

LITTLE RIVER BAND OF OTTAWA INDIANS

Little River Band of Ottawa Indians Tribal Commission By-Laws

Article I. Title; Authority; Purpose

1.01. *Title.* This entity shall be known as the “Little River Band of Ottawa Indians Health Commission,” and may be referred to as the “Health Commission.” The official addresses are:

Office: 2608 Government Center Drive
Manistee, MI 49660

1.02. *Authority.* The Health Commission was created by -

a. Delegated authority in Article IV of the Health Commission Ordinance, # 06-150-06.

b. Adoption of by-laws by Tribal Council resolution # _____ in accordance with Section 6 of the Commissions Ordinance, #04-100-06.

1.03. *Purpose.* As identified in the Health Commission Ordinance, the purpose of the Health Commission is to:

a. Promote optimal provision of quality health services through the Tribal Health Department by policy recommendation to the Tribal Council based on Tribal community input;

b. Develop policies that ensure an effective coordination with Federal, State, local, and private entities to make available health services for the Tribal members; and

c. Address the comprehensive needs of the Band's members in an effective, efficient and culturally appropriate manner.

Article II. Commissioners

2.01. *Members.* The Commission may be composed of three voting members appointed by the Tribal Council. All appointments shall be for four years. At least one member of the Commission shall be an elder of the Tribe.

a. *Qualifications for Appointment.* Any Tribal member or other person 21 years of age or older may be nominated for appointment to the Commission. A Commissioner may be a member or non-member of the Tribe, provided that no more than one (1) of the three (3) Commissioners may be a non-Tribal member. Members must demonstrate interest in health issues and willingness to actively participate in committee activities, including meetings, community contacts, fundraising functions and other commission meetings.

b. *Compatibility of Functions.* No person shall be barred from appointment to the Commission because they are health services beneficiaries, and such commissioner shall be entitled to fully participate in the manner established by the by-laws.

c. *Prohibition.* A person shall not be eligible to be appointed as a Commissioner if they are employed in the Health Department or Family Services Department.

d. *Terms of Office.* The term of office of a commissioner shall be four (4) years unless the Tribal Council authorizes a longer term to stagger terms of office to assure the stability of the Commission.

2.02. *Vacancy of Member.* An individual appointed to a Commission shall fill the term of the vacant office. Provided that, appointment to a vacancy for which a term of office has less than six months remaining, shall be appointed for the remainder of the vacant term and a full term thereafter.

2.03. *Officers.* The Housing Commission shall have the following officers who shall be elected by the members for a one-year term of office. No member may serve in two officer positions.

a. *Chairperson.* This officer shall be responsible for:

1. Calling all meetings.
2. Presiding at all meetings.
3. Managing and reporting on all finances of the entity, including review of budget of Commission.
4. Reporting to the Tribal Council and other entities or persons as directed.
5. Signing all correspondence and representing the Commission at all meetings with outside entities, unless by motion, the Housing Commission designates another member to act as a representative at a meeting with outside entities.

b. *Secretary.* This officer shall be responsible for:

1. Maintaining all minutes, agendas, reports, and correspondence of the Housing Commission.
2. Presiding at duly called meetings in the absence of the Chairperson.
3. The records shall be maintained at the offices of the Housing Department.

2.04. *Resignations.* Resignation of a commissioner is effective upon submission and cannot extend longer than a thirty-day period once received by the Chairperson or Secretary.

2.05. *Vacancy of Officers.* A vacancy created in an officer position shall be filled for the remainder of the vacant term and for one full term.

Article III. Duties and Responsibilities

3.01 Tribal Council has the following duties and responsibilities:

- a. Tribal Council will be responsible for financial requirements of all contracts and grants.
- b. Tribal Council will approve of the submission of all grants and proposals.
- c. Tribal Council will approve of the commission membership.
- d. Tribal Council has the authority to remove Tribal Health Commission members for activities in section 3.04(g) of this document.
- e. Tribal Council shall designate one of the members of council to serve as a liaison between the council and the Health Commission.

3.02 Tribal Ogema has the following duties and responsibilities:

- a. The Tribal Ogema will be responsible of supervision and implementation of the health services laws, policies and plans enacted

by the Tribal Council.

- b. The Tribal Ogema will be responsible for supervision of the implementation of the health services plans, policies and programs by the Health Director.

3.03 Tribal Staff Liaison has the following duties and responsibilities:

- a. The Health Director shall serve as staff liaison to the Health Commission.
- b. The Staff Liaison will be responsible for reporting to the Health Commission with concerns of the operations of the Health Department programs that need input or direction from the commission.
- c. The Staff Liaison will provide a monthly report to the commission.
- d. If the Staff Liaison receives information indicating the commission or a efforts shall be made to address the matter informally with the commission/member. Should the attempt fail the Health Director may address the Tribal Council. The Tribal Council may require changes in the conduct of the commission or may remove the offending member. The Tribal Council decision will be final.

3.04 Tribal Health Commission has the following duties and responsibilities:

- a. The Tribal Health Commission reports to the Tribal Ogema.
- b. The Health Commission's primary responsibility is to ensure that the development of the Health Dept. programs and policies meets the need of the direct input from the Tribal Membership for the purpose of making recommendations to the Tribal Council, Health Director regarding the planning and delivery of health services and the Tribe's policies.
- c. The Health Commission will be responsible for reviewing and assisting in the preparation of the Tribe's comprehensive health plan.
- d. The Health Commission will quarterly review the program budgets and statistical services reports for health services programs administered by the health dept.
- e. The Health Commission may assist the tribal Health Director with conceptualized, promoting and procuring funding for Tribal Health Services.
- f. The Health Commission will receive notification of all job openings in the Health Dept. During the posting of in-house and will be given the opportunity to comment on proposed job descriptions prior to positions being posted.
- g. Prohibited Activities: The Health Commission is prohibited from the following:
 - 1. Attempting to directly supervise or direct the activities of the staff of the Health Dept.
 - 2. Influencing or attempting to influence, established Health Dept. policies and procedures to cause benefit to any person, program or agency who would not otherwise be so benefited.
 - 3. Participating in any action of the Health Commission which would constitute a conflict of interest under the Tribe's Personal Policies and Procedures.
- h. Removal of Health Commission Member: Any health commissioner may be removed by the Tribal Council for any of the following:

1. Engaging in prohibited act as defined under Section 3.04(g) above or failure to meet other requirements of these by-laws; or
2. Three consecutive absences from the Health Commission meetings without prior notification and without delegating his/her proxy to another member as provided in these by-laws. A member shall be given a written warning following his/her 2nd absence; or
3. Commission of acts or omissions which are clearly contrary to the best interests of the Health Commission, or which are clearly contrary to stated goals and objectives established by the Tribal Council.
4. Actions or omissions which would be grounds for removal of Tribal officials under the Tribe's Constitution, including the unauthorized disclosure of confidential client information or information which is proprietary to the Tribe.
5. Any recommendation for removal of any member of the Health Commission which is initiated by a member of the commission or by majority vote of the commission will be in writing to the Tribal Council.

Article IV. Health Commission Meetings

4.01 *Quorum.* To constitute a quorum, there must be at least two commissioners present. Quorum must be necessary for the Health Commission to approve any decision or recommendation. There must be at least two members present at a meeting to be official.

4.02 *Regular Meetings.* The Commission shall meet at least once a month. Commission members shall give at least one (1) hour notice to Chairperson if not able to attend. Each Commission meeting shall be open to the membership; however the Commission may close session if necessary to protect the client.

4.03 *Special Meetings.* The Chairperson or Health Director may call a special meeting with seventy-two (72) hours-notice to each to each member.

4.04 *Voting.* Each commissioner has only one vote.

Article V. Employees; Liaison.

5.01 *Employees.* This commission does not have the power to engage employees and enter into contracts. A commission shall have authority to employ individuals if authorized to do so under its creating ordinance. All such employment shall be in accordance with Tribal employment policies. Employees of Commissions are employees of the Tribe, provided that, the supervisor of employees of Commissions shall in all cases be the Chairperson of the commission. In the alternative, this Article shall state that the commission does not have the power to employ individuals.

5.02 *Liaison.* The responsibilities of the liaisons between the commission and the Tribal Council, and/or the regulated area are covered above in Article III and as follows:

A. *Commission.* The liaison from the commission is responsible for interacting with the Tribal Council liaison to bring issues to the Tribal Council, and to bring issues from the Tribal Council to the commission.

B. *Tribal Council.* The Tribal Council liaison shall be responsible for

identifying a contact number and office location at which the commission may leave documents, messages, requests, and other like information. The Tribal Council liaison may attend meetings, but is not required to do so. The Tribal Council liaison may attend all closed sessions of a commission subject to the discretion of the Commission.

C. *Regulated Area*. The Health Director shall identify a contact person to which correspondence, requests, and other like material shall be sent.

D. *Tribal Council Liaisons May Temporarily Serve As Commissioners To Achieve Quorum*. A Tribal Council liaison for a Commission may temporarily serve as a voting Commissioner if the Commission By-Laws require another member to achieve quorum. The Tribal Council liaison will have the full authority of a Commissioner from the time a Commission meeting is called to order until the same meeting has been adjourned. The liaison serving as a temporary member must have passed the same background check requirements that a seated Commissioner on the Commission must pass in order to serve as a temporary Commissioner.

Article VI. Amendment; Repeal.

6.01 *Amendment*. These By-Laws shall be reviewed on an annual basis by the Health Commission 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 when presented and approved by the Tribal Council through a resolution created and submitted by the commission.

6.02 *Repeal*. These by-laws may be repealed by the presentation of a request to the Tribal Council by the commission in the form of a resolution containing the reasons a repeal of these by-laws are necessary. The commission must approve the repealing resolution by a two-thirds vote of the members present. Further, the Tribal Council may unilaterally repeal these by-laws by amendment to the creating Ordinance or by adoption of a resolution calling for the repeal of the commission's by-laws.

Certification

I, Pamela Johnson, as Chairperson of the Health Commission do hereby certify that the Health Commission adopted these by-laws at a duly called meeting.

 8/15/17

Signature and date

I, _____, as Tribal Council Recorder do hereby certify that the Tribal Council, at meeting called on _____, adopted these by-laws.

Signature and date