**Little River Band of Ottawa Indians**

**Elders Committee Guidelines**

**March 1, 2017**

# Mission Statement

“The Elders of the Tribe will embrace the future by honoring our past.”

Composition of the Committee

The Little River Band of Ottawa Indians Elders Committee will consist of five (5) tribal members who are over the age of 55 years. All Committee members shall be enrolled citizens of the Little River Band of Ottawa Indians.

Election of Committee Members

Election of Elders Committee will occur every two years.Notice will be posted in the September Currents Newspaper and the Rapid River News announcing the names of members running for Elders Committee. At the November meeting registered Elders shall vote by paper ballot from a list of candidates. Ballots shall be counted by the Elder Coordinator(s) and two (2) LRBOI elders.

**Vacancies**

Any vacancy on the Elders Committee as a result of death, resignation, or removal shall be filled accordingly. The Committee will request names of candidates from the Elders at the next scheduled meeting. Elders shall hand write the candidate’s name on a paper ballot for voting purposes. Paper ballots will be counted by three LRBOI Elders in attendance at the meeting. Chairperson of the Elders will announce the new Elders Committee member.

# Terms of Office

Committee members shall be voted into office by their peers and terms will be staggered.

The Chairperson and one Committee member will be elected to a four year term of office

The Secretary, Vice Chairperson, and one Committee member will be elected for a two year term of office.

Delegates for Michigan Indian Elders Association

Delegates will be voted in for terms of two (2) years by tribal elders. Vote for the delegates will take place at the Elders February meeting.

Elders will vote in two (2) delegates and one (1) alternate to sit on the Association Board. One must be a veteran. Delegates must be 55 years or older and be an enrolled member of LRBOI.

Alternate is allowed to attend each meeting but can vote only in the absence of the elected delegate. Spouses or caregiver may travel with Delegate. Elders will pay for the Delegate’s room, travel, and meals. Elders will pay for spouse’s meals only.

Delegate can resign at any time. The delegate resigning will send written notice to elders Coordinator.

If Delegate cannot serve out their two year term the Elders will vote in a new delegate.

## Meetings

The Elders Committee meetings shall be for a specific purpose as listed below.

1. Regular Meetings: Shall be held on the 1st Saturday of each month. Regular meetings shall be open to the public and the announcement of the meeting date, time, and agenda will be posted in what Tribal Media is available. Regular meetings shall be held at the AKI Community Center unless otherwise specified.

**2. 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. Elected Officials Meeting:** The Elders Committee will meet with LRBOI Tribal Councilors and Ogema on 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 will be summarized and presented at the next regular scheduled Elder’s meeting.

4. Annual Meeting: The Elders Committee shall conduct an open annual meeting. This meeting will be held the first Saturday of the month determined by the Elders. Business items shall include but not limited to:

1. Welcome – Elder Committee Chairperson
2. Agenda Review - Additions
3. State of the Tribe – Ogema Presentation
4. Future of the Tribe – Tribal Council Speaker
5. Financial overview of the Tribe
6. Elder Committee Update and Accomplishments
7. Issues facing our Elders
8. Comments & Concerns
9. Elders Initiatives for Tribal Council Action

5. Closed Meeting: The Elders Committee will not hold any closed meeting.

# Quorum

Three voting members of the 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. There will be no actions or votes taken. Committee member conducting the meeting will receive stipend.

# Elders Committee Minutes

Minutes of all Elders Committee meetings shall be kept in the administrative office of the Tribal Elders Coordinator:

1. Format: The minutes of all meetings shall include the following information:
2. Date, time, location of meeting.
3. Committee members present and absent.
4. Listing of other persons present at the meeting.
5. Individual listings of reports, actions, and outcomes of each item
6. Open and closing times.
7. Recording: the Secretary shall be responsible for the recording of all actions of the Elders.
8. 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.
9. Maintenance of Minutes: the original copy of all Committee meeting minutes shall be maintained in a file at the administrative offices of the Tribal Elders Coordinator Office.
10. Minutes will be forwarded to Tribal Council once they are approved for filing.

# 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 and Elders Coordinator.

Order of business for each regular meeting of the Committee shall follow the format below:

1. Prayer
2. Call to Order
3. Roll Call
4. Approval of Previous Board Minutes
5. Reports (to be listed on the agenda)
6. Old Business
7. New Business
8. Items of Information
9. Elected Officials - updates
10. Public Comment
11. Adjournment

# Committee Responsibility

The Officers of the Elders Committee shall consist of the duties and responsibilities listed below:

1. Committee Chairperson shall exercise such powers as pertain to his/her office, inclusive of:
2. Preside at all meetings of the Committee or assign another Committee member.
3. Provide for the orderly conduct of Committee meetings.
4. Bring to the Committee through the agenda those matters that require the attention or action of the Elders
5. Recommend the establishment of special meetings subject to the approval of the Committee.
6. Appear on behalf of the Committee in all actions brought by or against the Committee.
7. Act as public spokesperson for the Committee except as this responsibility is delegated to others
8. Vice Chairperson, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence.
9. Elder Committee Secretary shall:
10. Maintain accurate reporting of Committee actions and business through a recording of official Committee meeting minutes.
11. Publish and post notices regarding vacant Committee seats, and other pertinent notices.
12. Perform any other duties which may be assigned by the Committee; the duties of the Secretary may be delegated by the Committee to specific Administrative personnel.

# Elders Budget

The Elder Committee stipend will be determined by LRBOI Tribal Council.

The Elder Committee will be compensated for travel, mileage, and per diem, according to the LRBOI Travel Policy when traveling for Elders business.

The Elders Committee shall be responsible for adopting an Elders budget according to the process establish by the LRBOI. The Elders Committee is responsible for oversight of the budget to assure proper use of and accounting for Elders department funds.