

## **Elders Committee Work Plan**

### **Section 1. Title; Authority; Purpose**

1.01 *Title.* The official name shall be the Elders 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 Elders Committee. The Committee is created and the Work Plan is adopted by Tribal Council Resolution #17-0404-119.

1.03 *Purpose.* The purpose of this committee is to embrace the Tribal Elders as a valuable resource because they are the keepers of the 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.

### **Section 2. Members**

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

2.02 *Election.* In accordance with Section 4.02 of the Committees Ordinance and Tribal Council Resolution #17-0404-119, Election of Elders Committee shall occur every two years as follows:

- a. Notice shall be posted in the September Currents Newspaper and the Rapid River News announcing the names of members running for Elders Committee.
- b. At the November meeting Elders shall vote by paper ballot from a list of candidates.
- c. Ballots shall be counted by the one Tribal Council Liaison and two (2) Elders.
- d. Elders Committee members may be directors/supervisors/managers of the departments of the Tribe or Casino.

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

2.04 *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.

2.05 *Delegates for the Michigan Indian Elders Association.* Delegates shall be selected according to the following process and criteria:

a. Delegates shall be voted in for terms of two (2) years by tribal elders.

b. Vote for the delegates shall take place at the Elders February meeting.

c. Elders shall 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 the Little River Band of Ottawa Indians.

d. The 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.

e. Elders Committee shall pay for the Delegate’s room, travel, and meals. Elders Committee shall pay for spouse’s meals only.

- f. Delegate can resign at any time. The delegate resigning shall send written notice to Chairperson of the Elders Committee.
- g. If Delegate cannot serve out their two year term the Elders shall vote in a new delegate.

**Section 3. Purpose; Direction.**

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

- a. *Regular Meetings:* Shall be held on the 1<sup>st</sup> Saturday 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 at the Aki Maadiziwin Community Center unless otherwise specified.
- 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 Committee may meet with 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 shall be summarized and presented at the next regular scheduled Elder's meeting.
- d. *Annual Meeting:* The Elders Committee shall conduct an open annual meeting. This meeting shall be held the first Saturday of the month determined by the Elders. Business items shall include but 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 Committee shall not hold any closed meeting.

3.02 *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.

3.03 *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. 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 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.

3.04 *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

3.05 *Committee Responsibility.* The Officers of the Elders 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 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, the Vice-Chairperson shall assume the duties and responsibilities of the Chairperson in his/her absence.
- c. Elder Committee Secretary shall:
  - i. Maintain accurate reporting 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.

3.06 *Elders Budget.* The Elders Committee shall be responsible for adopting an Elders budget

according to the process establish by the Tribal Government. The Elders Committee is responsible for oversight of the budget to assure proper use of and accounting for Elders department funds.

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

**Section 4. Length of Existence.**

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

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I, Virgil Johnson, as Chairperson/Secretary of the Elders Committee do hereby certify that the Elders Committee adopted this work plan at a duly called meeting.

**CERTIFICATION**

← Liaison VDA

Virgil Johnson

I, Joseph Riley II, as Tribal Council Recorder do hereby certify that the Tribal Council, at a meeting call on April 4, 2017 adopted this work plan.

Joseph Riley II