties.

**Section 2. Definitions.**

2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word shall is always mandatory and not merely advisory.

**Section 3. General Requirements.**

3-1. *Requests Must be in Writing.* All requests for membership information must be in writing, identify the type of information requested, the purpose for which the information will be used, and signed by an authorized agent of the requesting party.

3-2. *Member Mailing Labels and Lists.* The Enrollment Office may create listings of categories of members and mailing labels regarding members, which may be subject to a fee, if the following requirements are met:

- a. All recipients of mailing labels shall have placed on literature mailed the return address of the Enrollment Office and a Return Address Correction request on every envelope.
  1. However, the Enrollment Office may determine that a Return Address Correction request is not necessary if the request identifies a request for an exception and the Enrollment Office determines that an address correction would not serve the purpose of keeping the membership addresses up-to-date.

3-3. *Election Board.* The Enrollment Office shall create mailing list labels for candidates when requested on a form approved by the Enrollment Department. The Election Board shall reimburse the Enrollment Office, or require the candidate to reimburse the Enrollment Office, the expenses related to creating the mailing labels. All candidates shall be required to sign an agreement that he or she shall not copy, create, or maintain a list of addresses derived from the mailing labels received under this section.

3-4. *Tribal Programs.* Tribal programs and departments may request mailing list labels by

submitting a form approved by the Enrollment Office. A request for mailing labels shall clearly identify the purpose for the mailing and the category of membership for which mailing labels are requested. The program request must be approved by the Enrollment Coordinator and the Ogema prior to processing the request. If the Enrollment Coordinator and/or the Ogema rejects the request he or she must state the reasons. The Enrollment Office shall be reimbursed for the cost of creating mailing labels and recipients of mailing labels shall not copy, create, or maintain a list of address derived from the mailing labels received under this section. Recipients of mailing labels may be required to combine mailings with other programs and/or departments in the interests of reducing membership mailings.

3-5. *Third Party Requests.* The Enrollment Office shall place a third party request for mailing labels or lists on the next available Enrollment Commission meeting agenda. A third party request for mailing labels shall identify the purpose for the mailing labels and the category of membership for which the mailing labels are requested. The Enrollment Commission shall determine if the request shall be approved, and if not, the reasons therefore. Third parties requesting mailing labels shall submit the documents being mailed to the Enrollment Office for processing and mailing.

3-6. *Change of Address.* The Enrollment Office is the official office for purposes of maintaining current addresses of the membership. The Enrollment Office shall maintain a Change of Address form for the purposes of submitting address corrections or changes. No address corrections or changes shall be made other than by submission of a notarized request on the form provided by the Enrollment Office.

#### **Section 4. Adoption; Amendment; Repeal.**

4-1. *Adoption.* This Chapter is approved by the Enrollment Commission on July 24, 2002, and approved by the Tribal Council on July 31, 2002 by adoption of resolution # 02-0731-03.

4-2. *Amendment.* This regulation may be amended by the Enrollment Commission in accordance with the Constitution and any rules set forth governing amendment of regulations of the Little River Band of Ottawa Indians. Provided that, any amendments must approved or adopted in the same manner as set forth in section 4-1.

4-3. *Severability Clause.* If any provision of this regulation or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this regulation which can be given effect without the invalid provision or application, and to this end the provisions of this regulation are severable.

4-4. *Compliance.* In regards to compliance with this regulation, substantial compliance with the spirit of this regulation rather than complete compliance is acceptable.

4-5. *Sovereign Immunity.* Nothing in this Regulation shall provide or be interpreted to provide a waiver of sovereign immunity from suit of the Tribe or any of its governmental officers and/or agents.

4-6. *Effective Date.* This Regulation shall take effect upon approval by Tribal Council.