



LEGISLATIVE OPERATING COMMITTEE MEETING AGENDA
Business Committee Conference Room-2nd Floor Norbert Hill Center
February 20, 2019
9:00 a.m.

- I. Call to Order and Approval of the Agenda**

- II. Minutes to be Approved**
 - 1. February 6, 2019 LOC Meeting Minutes (pg. 2)

- III. Current Business**
 - 1. Curfew Law (pg. 4)
 - 2. Anna John Resident Community Centered Care Bylaws Amendments (pg. 6)
 - 3. Oneida Pow-wow Committee Bylaws Amendments (pg. 28)
 - 4. Pardon and Forgiveness Screening Committee Bylaws Amendments (pg. 51)

- IV. New Submissions**
 - 1. Attorney Contract Policy Amendments (pg. 69)

- V. Additions**

- VI. Administrative Updates**

- VII. Executive Session**

- VIII. Recess/Adjourn**



LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES
Oneida Business Committee Conference Room-2nd Floor Norbert Hill Center
February 6, 2019
9:00 a.m.

Present: David P. Jordan, Kirby Metoxen, Jennifer Webster

Excused: Ernest Stevens III, Daniel Guzman King

Others Present: Maureen Perkins, Brandon Wisneski, Clorissa Santiago, Jennifer Falck, Kristen Hooker, Lee Cornelius, Aliskwet Ellis, Bonnie Pigman, Ralinda Ninham-Lamberies, Chad Wilson, Jackie Johnson, Matt Denny

I. Call to Order and Approval of the Agenda

David P. Jordan called the February 6, 2019 Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Jennifer Webster to approve the agenda; seconded by Kirby Metoxen. Motion carried unanimously.

II. Minutes to be Approved

1. January 16, 2019 LOC Meeting Minutes

Motion by Kirby Metoxen to approve the January 16, 2019 Legislative Operating Committee meeting minutes and forward to the Oneida Business Committee for consideration; seconded by Jennifer Webster. Motion carried unanimously.

III. Current Business

1. Employee Protection Policy Amendments (1:06-19:09)

Motion by Jennifer Webster to approve the adoption packet for the Whistleblower Protection law and forward to the Oneida Business Committee for consideration; seconded by Kirby Metoxen. Motion carried unanimously.

2. Domestic Animals Amendments (19:12-27:33)

Motion by Jennifer Webster to approve the public meeting packet and direct that a public meeting for the amendments to the Domestic Animals law be held on Monday, March 11, 2019; seconded by Kirby Metoxen. Motion carried unanimously.

3. Sanctions and Penalties Law (27:34-35:32)

Motion by Jennifer Webster to enter the results of the January 29, 2019 e-poll entitled "E-poll Request: Sanctions and Penalties Law February 7, 2019 Kalihwisaks Article" into the record; seconded by Kirby Metoxen. Motion carried unanimously.



IV. New Submissions**1. Sexual Harassment and Workplace Violence Investigations (35:33-46:25)**

Motion by Jennifer Webster to add the Workplace Violence law, Investigative Leave Policy, and Oneida Personnel Policies and Procedures to the active files list and assign David P. Jordan as the sponsor; seconded by Kirby Metoxen. Motion carried unanimously.

V. Additions**VI. Administrative Updates****1. Legislative Operating Committee FY19 First Quarter Report (46:29-55:19)**

Motion by Kirby Metoxen to approve the Legislative Operating Committee's FY19 First Quarter Report and forward to the Oneida Business Committee with the correction to Dallas on the per-capita petition on page one (1); seconded by Jennifer Webster. Motion carried unanimously.

2. Boards, Committees, and Commissions Bylaw Amendments Update (55:20-59:00)

Motion by Jennifer Webster to approve the memorandum from Chairman David P. Jordan to the Oneida Business Committee and forward to the Oneida Business Committee to be placed on the February 13, 2019 Oneida Business Committee meeting agenda; seconded by Kirby Metoxen. Motion carried unanimously.

VII. Executive Session**VIII. Adjourn**

Motion by Kirby Metoxen to adjourn the February 6, 2019 Legislative Operating Committee meeting at 9:59 a.m.; seconded by Jennifer Webster. Motion carried unanimously.



Legislative Operating Committee
February 20, 2019

Curfew Law

Submission Date: 12/19/18	Public Meeting: n/a
LOC Sponsor: Ernest Stevens III	Emergency Enacted: n/a

Summary: *This was a recommendation from the TAP Law and Policy Subcommittee, to develop a curfew law for the Oneida Nation.*

12/19/18 LOC: Motion by Jennifer Webster add the Curfew Law to the active files list and assign Ernest Stevens III as the sponsor; seconded Ernest Stevens III. Motion carried unanimously.

2/13/19: *Work Meeting.* Present: Clorissa N. Santiago, Eric Boulanger, Joel Maxam, Maureen Perkins. The purpose of this work meeting was to obtain information from the Oneida Police Department regarding any issues that may currently be occurring on the Reservation related to a lack of curfew, as well as discuss OPD’s role in potentially enforcing a Curfew law.

2/14/19: *Work Meeting.* Present: David P. Jordan, Jennifer Webster, Jennifer Falck, Clorissa N. Santiago, Brandon Wisneski. The purpose of this work meeting was to provide the LOC an update on communications with the Oneida High School’s Clan Council, and recent work meeting with OPD. The LOC also discussed potential dates for holding a community meeting potluck on the curfew law.

Next Steps:

- Approve the community meeting notice and direct that a community meeting for the proposed Curfew law be held on Thursday, March 21, 2019.

LEGISLATIVE OPERATING COMMITTEE OUTREACH EVENT



COMMUNITY POT LUCK

WWW.ONEIDA-NSN.GOV/GOVERNMENT

Thursday, March 21, 2019, 5:00-7:30pm

Norbert Hill Center Cafeteria
7210 Seminary Rd., Oneida, Wisconsin

PROPOSED CURFEW LAW

This will be an exploratory meeting that will gather input from the community regarding issues and concerns related to the implementation of a curfew for minors seventeen (17) years old or younger, and the consequences that would result from violating the curfew.



OUTREACH

The Legislative Operating Committee (LOC) holds community outreach events in an effort to collect thoughts and ideas from the community at the beginning of the legislative process. This provides insight and ideas early and is a more efficient way of getting work done. Outreach events also provide the community with additional opportunities to share their thoughts with the LOC. When the LOC feels that the community may have a particular interest in proposed legislation these events are held in addition to the formal public meetings required by the Legislative Procedures Act.



-FOR MORE INFORMATION-

[www.oneida-nsn.gov/Register/Public Meetings](http://www.oneida-nsn.gov/Register/Public%20Meetings) or contact Oneida Nation Legislative Reference Office located in the Norbert Hill Center, PO Box 365, Oneida, Wisconsin 54155
Email: LOC@oneidanation.org Phone: 920-869-4376



Legislative Operating Committee
February 20, 2019

Anna John Resident Centered Care Community Board By-Laws Amendments

Submission Date: 10/3/18	Public Meeting: n/a
LOC Sponsor: David P. Jordan	Emergency Enacted: n/a Expires: n/a

Summary: *On September 26, 2018, the Oneida Business Committee (“OBC”) adopted the Boards, Committees and Commissions law (“Law”) through resolution BC-09-26-18-C titled Amendments to the Comprehensive Policy Governing Boards, Committees and Commissions. Per Section 105.10 of the Law, within a reasonable time after its adoption, all existing boards, committees and commissions of the Nation must present bylaws for adoption that comply with the format and contain the minimal amount of information prescribed in the Law. In resolution BC-09-26-18-C, the OBC gave the Nation’s boards, committees and commissions six (6) months from the date of the Law’s adoption to present their bylaws. The OBC further directed that, within thirty (30) days of the Law’s adoption, the Legislative Reference Office hold at least two (2) informational meetings with the boards, committees and commissions for purposes of: (1) providing them with an update on the revised bylaws requirements that resulted from the Law’s adoption; (2) providing them with a template for the development of their revised bylaws; and (3) offering them any assistance in the development and drafting of their revised bylaws.*

10/3/18 LOC: Motion by Ernest Stevens III to add Anna John Resident Centered Care Community Board By-Laws Amendments to the active files list; Seconded by Kirby Metoxen. Motion carried unanimously.

10/17/18: *Informational Meeting.* Present: Jennifer Falck, Kristen M. Hooker, Maureen Perkins, Jennifer Webster, Dale Webster (ONCOA), Marlene Summers (ONCOA), Lois Strong (ONCOA), Sandra Reveles (OPC), Carol Silva (OPC), Brook Doxtator (OBCSU), Bonnie Pigman (OTEC), Chad Wilson (ERB), Dylan Benton (OTEC/ Library), Chris Cornelius (OLC). Per resolution BC-09-26-18-C, adopting the amendments to the Comprehensive Policy Governing Boards, Committees and Commissions (n/k/a Boards, Committees and Commissions law), the LRO was directed to hold two informational meetings for the Nation’s boards, committees and

commissions to provide them with: (1) an update on the new bylaws requirements mandated by the Boards, Committees and Commissions law; (2) a template for the boards, committees and commissions to use when revising their respective bylaws; and (3) assistance to the boards, committees and commissions in the development and drafting of their bylaws. This was the first of the two informational meetings.

10/24/18: *Informational Meeting.* Present: Jennifer Falck, Kristen M. Hooker, Maureen Perkins, Clorissa Santiago, Donald McLester (OLC), Chris Cornelius (OLC), Ronald King, Jr. (PFSC), Jeanette Ninham (PFSC), Vicki Cornelius (OEB & Powwow), Bonnie Pigman (OTEC), Lisa Liggins (School Board & OTEC), Rochelle Powless (ONCOA), Terry Hetzel (HRD), Patty Hoeft (Oneida Law Office), Brooke Doxtator (OBCSO), Arthur Elm (SEOTS), Diane Hill (SEOTS). Per resolution BC-09-26-18-C, adopting the amendments to the Comprehensive Policy Governing Boards, Committees and Commissions (n/k/a Boards, Committees and Commissions law), the LRO was directed to hold two informational meetings for the Nation's boards, committees and commissions to provide them with: (1) an update on the new bylaws requirements mandated by the Boards, Committees and Commissions law; (2) a template for the boards, committees and commissions to use when revising their bylaws; and (3) assistance to the boards, committees and commissions in the development and drafting of their bylaws. This was the second of the two informational meetings.

1/08/19: *AJRCCC Board Meeting.* Present: Maureen Perkins, Kristen M. Hooker, Kristin Jorgenson, Candace House, Shirley Barber, Carol Elm, Patricia Moore, Valerie Groleau. The purpose of this meeting was to walk the AJRCCC Board through the suggested revisions that the LRO staff attorney made to the draft of proposed bylaws amendments the Board had submitted to the LRO for review in advance of the deadline for requesting a legislative analysis. The next steps will be: (1) for the Board to submit a revised draft of its proposed bylaws amendments to the LRO staff attorney for a final review before forwarding to the LRO analyst for a legislative analysis; (2) for the LRO analyst to begin the legislative analysis following the LRO staff attorney's final review; and (3) for the draft bylaws amendments proposed by the AJRCCC Board to be brought to a LOC Work Meeting for review.

1/24/19: *LOC Work Meeting.* Present: Clorissa Santiago, Kristen M. Hooker, Maureen Perkins, David P. Jordan, Daniel Guzman King, Jennifer Webster, Kirby Metoxen. The purpose of this meeting was to go through the final draft of the AJRCCC Board's proposed bylaws amendments submitted in accordance with the Boards, Committees and Commissions law and adopting resolution BC-09-26-18-C.

Next Steps:

- Accept the Anna John Resident Centered Care Community Board By-Laws Amendments.
- Forward the Anna John Resident Centered Care Community Board By-Laws Amendments to the Oneida Business Committee for consideration.

1 ANNA JOHN RESIDENT CENTERED CARE COMMUNITY BOARD BYLAWS

2
3 **Article I. Authority**

4 1-1. **Name.** The name of this entity shall be the Anna John Resident Centered Care
5 Community Board and may be hereinafter referred to as the "Board."
6

7 1-2. **Establishment.** This Board was established by motion of the Oneida Business Committee
8 on November 16, 1977 and is recognized by the adoption of these bylaws
9 on November 16, 1977, as amended on April 11, 1979; December 15, 1980;
10 May 15, 1984; February 9, 2011 and April 27, 2011.
11

12 1-3. **Authority.** The Board was established to serve in an advisory capacity for the Anna
13 John Resident Centered Care Community ("AJRCCC") and is responsible
14 for, including, but not limited to:

- 15 (a) Enhancing services between the community, the residents of the AJRCCC,
16 their families and the AJRCCC Administration;
- 17 (b) Being involved, visiting and participating in activities with the residents of
18 the AJRCCC;
- 19 (c) Ensuring that the AJRCCC is equipped and staffed in a manner that
20 provides the best services for residents of the AJRCCC;
- 21 (d) Bringing the Board's and AJRCCC residents' concerns and/or complaints
22 to the AJRCCC Administration, as well as the Comprehensive Health
23 Division Director and/or the Business Committee liaison to the Board;
- 24 (e) Ensuring that the AJRCCC operates within the guidelines and policies of
25 the Oneida Nation and within all further regulations, rules and policies
26 governing its operations;
- 27 (f) Ensuring that the AJRCCC maintains a safe and sanitary environment while
28 providing quality care and services to its residents as ordered by each
29 resident's attending physician; and
- 30 (g) Carrying out all other powers and/or duties delegated to the Board by the
31 laws of the Nation.
32

33 1-4. **Office.** The official mailing address of the Board shall be:
34 Anna John Resident Centered Care Community Board
35 c/o Anna John Resident Centered Care Community
36 2901 S. Overland Road
37 Oneida, WI 54155
38

39 1-5. **Membership.**

- 40 (a) **Number of Members.** The Board shall be comprised of seven (7) Board
41 members.
- 42 (b) **Appointed.** Board members shall be appointed by the Oneida Business
43 Committee in accordance with the Boards, Committees and Commissions
44 law for four (4) year terms. Each member shall remain in office:
45 (1) If his or her term has expired, until a successor has been sworn in by
46 the Oneida Business Committee;
47 (2) Until his or her resignation; or

48 (A) A member may resign at any time verbally at a meeting or
49 by delivering written notice to the Oneida Business
50 Committee Support Office and the Board Chairperson or the
51 Chairperson's designee. The resignation is effective upon
52 acceptance by motion of a member's verbal resignation or
53 upon delivery of the written notices.

54 (3) Until his or her appointment is terminated in accordance with the
55 Boards, Committees and Commissions law.

56 (c) **Filling of Vacancies.** Vacancies shall be filled in accordance with the
57 Boards, Committees and Commissions law.

58 (1) The Board's Chairperson shall provide the Oneida Business
59 Committee recommendations on all applications for appointment
60 before the executive session in which the appointment is intended to
61 be made.

62 (2) Vacancies of less than one (1) year shall be filled for the remainder
63 of the term and for a new four (4) year term. Vacancies greater than
64 one (1) year remaining of the term shall be filled for the remainder
65 of the term.

66 (d) **Qualifications.** Board members shall meet the following qualifications:

67 (1) Be an enrolled member of the Oneida Nation;

68 (2) Be at least eighteen (18) years of age;

69 (3) Reside within Brown or Outagamie County; and

70 (4) Not be employed by the AJRCCC.

71

72 1-6. **Termination.** A Board member's appointment may be terminated in accordance with the
73 Boards, Committees and Commissions law. The following infractions shall
74 be cause for a recommendation by the Board to the Oneida Business
75 Committee for termination of a member's appointment:

76 (a) Three (3) unexcused absences from regular monthly meetings per calendar
77 year.

78 (1) A Board member who is unexcused for two (2) monthly meetings
79 shall be forwarded a reminder of the meeting dates by the Board
80 Secretary.

81 (2) **Leave of Absence.** Board members will be allowed up to three (3)
82 months Leave of Absence for a medical circumstance within their
83 term of appointment. The Board member requesting a Leave of
84 Absence shall bring the request to an Officer of the Board.

85 (b) A violation of any of the expectations set forth in Article IV of these bylaws
86 may result in a recommendation to the Oneida Business Committee for
87 termination of appointment.

88

89 1-7. **Trainings and Conferences.** Board members shall be required to attend a minimum of two
90 (2) trainings or conferences per year. Stipends are only paid for a full day
91 of trainings/conferences per the Boards, Committees and Commissions law,
92 for no more than five (5) full days. Trainings/conferences should include,
93 but not be limited to:

94 (a) HIPAA;

95 (b) Medicare/Medicaid;

- 96 (c) Nutrition;
- 97 (d) Elderly Health Concerns; and
- 98 (e) Personal Growth.
- 99

100 **Article II. Officers**

101 2-1. **Officers.** The Board shall have three (3) Officers: Chairperson, Vice Chairperson and
102 Secretary. The Officers of the Board shall perform other duties as may be
103 required or requested by the Oneida Business Committee or General Tribal
104 Council.

105
106 2-2. **Responsibilities of the Chairperson.** The responsibilities, duties and limitations of the
107 Chairperson of the Board are as follows:

- 108 (a) Shall call meetings, notify Board members and develop agendas in
109 conjunction with the Board Secretary;
- 110 (b) Shall preside at all meetings of the Board and maintain orderly discussions;
- 111 (c) Shall receive, review and monitor all correspondence from the Board,
112 present to the Board and sign all correspondence approved by the Board;
- 113 (d) Shall vote only in case of a tie;
- 114 (e) Shall submit approved and signed Board meeting minutes, in conjunction
115 with the Board Secretary, to the Oneida Business Committee Support
116 Office;
- 117 (f) Shall, in conjunction with the Board Secretary, submit quarterly reports to
118 the Oneida Business Committee, and submit annual and semi-annual reports
119 to the General Tribal Council in accordance with the Boards, Committees
120 and Commissions law, and shall attend or designate a Board member to
121 attend the Oneida Business Committee meeting where the Board's quarterly
122 report is on the agenda; and
- 123 (g) Shall perform other duties assigned by the Board.

124
125 2-3. **Responsibilities of the Vice Chairperson.** The responsibilities, duties and limitations of
126 the Vice Chairperson of the Board are as follows:

- 127 (a) Shall perform the Chairperson's duties under Section 2-2 of these bylaws
128 in the absence of the Chairperson;
- 129 (b) Shall work with the Chairperson in all matters that concern the Board; and
- 130 (c) Shall perform other duties as assigned by the Board.

131
132 2-4. **Responsibilities of the Secretary.** The responsibilities, duties and limitations of the
133 Secretary of the Board are as follows:

- 134 (a) Shall assist the Chairperson in calling meetings (regular and emergency)
135 and notify the Board members;
- 136 (b) Shall maintain the minutes, reports and correspondence of the Board;
- 137 (c) Shall perform the Chairperson's duties under Section 2-2, except Subsection
138 (b) and (d) in the absence of the Chairperson and Vice Chairperson;
- 139 (d) Shall assist the Chairperson in submitting quarterly reports to the Oneida
140 Business Committee and annual and semi-annual reports to the General
141 Tribal Council;
- 142 (e) Shall ensure the Board meeting minutes are recorded and reviewed by the
143 Board;

- 144 (f) Shall assist the Chairperson in submitting approved and signed Board
145 meeting minutes to the Oneida Business Committee Support Office; and
146 (g) Shall perform other duties as assigned by the Board.
147

148 2-5. **Selection of Officers.** Officers shall serve one (1) year terms and shall be elected by a
149 majority vote of the Board membership.

- 150 (a) Vacancies among Officers of the Board shall be filled for the duration of
151 the unexpired term by a majority vote of the quorum during the next regular
152 or emergency meeting of the Board.
153 (b) Officers may hold only one (1) Officer position per term.
154

155 2-6. **Budgetary Sign-Off Authority and Travel.** The Board shall follow the Nation's policies
156 regarding purchasing and sign-off authority.

- 157 (a) Budgetary sign-off authority for the Board shall be as follows:
158 (1) An Officer of the board may sign-off on meeting stipends of
159 seventy-five dollars (\$75) per member, per month.
160 (2) The Boards, Committees and Commissions Supervisor may sign-off
161 on meeting stipends in lieu of a Board Officer per the Board's
162 request.
163 (3) All other sign-off authority is with the AJRCCC administrator.
164 (b) The Board shall remain under the AJRCCC budget.
165 (c) Travel will be approved by majority vote of the voting members at a regular
166 or emergency meeting of the Board.
167 (1) Travel will need to be approved by the AJRCCC administrator.
168

169 2-7. **Personnel.** The Board shall not have the authority to hire personnel for the benefit of
170 the Board.

- 171 (a) Special committees may be assigned by the Board from time to time as
172 conditions necessitate.
173 (1) A majority vote of the quorum of Board members present at a duly
174 called meeting shall be required to create a special committee.
175 (2) Members of the special committee shall be appointed by the
176 Chairperson and shall be terminated upon completion of their
177 assignment, which ordinarily shall result in a written report to the
178 Board.
179 (3) Should a special committee be established which for whatever
180 reason is no longer meeting a valid goal of the Board, it may be
181 terminated by the majority vote of the Board at any time.
182 (4) Members of a special committee shall not be eligible for stipends
183 unless a specific exception is made by the Oneida Business
184 Committee or the Oneida General Tribal Council.
185

186 **Article III. Meetings**

187 3-1. **Regular Meetings.** The Board shall meet monthly the second (2nd) Wednesday of every
188 month at the AJRCCC. The meeting dates and location may change from
189 time to time as determined by the Board but shall be within the Reservation
190 boundaries unless notified to the Board membership prior to designating the
191 meeting location.

- 192 (a) In the event a Board member is not able to attend a meeting, the Board
193 member shall contact an AJRCCC Officer no later than two (2) hours prior
194 to the start of the meeting in order to be excused from the meeting.
195 (1) If the Board member contacts the AJRCCC Officer after the
196 deadline, the Board shall consider the circumstances and make a
197 determination by a majority vote to approve or deny the Board
198 member as excused.
199 (b) Robert's Rules of Order shall be used as a guideline for conducting
200 meetings.
201 (c) The Board Secretary, or delegate, will provide notice of meeting agenda,
202 documents, and minutes by email to each Board member's official Oneida
203 Nation email address.
204

205 3-2. **Emergency Meetings.** An emergency meeting may convene outside of regular meetings to
206 address an urgent matter. These meetings may be called by the Chairperson
207 or Vice Chairperson and as soon as a quorum can be established. The
208 emergency causing the meeting shall be set forth in the minutes.

- 209 (a) Within seventy-two (72) hours after an emergency meeting, the Board shall
210 provide that Nation's Secretary with notice of the meeting, the reason for
211 the emergency meeting, and an explanation of why the matter could not wait
212 for a regular meeting.
213 (b) Notification of an emergency meeting to the Board members will be by
214 phone call.
215

216 3-3. **Joint Meetings.** Joint meetings with the Oneida Business Committee may be requested by
217 the Chairperson as needed or by request of the Oneida Business Committee
218 as agreed upon to take place at the Norbert Hill Center located in Oneida,
219 Wisconsin, or some alternate location agreed upon between the Board and
220 the Oneida Business Committee in advance of the joint meeting.

- 221 (a) The Board Chairperson shall provide notice of meeting agenda, documents
222 and minutes for joint meetings requested by the Board and the Oneida
223 Business Committee Support Office shall provide notice of meeting agenda,
224 documents and minutes for joint meetings requested by the Oneida Business
225 Committee.
226 (b) Notice of meeting agenda, documents and minutes shall be provided by
227 email.
228

229 3-4. **Quorum.** A quorum shall consist of a majority of the current members of the Board
230 and shall include either the Chairperson, Vice Chairperson or Secretary.
231

232 3-5. **Order of Business.** The regular meetings of the Board shall follow the order of business as
233 set out herein:

- 234 (a) Call to Order
235 (b) Roll Call
236 (c) Opening/Prayer (if requested)
237 (d) Approve/Amend Agenda
238 (e) Review/Approve/Amend Minutes
239 (f) Reports

- 240 (g) Tabled Business
- 241 (h) Old Business
- 242 (i) New Business
- 243 (j) Other Concerns/Announcements
- 244 (k) Next Meeting
- 245 (l) Adjournment
- 246

247 3-6. **Voting.** Voting shall be in accordance with the simple majority vote over fifty (50)
248 percent of the quorum of Board members present at a duly called meeting.

- 249 (a) The Chairperson only votes in a tie.
- 250 (b) E-polls are not permitted.
- 251

252 3-7. **Cancellation of Meetings.** Any meeting may be cancelled due to unforeseen circumstances
253 or due to the inclement weather conditions and shall be rescheduled when
254 available.

- 255 (a) In the event a meeting is cancelled, the delegate Board Officer shall contact
256 each Board member prior to the meeting.
- 257 (b) If a Board member is uncertain of a cancelled meeting, call the AJRCCC
258 Board Chairperson or an Officer staff member by 12:00 p.m., noon, the day
259 of the meeting.
- 260 (c) Should the Nation cancel work due to inclement weather, any scheduled
261 meeting would also be cancelled.
- 262

263 **Article IV. Expectations**

264 4-1. **Behavior of Members.** Members of the Board are expected to behave as follows:

- 265 (a) They shall regularly check email for communication from Board Officers.
 - 266 (1) If access is not available, members shall utilize the Oneida Nation
267 Community Education Center.
 - 268 (2) Use of personal or work email addresses for Board business is
269 prohibited.
- 270 (b) They shall treat other Board members, community members, AJRCCC staff
271 and residents with respect.
- 272 (c) When receiving concerns regarding AJRCCC, they shall have the
273 complainant put it in writing with as many details as possible for appropriate
274 follow-up.
- 275 (d) Enforcement of these behavioral expectations could result in a suspension
276 from a future Board meeting, or a recommendation by the Board to the
277 Oneida Business Committee for the member's termination in accordance
278 with the Boards, Committees and Commissions law.
- 279

280 4-2. **Prohibition of Violence.** Members of the Board are prohibited from committing intentional
281 acts that inflict, attempt to inflict, or threaten to inflict, emotional or bodily
282 harm on another person, or damage to property. Violations could result in a
283 recommendation for termination from the Board to the Oneida Business
284 Committee in accordance with the Boards, Committees and Commissions
285 law.

286

287 4-3. **Drug and Alcohol Use.** Members of the Board are prohibited from using or being under
288 the influence of prohibited drugs or alcohol while acting in their official
289 capacity as AJRCCC Board members. Violations could result in a
290 recommendation for termination from the Board to the Oneida Business
291 Committee in accordance with the Boards, Committees and Commissions
292 law.

293
294 4-4. **Social Media.** Members of the Board are prohibited from posting on social media
295 confidential information shared in AJRCCC meetings and executive
296 sessions. Complaints shall be addressed with the AJRCCC administration.
297 Any publication of information must be approved by the Board.

298
299 4-5. **Conflict of Interest.** Members of the Board must keep their Conflict of Interest form
300 updated with the Oneida Business Committee Support Office.

301 (a) Board members shall abide by all laws of the Nation governing conflicts of
302 interest.

303 (b) In the event of a conflict of interest regarding a complaint or concern in a
304 Board meeting, the conflicted member shall excuse himself or herself from
305 contributing to the conversation and refrain from voting.

306

307 **Article V. Stipends & Compensation**

308 5-1. **Stipends.** Board members are eligible for the following stipends as set forth in the
309 Boards, Committees and Commissions law and resolution BC-09-26-18-D,
310 titled Boards, Committees and Commissions Law Stipends:

311 (a) One (1) monthly meeting stipend of seventy-five dollars (\$75).

312 (b) Stipends for Judiciary hearings.

313 (1) A member of the Board may receive a stipend for attending an
314 Oneida Judiciary hearing if that member is specifically subpoenaed.

315 (c) A stipend for attendance at each full day of trainings/conferences that is
316 required by law, bylaw or resolution.

317 (d) A stipend for attendance at a duly called joint meeting as defined under the
318 Boards, Committees and Commissions law.

319

320 5-2. **Compensation.** Besides per diem and travel expenses, Board members shall be entitled to
321 no other compensation.

322

323 **Article VI. Records & Reporting**

324 6-1. **Agenda Items.** Agenda items shall be given in the format provided by the Oneida Business
325 Committee Support Office.

326 (a) Items and backup documents to be on the agenda shall be provided to the
327 Board members a minimum of twenty-four (24) hours prior to the meeting,
328 or items will be tabled to the next meeting.

329 (b) Packets of the proposed agenda and the backup documentation shall be
330 made available at the meeting. Executive session items shall be stamped
331 confidential.

332

- 333 6-2. **Minutes.** Minutes shall be typed in the Oneida Business Committee Support Office’s
334 approved format designed to generate the most informative record of the
335 Board's meetings.
- 336 (a) All minutes shall be submitted to the Oneida Business Committee Support
337 Office within thirty (30) calendar days after approval by the Board.
- 338 (b) Actions taken by the Board are valid when minutes are approved, provided
339 that, minutes are filed according to this Article.
- 340 (c) Copies of the minutes shall be available in accordance with the Open
341 Records and Open Meetings law.
342
- 343 6-3. **Attachments.** Handouts, reports, memoranda, and the like shall be attached to the minutes
344 and agenda from the meeting in which they were presented. Records of
345 attachments will be saved in the AJRCCC folder on the Oneida Nation
346 network.
347
- 348 6-4. **Oneida Business Committee Liaison.** The Board shall regularly communicate with the
349 Oneida Business Committee liaison. The frequency and method shall be
350 agreed upon by the Board and the liaison.
- 351 (a) The Chairperson shall report to the Oneida Business Committee liaison.
352
- 353 6-5. **Audio Recordings.** The Board shall audio record all meetings, except executive session
354 portions of the meetings.
- 355 (a) All recordings will be kept in the AJRCCC folder on the Oneida Nation
356 network.
- 357 (b) The Board will use the Board laptop provided by AJRCCC administration
358 to record the meetings.
359

360 **Article VII. Amendments**

- 361 7-1. **Amendments to Bylaws.** The Board, upon written notice, at a duly called regular meeting,
362 may, by a majority vote, adopt, amend or repeal any provisions of these
363 bylaws.
- 364 (a) Amendments to these bylaws must conform to the requirements of the
365 Boards, Committees and Commissions law, as well as any other policy of
366 the Nation.
- 367 (b) Amendments are effective upon adoption by the Board and approval by the
368 Oneida Business Committee.
369
- 370 7-2. **Updating and Review.** The Board shall conduct review of these bylaws as needed.
371
372

373 These bylaws as amended and revised, were adopted by the Anna John Resident Centered Care
374 Community Board at a duly called meeting held on the ___ day of _____, 2019, with
375 amendments approved by the Chairperson of the Anna John Resident Centered Care Community
376 Board at the XXX 30, 2019 Legislative Operating Committee meeting.
377

378 _____
379 Candace J. House, Chairperson
380 Anna John Resident Centered Care Community Board

381
382 Approved by the Oneida Business Committee at a duly called meeting held on
383
384
385 _____

ANNA JOHN RESIDENT CENTERED CARE COMMUNITY BOARD BYLAWS
(FORMERLY KNOWN AS ANNA JOHN NURSING HOME BOARD)

Article I. Authority

1-1. *Name.* The name of this entity shall be the Anna John Resident Centered Care Community Board, hereinafter referred to as "Board."

1-2. *Authority.* The Board was established by motion of the Oneida Business Committee on November 16, 1977, and is delegated authority by the Oneida Business Committee pursuant to the authority delegated by the Constitution of the Oneida Tribe of Indians of Wisconsin, under Article IV., Section 1., Subsection (g) and is further recognized by the adoption of these Bylaws on November 16, 1977 and amended on April 11, 1979; December 15, 1980; May 15, 1984; February 9, 2011; and April 27, 2011.

1-3. *Office.* The official mailing address of the Board shall be:

Anna John Resident Centered Care Community Board
c/o Anna John Resident Centered Care Community
2901 S. Overland Road
Oneida, WI 54155

1-4. *Board Membership.*

- (a) *Number of Board Members.* The Board shall be comprised of seven (7) Board members.
- (b) *How Appointed.* Board members shall be appointed by the Oneida Business Committee in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- (c) *How Vacancies are Filled.* If a vacancy occurs on the Board, the Board shall provide written notice to the Oneida Tribal Secretary so that the Oneida Business Committee may fill the vacancy through the appointment process, in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions. The Board shall be allowed to make recommendations as to possible candidates. Vacancies of less than one (1) year shall be filled for the remainder of the term and for a new three (3) year term. Vacancies greater than one (1) year remaining of the term shall be filled for the remainder of the term.
- (d) *Qualifications.* Board members shall meet the following qualifications:
 - (1) Be an enrolled member of the Oneida Tribe of Indians of Wisconsin;
 - (2) Reside within Brown or Outagamie County; and
 - (3) Not be employed by the AJRCCC.
- (e) *Term of Office.* Board members shall serve a three (3) year term. Terms of office shall be staggered. Board members shall remain in office until the following:
 - (1) Successors have been sworn in by the OBC; or
 - (2) Submission to and acceptance of resignation by the Board; or
 - (3) Termination of appointment.
- (f) *Termination of Appointment and Resignation.* Three (3) unexcused absences of a Board member may result in a Board member's appointment being terminated in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions. A Board member who is unexcused for two (2) consecutive meetings shall be forwarded a reminder of the meeting dates by the Board Secretary. Resignations shall be brought to the Board in verbal or written format and presented to the Board.

- (g) *Leave of Absence.* The Board members will be allowed up to three (3) months leave of absence for a medical circumstance within term of appointment. The Board member requesting a Leave of Absence shall bring the request to the Board in verbal or written format.

1-5. *Purpose.* The purpose of this Board is to serve in an advisory capacity for the Anna John Resident Centered Care Community (AJRCCC) ensuring the operations are within the guidelines and policies of the Oneida Tribe of Indians of Wisconsin and within all regulations, rules and policies governing the operation of the AJRCCC. The Board also ensures the AJRCCC maintains a safe and sanitary environment while providing quality care and services to residents of the facility and as ordered by each resident's attending physician. The Board shall have the following duties and responsibilities:

- (a) Enhance service between the residents, families and the AJRCCC Administration.
- (b) To be involved, visit and participate in activities with the residents.
- (c) Ensure the AJRCCC is equipped and staffed in a manner to provide the best services for residents.
- (d) To bring the Board's concerns and/or complaints to the AJRCCC Administration.

Article II. Officers

2-1. *Officers.* The Board shall have three (3) Officers: Chairperson, Vice Chairperson and Secretary. The Officers of the Board shall perform other duties as may be required or requested by the Oneida Business Committee or General Tribal Council.

2-2. *Chairperson Duties.* The responsibility, duties and powers of the Chairperson of the Board are as follows:

- (a) Call meetings, notify Board members and develop agendas, in conjunction with the Board Secretary.
- (b) Preside at all meetings of the Board and maintain orderly discussions.
- (c) Receive, review and monitor all correspondence from the Board, present to the Board and sign all correspondence approved by the Board.
- (d) Vote only in case of a tie.
- (e) Submit approved and signed Board meeting minutes, in conjunction with the Board Secretary, to the Oneida Tribal Secretary.
- (f) Submit quarterly reports to the Oneida Business Committee, annual and semi-annual reports to the General Tribal Council and any other reports as required or requested by the Oneida Business Committee or General Tribal Council in conjunction with the Board Secretary.
- (g) Other duties assigned by the Board.

2-3. *Vice Chairperson Duties.* The responsibility, duties and powers of the Vice Chairperson of the Board are as follows:

- (a) Perform the Chairperson's duties under section 2-2 in the absence of the Chairperson.
- (b) Work with the Chairperson in all matters that concern the Board.
- (c) Other duties as assigned by the Board.

2-4. *Secretary Duties.* The responsibility, duties and powers of the Secretary of the Board are as follows:

- (a) Assist the Chairperson to call meetings (regular and special) and notify the Board members.
- (b) Maintain the minutes, reports and correspondence of the Board.

- (c) Perform the Chairperson's duties under section 2-2, except subsection (b) and (d), in the absence of the Chairperson and Vice Chairperson.
- (d) Assist the Chairperson to submit quarterly reports to the Oneida Business Committee and annual and semi-annual reports to the General Tribal Council.
- (e) Ensure the Board meeting minutes are recorded and reviewed by the Board.
- (f) Assist the Chairperson to submit approved and signed Board meeting minutes to the Oneida Tribal Secretary.
- (g) Other duties as assigned by the Board.

2-5. *How Chosen and Length of Term.* The tenure of Officers shall be for one (1) year by the election of the Board membership at the first meeting in April.

- (a) Vacancies among Officers of the Board shall be filled for the duration of the unexpired term at a special election to be held at the next regular or special meeting.

2-6. *Personnel.* The Board shall not have the authority to hire personnel for the benefit of the Board.

2-7. *Special Committees.* Special committees may be assigned by the Board from time to time as conditions necessitate. A majority vote of the Board members present at the duly called meeting shall be required to create a special committee. When so created, the committee shall be appointed by the Chairperson and shall be terminated upon completion of their assignment, which ordinarily shall result in a written report to the Board. Should a committee be established which for whatever reason is no longer meeting a valid goal of the Board it may be terminated by the majority vote of the Board at any time.

Article III. Meetings

3-1. *Regular Meetings.* The Board shall meet the third Tuesday of every month, unless it is a holiday, at the AJRCCC. The meeting dates and location may change from time to time as determined by the Board but shall be within the Reservation boundaries unless notified to the Board membership prior to designating the meeting location. Roberts Rules of Order shall be used as a guideline for conducting meetings.

- (a) In the event a Board member is not able to attend a meeting, the Board member shall contact the AJRCCC Administrator or designee by 10:00 a.m. the day of the meeting in order to be excused from the meeting.
- (b) If the Board member contacts the AJRCCC Administrator or designee after the 10:00 a.m. deadline, the Board shall consider the circumstances and make a determination by a majority vote, to approve or deny the Board member as excused.

3-2. *Special Meetings.* Special meetings of the Board may be called by the Chairperson or upon verbal request of any two (2) Board members.

3-3. *Notice of Special Meetings.* A minimum of twenty-four (24) hour verbal notice shall be given to each Board member. The special meeting notice shall specify the urgency.

3-4. *Quorum.* A quorum shall consist of a majority of the current members of the Board and shall include the Chairperson or Vice Chairperson.

3-5. *Order of Business.* The regular meetings of the Board shall follow the order of business as set out herein:

- (a) Call to Order
- (b) Roll Call
- (c) Opening/Prayer
- (d) Approve/Amend Agenda
- (e) Review/Approve/Amend Minutes
- (f) Reports

- (g) Tabled Business
- (h) Old Business
- (i) New Business
- (j) Other Concerns/Announcements
- (k) Next Meeting
- (l) Adjournment

3-6. *Voting.* Voting shall be in accordance with the simple majority vote of the Board members present at a duly called meeting.

3-7. *Cancellation of Meetings.* Any meeting may be cancelled due to unforeseen circumstances or due to the inclement weather conditions and shall be rescheduled for the following Tuesday.

- (a) In the event a meeting is cancelled, the Chairperson or Vice Chairperson shall request the AJRCCC staff member to contact each Board member prior to the meeting.
- (b) If a Board member is uncertain of a cancelled meeting, call the AJRCCC staff member by 11:00 a.m. of the meeting date.

Article IV. Reporting

4-1. *Format.* Agenda items shall be in an identified format.

- (a) Items to be on the agenda shall be provided to the Board members the Friday before the meeting.
- (b) Packets of the proposed agenda and the backup documentation shall be made available at the meeting. Executive session items shall be stamped confidential.

4-2. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the Board's meetings.

- (a) All minutes shall be submitted to the Oneida Tribal Secretary's Office within thirty (30) calendar days after approval by the Board.
- (b) Actions taken by the Board are valid when minutes are approved, provided that, minutes are filed according to this Article.
- (c) Copies of the minutes shall be available in accordance with the Open Records and Open Meetings Law.

4-3. *Attachments.* Handouts, reports, memoranda, and the like may be attached to the minutes and agenda, or may be kept separately, provided that all materials can be identified to the meeting in which they were presented.

4-4. *Reporting.* The Board is responsible to the General Tribal Council and the Oneida Business Committee.

- (a) The Chairperson or his/her designee shall submit reports directly to the Oneida Business Committee and the General Tribal Council on behalf of the Board.
- (b) Reports to the General Tribal Council and the Oneida Business Committee shall be made regularly and as requested.
- (c) The Chairperson shall report to the Oneida Business Committee member who is their designated liaison.

Article V. Amendments

5-1. *Amendments to Bylaws.* The Board, upon written notice, at a duly called regular meeting may by a majority vote adopt, amend or repeal any provisions of these Bylaws. Amendments are effective upon adoption by the Board and approval by the Oneida Business Committee.

5-2. *Updating and Review.* The Board shall conduct a review of these Bylaws to determine that they remain current, as needed.

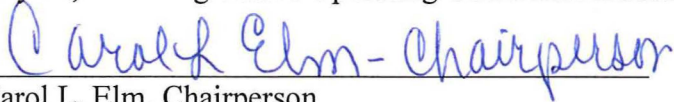
Article VI. Compensation

6-1. *Stipends.* Board members shall be paid a fifty dollar (\$50) stipend provided that the meeting has established a quorum for a minimum of one hour and the Board member collecting the stipend was present for at least one hour of the established quorum, in accordance with the Comprehensive Policy Governing Boards, Committees, and Commissions.

6-2. *Stipend Requests.* Requests for stipend payments shall be accompanied by the meeting minutes appropriately signed by the Board.

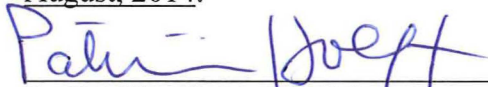
6-3. *Conferences and Training Reimbursement.* Board members shall be reimbursed for travel and per diem, for attending a conference or training in accordance with the Comprehensive Policy Boards, Committees, and Commissions.

These Bylaws as amended and revised, were adopted by the Anna John Resident Centered Care Community Board at a duly called meeting held on the 24th day of June, 2014, with amendments approved by the Chairperson of the Anna John Resident Centered Care Community Board at the July 30, 2014 Legislative Operating Committee meeting.



Carol L. Elm, Chairperson
Anna John Resident Centered Care Community Board

Approved by the Oneida Business Committee at a duly called meeting held on 13th day of August, 2014.



Patricia Hoelt, Oneida Tribal Secretary
Oneida Business Committee



Anna John Resident Centered Care Community Board Bylaw Amendments Legislative Analysis

SECTION 1. EXECUTIVE SUMMARY

REQUESTER: Legislative Reference Office	SPONSOR: David P. Jordan	DRAFTER: Kristen M. Hooker	ANALYST: Maureen Perkins
Complies with Boards, Committees and Commissions Law	These amendments comply with the Oneida Business Committee (OBC) directive established by resolution BC-09-26-18-C that all Boards, Committees and Commissions of the Nation; excluding the OBC or standing committees of the OBC and Tribal corporations, amend their bylaws to comply with the requirements established by the Boards, Committees and Commissions law. Additional information and requirements included in these bylaws beyond what is required in the Boards, Committees and Commissions law is not prohibited [see O.C. 105.10].		
Intent of the Bylaws	The bylaws provide a framework for the operation and management of the board to govern the standard procedures regarding the way the board conducts its affairs, including: the appointment of persons to the board, the membership qualifications, duties and responsibilities of both members and officers, terms and filling vacancies of members, selection of officers, establishment of expectations of members, maintenance of official records, stipends, termination process, required training, and how the bylaws are amended.		
Purpose	<p>The purpose of the Anna John Resident Centered Care Community Board (AJRCCC Board) is to serve in an advisory capacity for the Anna John Resident Centered Care Community (AJRCCC) ensuring the operations are within the guidelines and policies of the Oneida Nation and within all regulations, rules and policies governing the operation of the ARJCCC. The AJRCCC Board also ensures the AJRCCC maintains a safe and sanitary environment while providing quality care and services to residents of the facility and as ordered by each resident's attending physician. The AJRCCC Board shall have the following duties and responsibilities:</p> <ol style="list-style-type: none"> (a) Enhance service between the residents, families and the AJRCCC Administration. (b) To be involved, visit and participate in activities with the residents. (c) Ensure the AJRCCC is equipped and staffed in a manner to provide the best services for residents. (d) To bring the Board's and AJRCCC residents' concerns and/or complaints to the AJRCCC Administration, Comprehensive Health Division Director and/or the OBC Liaison. (e) Ensure the AJRCCC operates within the guidelines and policies of the Oneida Nation and within all further regulations, rules and policies governing operations, (f) Ensure that the AJRCCC maintains a safe and sanitary environment while providing quality care and services to its residents as ordered by each resident's attending physician. (g) Carry out all other powers and/or duties delegated to the Board by the laws of the Nation. 		

Related Legislation	Boards, Committees and Commissions law, Code of Ethics law, Conflict of Interest law, Social Media Policy, Computer Resources Ordinance, Travel and Expense Policy, Open Records Open Meetings law, Budget Management and Control law
Enforcement/Due Process	The Boards, Committees and Commissions law provides the enforcement process for appointed members. Members of the AJRCCC Board serve at the discretion of the OBC. Upon the recommendation of a member of the OBC or by recommendation of the AJRCCC Board, a member of the AJRCCC Board may have his or her appointment terminated by the OBC. (a) A two-thirds majority vote of the OBC shall be required in order to terminate the appointment of an individual. (b) The OBC’s decision to terminate an appointment is final and not subject to appeal [see O.C. 105.7-4].
Public Meeting	Public meetings are not required for bylaws.
Fiscal Impact	Fiscal Impact Statements are not required for bylaws.

1 **SECTION 2. BACKGROUND**

- 2 A. The AJRCCC Board bylaw amendments were added to the active files list on October 3, 2018 with
 3 David P. Jordan as the sponsor.
 4 B. The AJRCCC Board was established by motion of the Oneida Business Committee on November 16,
 5 1977.
 6 C. The current bylaws were approved by the OBC on April 27, 2011.
 7

8 **SECTION 3. COMPLIANCE WITH THE BOARDS, COMMITTEES AND COMMISSIONS LAW**

- 9 A. The bylaws comply with the Boards, Committees and Commissions law.
 10 B. The bylaws comply with OBC Resolution BC-09-26-18-D Boards, Committees and Commissions
 11 Stipends.
 12

13 **SECTION 4. AMENDMENTS**

14 This section details the changes to the bylaws from the previously adopted bylaws.

15 A. ARTICLE I. AUTHORITY

- 16 a. The term limit was increased from three (3) to four (4) years.
 17 b. A qualification of at least eighteen (18) years of age was added in compliance with the
 18 Boards, Committees, and Commissions law.
 19 c. Staggering of terms was removed because terms are already staggered.
 20 d. The term expiration was amended to correspond with the date the successor is sworn in
 21 [see Article I. 1-5(a)(1)(A)]. The Business Committee Support Office (BCSO) was added
 22 as a receiving entity of a written resignation and the resignation is now effective when the
 23 written notice is received or by motion of the AJRCCC Board [see Article I. 1-5(a)(1)(B)].
 24 The deferral of a vacancy was removed [see Article I. 1-4(d)(2)(B) of current bylaws].
 25 e. Conference and training requirements were added with specific training areas included
 26 and a requirement that each member attend a minimum of two (2) trainings or
 27 conferences per year, but no more than of five (5) full days of paid training per year [see
 28 Article I. 1-7].
 29

30 B. ARTICLE II. OFFICERS

- 31 a. Duties were added to the Chairperson position:
32 • Assist the Secretary in forwarding all meeting materials *[see Article II. 2-2(a)]*.
33 • Attend or designate a AJRCCC Board member to attend OBC meetings where
34 the quarterly report is on the agenda *[see Article II. 2-2(e)]*.
35 b. The budgetary and sign off authority and travel section is new to these bylaws based on
36 requirements in the amended Boards, Committees and Commissions law. This requirement
37 creates accountability regarding action related to travel and authority to make budgetary
38 decisions *[see Article II. 2-7]*.
39 • The AJRCCC Board will follow all policies of the Nation regarding
40 purchasing and sign-off authority. An Officer of the AJRCCC Board or the
41 Boards, Committees and Commissions supervisor shall sign off on meeting
42 stipends. The AJRCCC administrator shall have all other sign off authority.
43 • The Board shall be under the AJRCCC budget.
44 • Travel will be approved by a majority vote of the board and the AJRCCC
45 administrator.

46
47 C. ARTICLE III. MEETINGS

- 48 a. Special meetings were removed, and joint meetings with the Oneida Business Committee
49 as agreed upon by the OBC were added to the bylaws in accordance with the Boards,
50 Committees and Commissions law *[see 105.10-3(c)]*. The AJRCCC Chairperson shall
51 provide notice of the meeting agenda, documents and minutes for joint meetings called by
52 the AJRCCC Board and the BCSO shall provide the same for joint meetings called by the
53 OBC *[see Article III. 3-3(a)]*.
54 b. A provision was added per the Boards, Committees and Commissions law that the
55 AJRCCC Board will notify the Nation's Secretary within 72 hours with notice of the
56 meeting, the reason for the emergency meeting, and an explanation of why the matter could
57 not wait for a regular meeting *[see Article III. 3-2(b)]*.
58

59 D. ARTICLE IV. EXPECTATIONS

- 60 This section is new to these bylaws based on the requirements established in the Boards, Committees
61 and Commissions law.
62 a. Behavioral requirements were added to govern members during Committee related
63 activities *[see Article IV. 4-1]*. Enforcement of behavioral expectations include suspension
64 from a future AJRCCC Board meeting or recommendation by the Committee for
65 termination of appointment by the OBC *[see Article IV. 4-1(d)]*.
66 a. Intentional acts of violence that inflicts, attempts to inflict or threatens to inflict emotional
67 or bodily harm or damage to property are prohibited and violations could result in a
68 termination from the board *[see Article IV. 4-2]*.
69 b. Drug and alcohol use by a member when acting in an official capacity is prohibited *[see*
70 *Article IV. 4-3]*.
71 c. Members are prohibited from posting confidential information on social media *[see Article*
72 *IV. 4-4]*.
73 d. The AJRCCC Board will be required to disclose conflicts of interest annually and include
74 those conflicts on the Conflict of Interest form *[see Article IV. 4-5]*. The AJRCCC Board
75 bylaws include a mitigation provision that requires a conflicted member to excuse himself
76 or herself from contributing to the conversation and refrain from voting *[see Article IV. 4-*
77 *5(b)]*. This aligns with the Conflict of Interest law of the Nation which allows for
78 mitigation of conflicts of interest *[see O.C. 217.5-2(b)]*.
79
80

81 E. ARTICLE V. STIPENDS AND COMPENSATION

- 82 a. This section provides a list of eligible stipends members of the AJRCCC Board are eligible
83 to receive, in addition to clarification that a full day of training is required to receive a
84 training stipend [see Article V. 5-2]. This section complies with Resolution BC-09-26-18-
85 D.

86
87 F. ARTICLE VI. RECORDS AND REPORTING

- 88 a. The requirement that agenda items will use the format of the BCSO was added [see Article
89 VI. 6-1].
90 b. Items and back up materials shall be provided to members twenty-four (24) hours prior to
91 the meeting or the item will be tabled [see Article VI. 6-1(a)]. This was a change from
92 materials being provided at the meeting.
93 c. The requirement to submit minutes to the BCSO within thirty (30) days after AJRCCC
94 Board approval was added [see Article VI. 6-2(a)].
95 d. A requirement was added that records of attachments be kept in the AJRCCC folder on the
96 Oneida Nation network [see Article VI. 6-3].
97 e. Regular communication with the OBC Liaison was added with the AJRCCC Board Chair
98 reporting to the Liaison [see Article VI. 6-4].
99 f. A requirement was added in accordance with the Boards, Committees, and Commissions
100 law that all meetings are to be audio recorded. The BCSO will provide the recording
101 device. Executive session is not required to be recorded [see Article VI. 6-5].
102

103 G. ARTICLE VII. AMENDMENTS

- 104 a. A provision was added requiring that amendments follow the Boards, Committees and
105 Commissions law and any other policy of the Nation [see Article VII. 7-1(c)].
106

107 **SECTION 5. LEGISLATION RELATED TO BOARDS, COMMITTEES AND COMMISSIONS**

108 There are no conflicts between these bylaws and the Oneida Code of Laws. Below is a detailed list of
109 laws that establish requirements related to Boards, Committees and Commissions generally.

110 A. Boards, Committees and Commissions [see O.C. Chapter 105]

- 111 a. This law establishes all requirements related to elected and appointed Boards, Committees
112 and Commissions of the Nation. The law governs the procedures regarding the
113 appointment and election of persons to boards, committees and commissions, creation of
114 bylaws, maintenance of official records, compensation, and other items related to boards,
115 committees and commissions. The AJRCCC Board is appointed by the Oneida Business
116 Committee. The requirements for entity bylaws are contained in this law as well as a
117 requirement that all existing entities of the Nation comply with the format detailed in the
118 law and present the bylaws for adoption by the OBC within a reasonable timeframe. These
119 AJRCCC Board bylaws comply with the Boards, Committees and Commissions law.
120

121 B. Code of Ethics [see O.C. Chapter 103]

- 122 a. The AJRCCC Board members are required to abide by the Code of Ethics law and Article
123 IV of the bylaws addresses the behavioral expectations of members some of which are
124 covered in the Code of Ethics law. This law promotes the highest ethical conduct from
125 elected and appointed government officials and expects that officials will demonstrate the
126 highest standards of personal integrity, truthfulness, honesty, and fortitude in all public
127 activities to inspire public confidence and trust in the governmental officials of the Oneida
128 Nation. Government officials are also expected to adhere to the laws, customs, and
129 traditions of the Nation.
130

- 131 C. Conflict of Interest [see O.C. Chapter 217]
132 a. This law applies to the AJRCCC Board and establishes specific limitations to which
133 information or materials that are confidential or may be used by a competitor of the
134 Nation's enterprises or interests may be used to protect the interests of the Nation. The
135 Boards, Committees and Commissions law establishes that amended bylaws require
136 members to disclose potential or real conflicts and gives entities the option to determine
137 how the conflict will be mitigated [see O.C. Chapter 105] and [see Article IV. 4-5 of the
138 bylaws]. These AJRCCC Board bylaws comply with the Conflict of Interest law and the
139 Board, Committees and Commissions law and include a conflict of interest mitigation
140 provision that in the incidence of a complaint or concern in a Board meeting, the conflicted
141 member shall excuse themselves from contributing to the conversation and refrain from
142 voting [see Article IV. 4-5(b)]. The mitigation provision is established in the Conflict of
143 interest law [see 217.5-2(b)].
144
- 145 D. Social Media Policy [see O.C. Chapter 218]
146 a. The AJRCCC Board bylaws address social media by prohibiting members from posting
147 confidential information shared in AJRCCC Board meetings and executive sessions on
148 social media. Any information published must be approved by the AJRCCC Board [see
149 Article IV. 4-4].
150 b. This law applies to the AJRCCC Board and regulates social media accounts including how
151 content is managed and who has authority to post on social media on behalf of the Nation.
152 BCC's must register social media accounts with the Nation's Secretary's Office to include
153 specific information related to access to the account, acknowledgment and compliance with
154 the Computer Resource Ordinance and this policy, use a Tribal email address or ask for the
155 Secretary to allow the entity to operate the account utilizing the current e-mail address, and
156 ensure all content complies with all applicable tribal, state or federal laws.
157
- 158 E. Computer Resources Ordinance [see O.C. Chapter 215]
159 a. AJRCCC Board members are considered users under this law and must comply with the
160 established requirements which ensures appropriate use of the Nation's computer
161 resources.
162
- 163 A. Travel and Expense Policy [see O.C. Chapter 219]
164 a. Members of the AJRCCC Board are eligible to be reimbursed for travel and per diem to
165 attend a conference or training in accordance with the Nation's travel policies. A list of
166 eligible training and conference topics is included in Article I. 1-7 of the bylaws.
167
- 168 B. Open Records and Open Meetings [see O.C. Chapter 107]
169 a. The AJRCCC Board must comply with the Open Meetings and Open Records law. This
170 law details how records must be maintained. The AJRCCC Board bylaws delegates the
171 maintenance of the records to the Secretary [see Article II.2-4]. Portions of the AJRCCC
172 Board meetings may be considered closed meeting sessions if exception in this law related
173 to personnel matters or contracts are being discussed and deemed confidential.
174
- 175 C. Budget Management and Control [see O.C. Chapter 121]
176 a. The AJRCCC Board is considered a fund unit of the Nation under this law. Fund unit
177 managers are required to develop, submit and maintain a triennial strategic plan for the
178 fund unit's operations which aligns with the triennial strategic plan established by the
179 Oneida Business Committee. The Boards, Committees and Commissions law does not
180 require the bylaws to identify how each Board, Committee or Commission will complete

181
182

this task and the Board did not include this task in these bylaws. The task is; however, still required of the AJRCCC Board.



Legislative Operating Committee
February 20, 2019

Oneida Pow-wow Committee By-Laws Amendments

Submission Date: 10/03/18	Public Meeting: n/a
LOC Sponsor: David P. Jordan	Emergency Enacted: n/a Expires: n/a

Summary: *On September 26, 2018, the Oneida Business Committee (“OBC”) adopted the Boards, Committees and Commissions law (“Law”) through resolution BC-09-26-18-C, titled Amendments to the Comprehensive Policy Governing Boards, Committees and Commissions. Per Section 105.10 of the Law, within a reasonable time after its adoption, all existing boards, committees and commissions of the Nation must present bylaws for adoption that comply with the format and contain the minimal amount of information prescribed in the Law. In resolution BC-09-26-18-C, the OBC gave the Nation’s boards, committees and commissions six (6) months from the date of the Law’s adoption to present their bylaws. The OBC further directed that, within thirty (30) days of the Law’s adoption, the Legislative Reference Office hold at least two (2) informational meetings with the boards, committees and commissions for purposes of: (1) providing them with an update on the revised bylaws requirements that resulted from the Law’s adoption; (2) providing them with a template for the development of their revised bylaws; and (3) offering them any assistance in the development and drafting of their revised bylaws.*

10/3/18 LOC: Motion by Ernest Stevens III to add Oneida Powwow Committee By-Laws Amendments to the Active Files List; Seconded by Kirby Metoxen. Motion carried unanimously.

10/17/18: *Informational Meeting.* Present: Jennifer Falck, Kristen M. Hooker, Maureen Perkins, Jennifer Webster, Dale Webster (ONCOA), Marlene Summers (ONCOA), Lois Strong (ONCOA), Sandra Reveles (OPC), Carol Silva (OPC), Brook Doxtator (OBCSU), Bonnie Pigman (OTEC), Chad Wilson (ERB), Dylan Benton (OTEC/Library), Chris Cornelius (OLC). Per resolution BC-09-26-18-C, adopting the amendments to the Comprehensive Policy Governing Boards, Committees and Commissions (n/k/a Boards, Committees and Commissions law), the LRO was directed to hold two (2) informational meetings for the Nation’s boards, committees and commissions to provide them with: (1) an update on the new bylaws requirements mandated by the Boards, Committees and Commissions law; (2) a template for the

boards, committees and commissions to use when revising their respective bylaws; and (3) assistance to the boards, committees and commissions in the development and drafting of their bylaws. This was the first of the two informational meetings.

10/24/18: *Informational Meeting.* Present: Jennifer Falck, Kristen M. Hooker, Maureen Perkins, Clorissa Santiago, Donald McLester (OLC), Chris Cornelius (OLC), Ronald King, Jr. (PFSC), Jeanette Ninham (PFSC), Vicki Cornelius (OEB & Powwow), Bonnie Pigman (OTEC), Lisa Liggins (School Board & OTEC), Rochelle Powless (ONCOA), Terry Hetzel (HRD), Patty Hoeft (Oneida Law Office), Brooke Doxtator (OBCSO), Arthur Elm (SEOTS), Diane Hill (SEOTS). Per resolution BC-09-26-18-C, adopting the amendments to the Comprehensive Policy Governing Boards, Committees and Commissions (n/k/a Boards, Committees and Commissions law), the LRO was directed to hold two (2) informational meetings for the boards, committees and commissions to provide them with: (1) an update on the new bylaws requirements mandated by the Boards, Committees and Commissions law; (2) a template for the boards, committees and commissions to use when revising their respective bylaws; and (3) assistance to the boards, committees and commissions in the development and drafting of their bylaws. This was the second of the two informational meetings.

11/20/18: *Pow-wow Committee Work Group Meeting.* Present: Tonya Webster, Kristen Hooker, Maureen Perkins, Trista Cornelius-Henrickson. The purpose of this meeting was to go through a rough draft version of the amendments to the Pow-wow Committee's bylaws and answer preliminary questions relating thereto. Next step is for the Pow-wow Committee to submit its final draft amendments to the LRO for review/revision.

2/5/19: *Pow-wow Committee Work Group Meeting.* Present: Tonya Webster, Kristen Hooker, Maureen Perkins, Trista Cornelius-Henrickson, Wayne Silas, Jr., Teresa Shuman. The purpose of this meeting was to go through the LRO staff attorney's proposed revisions/suggestions to the draft bylaws amendments that were submitted by the Pow-wow Committee for review in advance of the deadline for requesting a legislative analysis.

2/6/19: *LOC Work Meeting.* Present: Kristen M. Hooker, Jennifer Falck, David P. Jordan, Kirby Metoxen, Jennifer Webster. The purpose of this meeting was to go through the final draft of the Pow-wow Committee's proposed bylaws amendments submitted in accordance with the Boards, Committees and Commissions law and adopting resolution BC-09-26-18-C.

Next Steps:

- Accept the Oneida Pow-wow Committee By-Laws Amendments.
- Forward the Oneida Pow-wow Committee By-Laws Amendments to the Oneida Business Committee for consideration.

Oneida Pow-wow Committee Bylaws

Article I. Authority

1-1. *Name.* The name of this entity shall be the Oneida Pow-wow Committee and may hereinafter be referred to as the Committee.

1-2. *Establishment.* This Committee was officially established by the Oneida Business Committee through adoption of resolution BC-04-13-90-B and is further recognized by the Oneida Business Committee through its approval of these bylaws on October 15, 1997 and subsequent amendments on February 3, 1999, February 23, 2005, June 23, 2010, April 22, 2016, June 2, 2015, and December 10, 2018.

1-3. *Authority.* The purpose of the Committee is to coordinate and manage annual Pow-wows in order to encourage people to enjoy and participate in social activities, such as dancing, singing, visiting, the renewing of old friendships and the making of new ones, through the authority delegated to the Committee by the laws of the Nation.

1-4. *Office.* The official mailing address of the Committee shall be:
Oneida Pow-wow Committee
P.O. Box 365
Oneida, WI 54155

1-5. *Membership.*

(a) *Number of Members.* The Committee shall be made up of no more than nine (9) members and no less than (5) members.

(1) Each member shall hold office until his or her term expires, until his or her resignation, or until his or her appointment is terminated in accordance with the Boards, Committees and Commissions law.

(A) *Term Expiration.* Although a member's term has expired, he or she shall remain in office until a successor has been sworn in by the Oneida Business Committee.

(B) *Resignation.* A member may resign at any time verbally at a meeting or by delivering written notice to the Oneida Business Committee Support Office and the Committee Chairperson or Chairperson's designee. The resignation is deemed effective upon acceptance by motion of a member's verbal resignation or upon delivery of the written notices.

(b) *Appointment.* Each Committee member shall be appointed in accordance with the Boards, Committees and Commissions law to serve a three (3) year term.

(1) The Committee Chairperson shall review application materials and provide the Oneida Business Committee with recommendations on

46 applicants for appointment by the executive session in which
47 appointments are intended to be made.

48 (A) The Chairperson shall recommend the appointment of
49 qualified applicants who are members of the Oneida Nation
50 over other qualified non-member applicants.

51 (2) Committee members shall not be limited in the number of terms that
52 can be served consecutively or otherwise.

53 (c) *Vacancies.* Vacancies shall be filled in accordance with the Boards,
54 Committees and Commissions law.

55 (1) The Committee Chairperson shall review application materials and
56 provide the Oneida Business Committee with recommendations on
57 applicants for appointment by the executive session in which
58 appointments are intended to be made.

59 (A) The Chairperson shall recommend the appointment of
60 qualified applicants who are members of the Oneida Nation
61 over other qualified non-member applicants.

62 (d) *Qualifications of Members.* Committee members shall meet the following
63 qualifications:

64 (1) Be a member of a federally-recognized Indian tribe;

65 (2) Have a minimum of two (2) years of experience coordinating a Pow-
66 wow, participating in a Pow-wow, or coordinating a community
67 event.

68 (A) Priority shall be given to those applicants with experience in
69 either Pow-wow coordination or Pow-wow participation
70 over those applicants with experience coordinating
71 community events unrelated to Pow-wows.

72 (3) Must be at least eighteen (18) years of age or older;

73 (4) Must never have been convicted of a felony or misdemeanor related
74 to any of the following:

75 (A) Fraud;

76 (B) Theft; and/or

77 (C) Violent or Sexual misconduct.

78 (i) Any pardon issued by the Nation or the governor of
79 any state for a conviction specified above shall not
80 deem a person as “exonerated” for purposes of
81 qualifying for membership on the Committee.

82 (5) Must be able to dedicate weekends and nights to Committee related
83 obligations/activities.

84
85 1-6. *Termination of Appointment.* A member's appointment may be terminated in accordance
86 with the Boards, Committees and Commissions law.

87 (a) A violation of any of the expectations set forth in Article IV of these bylaws
88 shall be cause for the Committee to place the matter on its next agenda for
89 a vote by a majority of the quorum of members in attendance on whether to
90 make a recommendation to the Oneida Business Committee for termination

91 of the member's appointment in accordance with the Boards, Committees
92 and Commissions law.
93

94 1-7. *Trainings and Conferences.* Mandatory trainings/conferences for Committee members
95 shall be as follows:

- 96 (a) Each member shall be required to attend no more than one (1) full day of a
97 training or conference per year;
- 98 (b) Trainings/conferences shall be limited to the following subject areas:
99 (1) Planning/coordinating Pow-wow events;
100 (2) Ethics; and
101 (3) Event planning.
- 102 (c) Attendance shall be subject to approval of the Committee Chairperson and
103 contingent upon financing; and
- 104 (d) Attending and/or participating in Pow-wow events does not constitute
105 mandatory trainings/conferences for purposes of stipend eligibility.
106

107 **Article II. Officers**

108 2-1. *Officers.* The Committee shall have four (4) Officer positions: Chairperson, Vice-
109 Chairperson, Treasurer and Secretary.
110

111 2-2. *Responsibilities of the Chairperson.* The duties, responsibilities and limitations of the
112 Chairperson of the Committee shall be as follows:

- 113 (a) Preside at all meetings of the Committee and, with the assistance of the
114 Secretary, forward notice of meeting location, agenda, documents and
115 minutes.
- 116 (b) Shall be an ex officio member of all subcommittees of the Committee, may
117 call joint or emergency meetings, and shall keep the Committee informed
118 as to the business of the Committee and Pow-wows.
- 119 (c) Sign and execute all contracts or other instruments, as needed, that have
120 been duly authorized under the Nation's accounting policies and, with the
121 assistance of the Treasurer, maintain the Committee's books and records in
122 accordance with all laws of the Nation.
- 123 (d) Shall, with the assistance of the Secretary, submit annual and semi-annual
124 reports to the General Tribal Council and submit quarterly reports to the
125 Oneida Business Committee as required by the Boards, Committees and
126 Commissions law.
- 127 (e) Shall attend, or designate a Committee member to attend, the meetings of
128 the Oneida Business Committee where the Committee's quarterly report is
129 on the agenda.
- 130 (f) The above duties and responsibilities are not an all-inclusive list but rather
131 a general representation of the duties and responsibilities associated with
132 this Officer position. The duties and responsibilities will be subject to
133 change based on organizational needs and/or as deemed necessary by the
134 Committee.
135

- 136 2-3. *Responsibilities of the Vice-Chairperson.* The duties, responsibilities and limitations of the
137 Vice-Chairperson shall be as follows:
- 138 (a) In the absence of the Chairperson, shall conduct meetings of the Committee.
 - 139 (b) In the absence of the Chairperson, shall sign and execute all contracts or
140 other instruments, as needed, that have been duly authorized under the
141 Nation’s accounting policies.
 - 142 (c) The above duties and responsibilities are not an all-inclusive list but rather
143 a general representation of the duties and responsibilities associated with
144 this Officer position. The duties and responsibilities will be subject to
145 change based on organizational needs and/or as deemed necessary by the
146 Committee.
- 147
- 148 2-4. *Responsibilities of the Treasurer.* The duties, responsibilities and limitations of the
149 Treasurer shall be as follows:
- 150 (a) Be aware of and have primary knowledge of all funds and securities of the
151 Committee and deposit of such funds.
 - 152 (b) Prepare appropriation requests and, with the assistance of the Chairperson,
153 maintain the Committee’s books and records in accordance with all laws of
154 the Nation.
 - 155 (c) Report on the condition of the finances of the Committee at each regular
156 meeting of the Committee and at other times as required or requested.
 - 157 (d) The above duties and responsibilities are not an all-inclusive list but rather
158 a general representation of the duties and responsibilities associated with
159 this Officer position. The duties and responsibilities will be subject to
160 change based on organizational needs and/or as deemed necessary by the
161 Committee.
- 162
- 163 2-5. *Responsibilities of the Secretary.* The duties, responsibilities and limitations of the
164 Secretary shall be as follows:
- 165 (a) Keep minutes of the Committee meetings in an appropriate format and, with
166 the assistance of the Chairperson, forward notice of meeting location,
167 agenda, documents and minutes.
 - 168 (b) Provide notice of regular, emergency and joint meetings of the Committee.
 - 169 (c) Act as custodian of the records and maintain records in accordance with the
170 Nation’s Open Records and Open Meetings law.
 - 171 (d) Attest to the execution of instruments on behalf of the Committee by the
172 proper Officer.
 - 173 (e) Attend to all correspondence and present to the Committee all official
174 communications received by the Committee.
 - 175 (f) Along with the Chairperson, submit annual and semi-annual reports to the
176 General Tribal Council and submit quarterly reports to the Oneida Business
177 Committee in accordance with the Boards, Committees and Commissions
178 law.
 - 179 (g) The above duties and responsibilities are not an all-inclusive list but rather
180 a general representation of the duties and responsibilities associated with
181 this Officer position. The duties and responsibilities will be subject to

182 change based on organizational needs and/or as deemed necessary by the
183 Committee.
184

185 2-6. *Selection of Officers.* The Officers of the Committee shall be appointed by the Committee
186 for a three (3) year term by a majority vote of the quorum in attendance at
187 a regular or emergency meeting.

- 188 (a) Each Officer shall hold his or her office until:
 - 189 (1) The member resigns as an Officer.
 - 190 (b) A vacancy of any Officer position shall be filled by the Committee by a
191 majority vote of the quorum in attendance at a regular or emergency
192 meeting for the unexpired term.
 - 193 (c) The designation of a term shall not grant to the Officer any vested or
194 contractual rights in serving the term.
195

196 2-7. *Budgetary Sign-Off Authority and Travel.* The Committee shall follow the Nation's
197 policies regarding purchasing and sign-off authority.

- 198 (a) Budgetary sign-off authority for the Committee shall be as follows:
 - 199 (1) Sign-off authority shall occur in accordance with the accounting
200 policies of the Nation.
 - 201 (2) The Committee Chairperson has sign-off authority on any duly
202 authorized contracts of three thousand dollars (\$3,000) or less.
 - 203 (b) *Checks, Appropriations and Other Orders of Payment.* All checks and other
204 orders of payment shall be handled pursuant to the Nation's accounting
205 policies. All appropriation requests shall be prepared by the Treasurer of the
206 Committee or, in his or her absence, the Committee Chairperson's designee.
 - 207 (c) *Deposits.* All funds of the Committee not otherwise obligated shall be
208 deposited back into the Pow-wow budget.
 - 209 (1) The Committee shall adopt policies and procedures for handling
210 cash, accounting and record keeping for and during all Pow-wows.
 - 211 (d) *Books and Records.* The Committee's books and records shall be maintained
212 by the Chairperson and Treasurer of the Committee and shall be available
213 for examination by any Committee member or any member of the Oneida
214 Business Committee, along with any other interested party to the extent
215 authorized under the Nation's Open Records and Open Meetings law.
 - 216 (e) The Committee shall approve a member's request to travel on behalf of the
217 Committee by a majority vote at a regular or emergency meeting of the
218 Committee.
219

220 2-8. *Personnel.* The Committee has authority, dependent upon budgeted funds and subject
221 to the Oneida Business Committee's approval, to hire personnel for the
222 benefit of the Committee.

- 223 (a) The hiring of all Committee personnel shall be conducted in accordance
224 with the Nation's Personnel Policies and Procedures.
225
226

227 **Article III. Meetings**

228 3-1. *Regular Meetings.* Regular meetings shall be determined by the Committee. The regular
229 meeting time, place and agenda shall be determined at a regular meeting. If
230 no alternate designation is made by the Committee, the regular meetings
231 shall be held on the second Tuesday of every month.

232 (a) Notice of meeting location, agenda, documents and minutes shall be
233 forwarded by the Chairperson with the assistance of the Secretary.

234 (b) Meetings shall be run in accordance with Robert's Rules of Order.
235

236 3-2. *Emergency Meetings.* An emergency meeting may be called when a matter cannot wait for
237 a regular meeting.

238 (a) Emergency meetings of the Committee may be called by the Chairperson
239 or upon written request of any two (2) Committee members.

240 (b) Notice of an emergency meeting shall be given at least forty-eight (48)
241 hours prior to the date set for any such meeting.

242 (1) Notice may be communicated in person, by email, or other wire or
243 wireless communication.

244 (c) Within seventy-two (72) hours after an emergency meeting, the Committee
245 shall provide the Nation's Secretary with notice of the emergency meeting,
246 the reason for the emergency meeting, and an explanation as to why the
247 meeting could not wait until the next regular meeting.
248

249 3-3. *Joint Meetings.* Joint meetings with the Oneida Business Committee shall be held at an
250 agreed upon location on an as needed basis per the approval of the Oneida
251 Business Committee.

252 (a) Subject to approval from the Oneida Business Committee, joint meetings of
253 the Committee may be called by the Chairperson or upon written request of
254 any two (2) Committee members.

255 (b) Notice of the meeting location, agenda, documents and minutes shall be
256 forwarded by the Committee Chairperson with the assistance of the
257 Committee Secretary.
258

259 3-4. *Quorum.* A quorum consists of no less than a majority of the current membership and
260 must include the Chairperson or Vice-Chairperson.
261

262 3-5. *Order of Business.* The regular meetings of the Committee shall follow the order of
263 business at set out herein:

264 (a) Call to Order

265 (b) Adopt the Agenda

266 (c) Approval of Minutes

267 (d) Old Business

268 (e) New Business

269 (f) Reports

270 (g) Other Business

271 (h) Executive Session

272 (i) Adjournment

- 273
274 3-6. *Voting.* Voting shall be in accordance with a majority vote of the quorum of
275 Committee members present at a duly called meeting.
276 (a) The Chairperson shall not be allowed to vote unless a tie needs to be broken.
277 (b) E-Polls are permissible and shall be conducted in accordance with the
278 Boards, Committees and Commissions law.
279 (c) The Vice-Chairperson will serve as the Chairperson’s designee for the
280 responsibility of conducting an e-poll at the discretion of the Chairperson.
281

282 **Article IV. Expectations**

- 283 4-1. *Behavior of Members.* Committee members are expected to be respectful of others and to
284 arrive at meetings, as well as other Committee related activities, prepared
285 and on-time. The following behavior constitutes a violation of this Section
286 of the bylaws:
287 (a) Missing three (3) unexcused consecutive Committee meetings without
288 sufficient justification.
289 (1) A Committee member will be deemed unexcused if he or she fails
290 to provide notice of the intended absence to a Committee member
291 in advance of the meeting that he or she will be absent from.
292 (b) Being found guilty of or substantiated for committing any of the following:
293 (1) Acts of fraud;
294 (2) Acts of theft; and/or
295 (3) Any other acts of violence, dishonesty or abuse of power.
296 (c) *Enforcement.* If a member violates this or any other Section set forth in
297 Article IV of these bylaws, he or she may be subject to any of the following
298 upon majority vote of the quorum present at a duly called meeting:
299 (1) Removal of the member from a meeting or other gathering of the
300 Committee, which could affect the member’s stipend eligibility;
301 (2) Committee action to discipline the member in accordance with any
302 law of the Nation governing sanctions and penalties for appointed
303 officials; and/or
304 (3) A recommendation for termination of the member’s appointment to
305 the Oneida Business Committee in accordance with the Boards,
306 Committees and Commissions law and/or any other law of the
307 Nation governing the termination of appointed officials.
308
309 4-2. *Prohibition of Violence.* Intentionally violent acts committed by a member of the
310 Committee that inflicts, attempts to inflict, or threatens to inflict emotional
311 or bodily harm on another person, or damage to property, are strictly
312 prohibited.
313
314 4-3. *Drug and Alcohol Use.* The use of alcohol and prohibited drugs by a member of the
315 Committee when acting in his or her official capacity is strictly prohibited.
316
317 4-4. *Social Media.* Committee members shall comply with the Oneida Nation’s Social Media
318 Policy.

319
320 4-5. *Conflict of Interest.* Committee members shall comply with all laws of the Nation
321 governing conflicts of interest.
322

323 **Article V. Stipends and Compensation**

324 5-1. *Stipends.* Dependent upon available budgeted funds, each Committee member shall
325 be eligible for the following stipends as set forth in the Boards, Committees
326 and Commissions law and resolution BC-09-26-18-D titled Boards,
327 Committees and Commissions Law Stipends:

- 328 (a) One (1) meeting stipend per month of seventy-five dollars (\$75) provided
329 that:
- 330 (1) A quorum was established;
 - 331 (2) The meeting of the established quorum last for a minimum of one
332 (1) hour; and
 - 333 (3) The Committee member collecting the stipend was physically
334 present for the entire meeting of the established quorum in
335 accordance with the Boards, Committees and Commissions law.
- 336 (b) For attending a conference or training, a stipend of one hundred dollars
337 (\$100) for each day of attendance, provided that:
- 338 (1) The Committee member attended a full day of training or was
339 present at the conference for a full day; and
 - 340 (2) The Committee member's attendance at the conference or training
341 was required by law, bylaw or resolution.
- 342 (c) Stipends for attending Judiciary hearings if the Committee member is
343 specifically subpoenaed.
- 344 (d) A stipend of seventy-five dollars (\$75) for attending a duly called joint
345 meeting between the Committee and the Oneida Business Committee,
346 provided that:
- 347 (1) A quorum was established by both the Committee and the Oneida
348 Business Committee;
 - 349 (2) The joint meeting of established quorums lasted for at least one (1)
350 hour; and
 - 351 (3) The Committee member collecting the stipend was physically
352 present for the entire joint meeting.
- 353 (e) Members will be required to fill out a time-sheet for stipend requests.
- 354 (1) Stipend requests must be signed by the Committee Chairperson or
355 Chairperson's designee.

356
357 5-2. *Compensation.* A Committee member shall be compensated twenty-five dollars (\$25) per
358 hour for services he or she provides during each Pow-wow event, not to
359 exceed two hundred dollars (\$200) per day and contingent upon available
360 budgeted funds.

- 361 (a) Services provided "during each Pow-wow event" shall include:
- 362 (1) Services relating to setting up for the Pow-wow event;
 - 363 (2) Services provided on the day(s) of the Pow-wow event; and

- 364 (3) Services relating to taking down/cleaning up after the Pow-wow
365 event.
366 (b) Committee members shall keep track of their hours of service provided
367 during a Pow-wow event on a timesheet.
368

369 **Article VI. Records and Reporting**

- 370 6-1. *Agenda Items.* Agenda items shall be maintained in a format provided by the Oneida
371 Business Committee Support Office.
372
- 373 6-2. *Minutes.* Minutes shall be typed in a format provided by the Oneida Business
374 Committee Support Office and as agreed upon by the Committee to generate
375 the most informative record of the Committee's meeting and shall include
376 a summary of the action taken by the Committee during meetings.
377 (a) All minutes shall be submitted to the Oneida Business Committee Support
378 Office within two (2) business days of the meeting date.
379
- 380 6-3. *Attachments.* Attachments to the minutes and agenda from the meeting in which they
381 were presented shall be kept together in an electronic filing system.
382
- 383 6-4. *Oneida Business Committee Liaison.* The Committee shall meet with the Oneida Business
384 Committee member who is its designated liaison as needed, the frequency
385 and method of communication to be agreed upon between the liaison and
386 the Committee.
387 (a) The Committee shall check in with its liaison on a quarterly basis.
388 (b) Purpose of the liaison relationship is to uphold the ability of the liaison to
389 act as support to the Committee.
390
- 391 6-5. *Audio Recordings.* All Committee meetings shall be audio recorded.
392 (a) The Oneida Business Committee Support Office shall supply a recording
393 device to the Committee in advance of each meeting.
394 (1) The Committee shall return, or the Oneida Business Committee
395 Support Office shall pick up, the recording device within two (2)
396 business days of each meeting.
397 (2) Audio recordings shall be maintained by the Oneida Business
398 Committee Support Office.
399 (b) *Exception.* Audio recordings of executive session portions of a meeting
400 shall not be required.
401

402 **Article VII. Amendments**

- 403 7-1. *Amendments.* Amendments shall be made to these bylaws at a regular meeting of the
404 Committee, provided that written notice of the proposed amendments is
405 made at a prior regular meeting.
406 (a) The Committee may amend these bylaws by the affirmative vote of a
407 majority of the quorum present at the meeting.

408 (b) Amendments to these bylaws shall conform to the requirements of the
409 Boards, Committees and Commissions law and any other policy of the
410 Nation.

411 (c) Amendments to these bylaws shall be approved by the Oneida Business
412 Committee before implementation.

413 [SIGNATURE BLOCK NEEDS TO BE ADDED]
414
415

Oneida Pow-wow Committee Bylaws

Article I. Authority

- 1-1. *Name.* The name of this committee shall be the Oneida Pow-wow Committee, hereinafter referred to as "Committee."
- 1-2. *Authority.* This Committee was officially recognized by the Oneida Business Committee through adoption of resolution BC-04-13-90-B and bylaws were approved by the Oneida Business Committee on October 15, 1997, and amended on February 3, 1999, February 23, 2005, June 23, 2010 and April 22, 2015.
- 1-3. *Office.*
The official mailing address of the Committee shall be:
 Oneida Pow-wow Committee
 P.O. Box 365
 Oneida, WI 54155
 The physical meeting place shall be determined at the first meeting of the Committee and may change from time to time as determined by the Committee but shall be within the Reservation boundaries.
- 1-4. *Membership.*
- (a) *Number of Members.* The Committee shall be made up of nine (9) members with voting powers.
 - (1) The Committee shall in no event be comprised of less than five (5) members.
 - (2) Each member shall hold office until his or her term expires, until his or her resignation, or until his or her appointment is terminated in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
 - (b) *Qualifications.* In order to be appointed to the Committee, an individual shall:
 - (1) Be a member of a federally-recognized Indian tribe; and
 - (2) Have Pow-wow knowledge, as demonstrated through experience coordinating a Pow-wow or participating in a Pow-wow; or have experience in coordinating a community event.
 - (c) *How Appointed.* Each Committee member shall be appointed in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions to serve a three (3) year term. Qualified applicants who are members of the Oneida Tribe of Indians of Wisconsin shall be appointed to the Committee over other qualified applicants. Committee members shall not be limited in the number of terms that can be served consecutively or otherwise.
 - (d) *Vacancies.*
 - (1) *Filling of Vacancies, Generally.* If a vacancy occurs on the Committee, the Committee shall provide written notice to the Oneida Tribal Secretary so that the Oneida Business Committee may fill the vacancy; however, the filling of a vacancy may be timed to correspond with the activities and the needs of the Committee. The Committee may make recommendations as to possible candidates.
 - (2) *Resignation.* A member may resign at any time verbally or by delivering written notice to the Committee.
 - (A) *Effective Date of Resignation.* A resignation is effective upon acceptance by motion or delivery of notice.

- (B) *Filling of Vacancies if Resignation is Deferred.* A vacancy that may occur at a specific later date by reason of resignation may be filled before the vacancy occurs, but the new member cannot take office until the vacancy occurs.
 - (3) *Terms of Replacement Member.* A replacement member shall hold office through the unexpired portion of the term of the member whom he or she has replaced or until his or her earlier exit.
 - (4) *Termination of Appointment.* A member's appointment may be terminated in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- 1-5. *Meeting Stipends.* Dependent upon available budgeted funds, each Committee member shall be compensated at a rate of no more than fifty dollars (\$50.00) per month when at least one (1) meeting is conducted, provided that the meeting has established a quorum for a minimum of one (1) hour and the Committee member collecting the stipend was present for at least one (1) hour of the established quorum, in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- 1-6. *Purpose.* The purpose of the Committee is to coordinate and manage annual Pow-wows in order to encourage people to enjoy and participate in social activities, including dancing, singing, visiting, renewing old friendships and making new ones.
- 1-7. *Pow-wow Activities.* The Committee shall, at a duly called meeting by motion and recorded within the minutes, identify each member, the services he or she shall provide during each Pow-wow and the specific dates and times during which the member shall perform such services. A member shall be compensated twenty-five dollars (\$25.00) per hour for services he or she provides during each Pow-wow, not to exceed two hundred dollars (\$200.00) per day, contingent upon available budgeted funds.

Article II. Officers.

- 2-1. *Officers.* The officers of the Committee shall consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary. The Committee may elect such other officers and assistant officers as it deems necessary.
- 2-2. *Chairperson Duties.* The responsibility, duties and powers of the Chairperson of the Committee are as follows:
- (a) Preside at all meetings of the Committee.
 - (b) Shall be an ex officio member of all subcommittees of the Committee, may call emergency and special meetings, and keep the Committee informed as to the business of the Committee and Pow-wows.
 - (c) Sign and execute all contracts or other instruments which the Committee has authorized, as needed.
 - (d) The Chairperson and the Secretary shall submit reports to the Oneida Business Committee for publication in the General Tribal Council annual and semi-annual reports, and shall submit quarterly reports to the Oneida Business Committee.
- 2-3. *Vice-Chairperson Duties.* The Vice-Chairperson shall:
- (a) In the absence of the Chairperson, conduct meetings of the Committee.
 - (b) Sign and execute all contracts or other instruments which the Committee has authorized, as needed.
- 2-4. *Treasurer Duties.* The responsibilities, duties and powers of the Treasurer are as follows:
- (a) Be aware of and have primary knowledge of all funds and securities of the Committee and deposit of such funds.

- (b) Sign and execute all contracts or other instruments which the Committee has authorized, as needed.
 - (c) Report on the condition of the finances of the Committee at each regular meeting and at other times as required or requested.
- 2-5. *Secretary Duties.* The responsibilities, duties and powers of the Secretary are as follows:
- (a) Keep minutes of the Committee meetings in an appropriate format.
 - (b) Provide notice of regular, emergency and special meetings of the Committee.
 - (c) Act as custodian of the records.
 - (d) Attest to the execution of instruments on behalf of the Committee by the proper officer.
 - (e) Attend to all correspondence and present to the Committee all official communications received by the Committee.
 - (f) Along with the Chairperson, submit reports to the Oneida Business Committee for publication in the General Tribal Council annual and semi-annual reports, and submit quarterly reports to the Oneida Business Committee.
- 2-6. *How Chosen and Length of Term.* The officers of the Committee shall be appointed by the Committee for a three (3) year term.
- (a) Each officer shall hold his or her office until:
 - (1) the member resigns; or
 - (2) the member has his or her appointment terminated in the manner set out in the Comprehensive Policy Governing Boards, Committees and Commissions.
 - (b) A vacancy of any officer shall be filled by the Committee for the unexpired term.
 - (c) The designation of a term shall not grant to the officer any vested or contractual rights in serving the term.
- 2-7. *Subcommittees.* Subcommittees shall be created when necessary by the Chairperson with the approval of the Committee. A subcommittee shall serve until the duties it has been assigned are discharged or a final report is given.
- 2-8. *Personnel.* The Committee has the authority, dependent upon budgeted funds, to hire personnel to conduct a Pow-wow, such as: emcees, arena directors, tabulators, and judges for drum and dance.

Article III. Meetings

- 3-1. *Regular Meetings.* Regular meetings shall be determined by the Committee. The regular meeting time, place and agenda shall be determined at a regular meeting. If no alternate designation is made by the Committee, the regular meetings shall be the last Tuesday of every month. Notice of meeting location, agenda and materials shall be forwarded by the Chairperson with the assistance of the Secretary. Meetings shall be run in accordance with Robert's Rules of Order.
- 3-2. *Emergency and Special Meetings.* Emergency or special meetings of the Committee may be called by the Chairperson or upon written request of any two (2) members. The Chairperson shall designate a time and place for holding an emergency or special meeting.
- 3-3. *Notice of Emergency or Special Meeting.* Notice of an emergency or special meeting shall be given at least forty-eight (48) hours prior to the date set for any such meeting. Notice may be communicated in person, by facsimile or other wire or wireless communication, or by mail.
- 3-4. *Quorum.* Five (5) of the Committee members shall constitute a quorum for transaction of

business, which shall include the Chairperson or Vice-Chairperson.

- 3-5. *Order of Business.* The regular meetings of the Committee shall follow the order of business as set out herein:
- (a) Call to Order
 - (b) Roll Call
 - (c) Approving of Previous Meeting Minutes
 - (d) Subcommittee Reports
 - (e) Old Business
 - (f) New Business
 - (g) Adjournment
- 3-6. *Voting.* Voting shall be in accordance with the simple majority vote of the Board members present at a duly called meeting. The Chairperson shall vote only in case of a tie.

Article IV Reporting.

- 4-1. *Format.* Agenda items shall be in an identified format.
- 4-2. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the meetings of the Committee.
- 4-3. *Attachments.* Handouts, reports, memoranda, and the like may be attached to the minutes and agenda, or may be kept separately, provided that all materials can be identified to the meeting in which they were presented.
- 4-4. *Reporting.* The Chairperson shall report to the Oneida Business Committee Liaison, if one is designated.

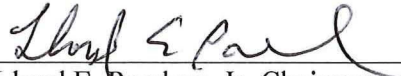
Article V. Amendments.

- 5-1. *Amendments to Bylaws.* Amendments shall be made to these Bylaws at a regular meeting of the Committee provided that written notice of the proposed amendments was made at a prior regular meeting. The Committee may amend the Bylaws by the affirmative vote of the majority of the members. Amendments are effective upon adoption of the Committee and approval by the Oneida Business Committee.

Article VI. Contracting and Accounting

- 6-1. *Budgets.* The Chairman and Treasurer of the Committee shall oversee the Pow-wow budgets and have sign-off authority according to the accounting procedures of the Tribe.
- 6-2. *Contracts.* The Committee may authorize the Chairperson, Vice-Chairperson or Treasurer to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Committee, and such authority may be general to specific instances within the purpose for which this Committee is formed. Any contract over ten thousand dollars (\$10,000.00) shall be approved by vote of the Committee.
- 6-3. *Checks, Appropriations and Other Orders of Payment.* All checks and other order of payment shall follow the accounting procedures designated by the Tribe. All appropriation requests shall be prepared by the Treasurer of the Committee.
- 6-4. *Deposits.* All funds of the Committee not otherwise obligated, shall be deposited back into the Pow-wow budget. The Committee shall adopt policies and procedures for handling cash, accounting and record keeping for and during all Pow-wows.
- 6-5. *Books and Records.* The Committee's books and records shall be maintained by the Chairman and Treasurer of the Committee and shall be available for examination by any Committee member or any member of the Oneida Business Committee.

These Bylaws, as amended and revised, are hereby attested to as adopted by the Pow-wow Committee at a duly called meeting held on the 19th day of MAY, 2015.


Lloyd E. Powless, Jr. Chairperson
Oneida Pow-wow Committee

and approved by the Oneida Business Committee at a duly called meeting held on the 2 day of June, 2015.


Lisa Summers, Tribal Secretary
Oneida Business Committee



Oneida Pow-wow Committee Bylaw Amendments Legislative Analysis

SECTION 1. EXECUTIVE SUMMARY

REQUESTER: Legislative Reference Office	SPONSOR: David P. Jordan	DRAFTER: Kristen M. Hooker	ANALYST: Maureen Perkins
Complies with Boards, Committees and Commissions Law	These amendments comply with the Oneida Business Committee (OBC) directive established by resolution BC-09-26-18-C that all Boards, Committees and Commissions of the Nation; excluding the OBC or standing committees of the OBC and Tribal corporations, amend their bylaws to comply with the requirements established by the Boards, Committees and Commissions law. Additional information and requirements included in these bylaws beyond what is required in the Boards, Committees and Commissions law is not prohibited [see O.C. 105.10].		
Intent of the Bylaws	The bylaws provide a framework for the operation and management of the Pow-wow Committee (Committee) to govern the standard procedures regarding the way the Committee conducts its affairs, including: the appointment of persons to the Committee, the membership qualifications, duties and responsibilities of both members and officers, terms and filling vacancies of members, selection of officers, establishment of expectations of members, maintenance of official records, stipends, termination process, required training, and how the bylaws are amended.		
Purpose	The purpose of the Committee is to coordinate and manage annual pow-wows in order to encourage people to enjoy and participate in social activities, including dancing, singing, visiting, renewing old friendships and making new ones through authority delegated to the Committee by the laws of the Nation.		
Legislation Related to Boards, Committees and Commissions	Boards, Committees and Commissions law, Code of Ethics law, Travel and Expense Policy, Conflict of Interest law, Social Media Policy, Computer Resources Ordinance, Open Records Open Meetings law, Budget Management and Control law		
Enforcement/Due Process	<p>The Boards, Committees and Commissions law provides the enforcement process for appointed members. Members of the Committee serve at the discretion of the OBC. Upon the recommendation of a member of the OBC or by vote of the Committee, a member of the Committee may have his or her appointment terminated by the OBC.</p> <p>(a) A two-thirds majority vote of the OBC shall be required in order to terminate the appointment of an individual.</p> <p>(b) The OBC's decision to terminate an appointment is final and not subject to appeal [see O.C. 105.7-4].</p> <p>The Committee shall consider and vote by a majority of members in attendance on a recommendation for termination of a member's appointment for OBC consideration if a violation of any of the expectations set forth in Article IV. 4-1 of the bylaws occurs [see Article I. 1-6(a)].</p>		
Public Meeting	Public meetings are not required for bylaws.		
Fiscal Impact	A Fiscal Impact Statement is not required for bylaws.		

1 **SECTION 2. BACKGROUND**

- 2 A. The Committee bylaw amendments were added to the active files list on October 3, 2018 with David
3 P. Jordan as the sponsor.
4 B. The Committee was officially recognized by the OBC through adoption of resolution BC-04-13-90-B
5 and bylaws were approved by the OBC on October 15, 1997, and amended on February 3, 1999,
6 February 23, 2005, June 23, 2010 and April 22, 2015.

7
8 **SECTION 3. COMPLIANCE WITH THE BOARDS, COMMITTEES AND COMMISSIONS LAW**

- 9 A. The bylaws comply with the Boards, Committees and Commissions law.
10 B. The bylaws comply with OBC Resolution BC-09-26-18-D Boards, Committees and Commission
11 Stipends.

12
13 **SECTION 4. AMENDMENTS**

14 This section details the changes to the bylaws from the previously adopted bylaws.

15 **A. ARTICLE I. AUTHORITY**

- 16 a. The term expiration was amended to correspond with the date the successor is sworn in
17 *[see Article I. 1-5(a)(1)(A)]*. The Business Committee Support Office (BCSO) was added
18 as a receiving entity, in addition to the Committee Chairperson or designee, of a written
19 resignation and the resignation is now effective when the written notice is received or by
20 motion of the Committee *[see Article I. 1-5(a)(1)(B)]*. The deferral of a vacancy of the
21 Committee was removed *[see Article I. 1-4(d)(2)(B) of current bylaws]*.
22 b. A provision related to the replacement term being through the unexpired term was removed
23 *[see Article I. 1-4(d)(3)]*.
24 c. Several qualifications were added to recruit board members with desirable skills and
25 experience *[see Article I. 1-5(d)]*:
26 • A minimum of two (2) years of experience coordinating or participating in a
27 pow-wow or coordinating a community event. Priority is given to those
28 applicants with experience in pow-wow coordination or participation over
29 applicants who do not have this experience. The current bylaws require
30 experience but do not require two (2) years of experience.
31 • Must be eighteen (18) years of age or older in compliance with the Boards,
32 Committees and Commissions law.
33 • Must never have been convicted of a felony or misdemeanor related to fraud,
34 theft or violent or sexual misconduct.
35 a. A pardon by the Nation or the governor of any state shall not deem a
36 person as “exonerated” for purposes of qualifying for membership on
37 the Committee.
38 • Must be able to dedicate weekends and nights to Committee related obligations
39 / activities.
40 d. A provision was added that any violation of the expectations section of bylaws will require
41 the Committee to place the matter on the next Committee agenda and vote on whether to
42 recommend to the OBC that a member’s appointment be terminated from the Committee.
43 The vote will be determined by a majority of the members in attendance *[see Article I. 1-*
44 *6(a)]*.

- 45 e. A section was added for trainings and conferences that complies with the Boards,
46 Committees and Commissions law. Each member of the Committee is required to attend,
47 upon approval of the Committee Chairperson, no more than one (1) full day of training per
48 year to include training in conducting or coordinating pow-wow events and/or activities,
49 ethics and event planning [see Article I. 1-7]. Although a member would not be in violation
50 of the bylaws if they do not attend a training; if a training were to become available the
51 Chairperson could mandate the Committee to attend.
- 52 • Attending or participating in pow-wow events is not eligible for a training
53 stipend [see Article I. 1-7(d)].

54
55 B. ARTICLE II. OFFICERS

- 56 a. Duties were added to the Chairperson position:
- 57 • Assist the Secretary in forwarding all meeting materials [see Article II. 2-2(a)].
 - 58 • Attend or designate a Committee member to attend OBC meetings where the
59 quarterly report is on the agenda [see Article II. 2-2(e)].
- 60 b. The budgetary and sign off authority and travel section is new to these bylaws based on
61 requirements in the Boards, Committees and Commissions law. This requirement creates
62 accountability regarding committee action related to travel and authority to make budgetary
63 decisions. [see Article II. 2-7].
- 64 • The provision related to Committee approval of contracts was changed from
65 \$10,000 to \$3,000. The Committee will follow the Nation's laws and policies
66 for all contracts.
- 67 c. The personnel section has changed. The committee can now hire personnel on behalf of
68 the committee subject to OBC approval and budgeted funds; subject to the Nation's
69 Personnel Policies and Procedures [see Article II. 2-8].
- 70 • The hiring of pow-wow personnel was removed from this section as these are
71 contracted positions and the Committee will follow the Nation's policies
72 regarding all contracts in accordance with Article II. 2-7.
- 73 d. A provision was added to allow the Chairperson to handle appropriation requests in the
74 absence of the Treasurer [see Article II. 2-7(b)].

75
76 C. ARTICLE III. MEETINGS

- 77 a. Special meetings were removed, and joint meetings with the OBC subject to OBC approval
78 were added to the bylaws in accordance with the Boards, Committees and Commissions
79 law [see 105.10-3(c)].
- 80 b. A provision was added per the Boards, Committees and Commissions law that the
81 Committee will notify the Nation's Secretary within 72 hours of the meeting being held
82 with notice of the meeting, the reason for the emergency meeting, and an explanation of
83 why the matter could not wait for a regular meeting [see Article III. 3-2(b)].
- 84 c. The meeting quorum changed from five (5) members to a majority of the current
85 membership [see Article III. 3-4].
- 86 d. The Order of Business changed in accordance with the Boards, Committees and
87 Commissions law [see Article III. 3-5].
- 88 e. The use of e-polls that follow the requirements established in the Boards, Committees and
89 Commissions law and are conducted by the Chairperson or Vice Chairperson at the
90 Chairperson's discretion was added [see Article III. 3-6(c)].

91 D. ARTICLE IV. EXPECTATIONS

92 This section is a new to these bylaws based on the requirements established in the Boards, Committees
93 and Commissions law.

- 94 a. Behavioral requirements were added to govern members during Committee related
95 activities [see Article IV. 4-1]. Enforcement of behavioral expectations include removal
96 from a meeting or other gathering of the Committee, which could affect stipend eligibility,
97 the Committee taking action according to any laws of the Nation, or recommendation by
98 the Committee for termination of appointment by the OBC [see Article IV. 4-1(c)].
99 b. Intentional acts of violence that inflicts, attempts to inflict or threatens to inflict emotional
100 or bodily harm or damage to property are prohibited [see Article IV. 4-2].
101 c. Drug and alcohol use by a member when acting in an official capacity is prohibited [see
102 Article IV. 4-3].
103 d. The Committee shall comply with the Nation's Social Media Policy [see Article IV. 4-4].
104 e. The Committee will be required to comply with the Nation's laws governing conflicts of
105 interest [see Article IV. 4-5]. The Committee bylaws do not include any additional
106 information related to the mitigation of conflicts of interest which is optional under the
107 Boards, Committees and Commissions law [see 105.10-1(d)(c)].
108

109 E. ARTICLE V. STIPENDS AND COMPENSATION

- 110 a. This section provides a list of eligible stipends members of the Committee are eligible to
111 receive [see Article V. 5-1]. Stipends in addition to the regular once per month meeting
112 include:
113 • Stipends for attending Judiciary hearings if subpoenaed.
114 • Stipends for a duly called Joint Meeting with the OBC.
115 • Stipends for attendance at a full day of training or a conference if required by
116 law, bylaw or resolution.
117

118 F. ARTICLE VI. RECORDS AND REPORTING

- 119 a. Provisions added related to records and reporting in accordance with the Boards,
120 Committees and Commissions law include:
121 • A provision that the minutes will follow the format provided by the BCSO [see
122 Article VI. 6-2].
123 • A provision that meeting minutes will be submitted to the BCSO within two
124 business days of the meeting date [see Article VI. 6-2(a)].
125 • Regular meetings with the OBC Liaison as agreed upon by the Committee and
126 the liaison was added to include a quarterly check in [see Article VI. 6-4].
127 • A requirement that all meetings are to be audio recorded. Executive session is
128 not required to be recorded [see Article VI. 6-5].
129

130 G. ARTICLE VII. AMENDMENTS

- 131 a. A provision was added requiring that amendments follow the Boards, Committees and
132 Commissions law and any other policy of the Nation [see Article VII. 7-1(c)].
133

134 **SECTION 5. LEGISLATION RELATED TO BOARDS, COMMITTEES AND COMMISSIONS**

135 There are no conflicts between these bylaws and the Oneida Code of Laws. Below is a detailed list of laws
136 that establish requirements related to Boards, Committees and Commissions generally.

137 A. Boards, Committees and Commissions [see O.C. Chapter 105]

- 138 a. This law establishes all requirements related to elected and appointed Boards, Committees
139 and Commissions of the Nation. The law governs the procedures regarding the

140 appointment and election of persons to boards, committees and commissions, creation of
141 bylaws, maintenance of official records, compensation, and other items related to boards,
142 committees and commissions. The Committee is appointed by the OBC. The requirements
143 for entity bylaws are contained in this law as well as a requirement that all existing entities
144 of the Nation comply with the format detailed in the law and present the bylaws for
145 adoption by the OBC within a reasonable timeframe. These Committee bylaws comply
146 with the Boards, Committees and Commissions law.
147

148 B. Code of Ethics [see O.C. Chapter 103]

- 149 a. The Committee members are required to abide by the Code of Ethics law and Article IV of
150 the bylaws addresses the behavioral expectations of members, some of which are covered
151 in the Code of Ethics law. This law promotes the highest ethical conduct from elected and
152 appointed government officials and expects that officials will demonstrate the highest
153 standards of personal integrity, truthfulness, honesty, and fortitude in all public activities
154 to inspire public confidence and trust in the governmental officials of the Oneida Nation.
155 Government officials are also expected to adhere to the laws, customs, and traditions of the
156 Nation.
157

158 C. Travel and Expense Policy [see O.C. Chapter 219]

- 159 a. Members of the Committee are eligible to be reimbursed for travel and per diem to attend
160 a conference or training in accordance with the Nation's travel policies. A list of eligible
161 training and conference topics is included in Article I. 1-7 of the bylaws.
162

163 D. Conflict of Interest [see O.C. Chapter 217]

164 This law applies to the Committee and establishes specific limitations to which information
165 or materials that are confidential or may be used by a competitor of the Nation's enterprises
166 or interests may be used to protect the interests of the Nation. The Boards, Committees
167 and Commissions law establishes that amended bylaws require members to disclose
168 potential or real conflicts and gives entities the option to determine how the conflict will
169 be mitigated [see O.C. Chapter 105] and [see Article IV. 4-5 of the bylaws]. These
170 Committee bylaws require compliance with the Nation's laws governing conflict of interest
171 [see Article IV. 4-5].
172

173 E. Social Media Policy [see O.C. Chapter 218]

- 174 a. This law applies to the Committee and regulates social media accounts including how
175 content is managed and who has authority to post on social media on behalf of the Nation.
176 The Committee currently has a social media account on Facebook and is required to
177 register the account with the Nation's Secretary's Office to include specific information
178 related to access to the account, acknowledgment and compliance with the Computer
179 Resource Ordinance and this policy, use a Nation issued email address or ask for the
180 Secretary to allow the entity to operate the account utilizing the current e-mail address, and
181 ensure all content complies with all applicable laws of the Nation, state or federal laws.
182

183 F. Computer Resources Ordinance [see O.C. Chapter 215]

- 184 a. Committee members are considered users under this law and must comply with the
185 established requirements to ensure appropriate use of the Nation's computer resources.
186

187 G. Open Records and Open Meetings [see O.C. Chapter 107]

- 188 a. The Committee must comply with the Open Meetings and Open Records law. The bylaws
189 address the requirement that the records must be maintained according to this law which

190 details that the Chairperson or designee is the legal custodian of the records *[see 107.6-3]*.
191 Portions of the Committee meetings may be considered closed meeting sessions if
192 exception in this law related to personnel matters or contracts are being discussed and
193 deemed confidential.
194

195 H. Budget Management and Control *[see O.C. Chapter 121]*

196 a. The Committee is considered a fund unit of the Nation under this law. Fund unit managers
197 are required to develop, submit and maintain a triennial strategic plan for the fund unit's
198 operations which aligns with the triennial strategic plan established by the OBC. The
199 Boards, Committees and Commissions law does not require the bylaws to identify how
200 each Board, Committee or Commission will complete this task and the Board did not
201 include this task in these bylaws.



Legislative Operating Committee
February 20, 2019

Pardon and Forgiveness Screening Committee By-Laws Amendments

Submission Date: 10/3/18	Public Meeting: n/a
LOC Sponsor: David P. Jordan	Emergency Enacted: n/a Expires: n/a

Summary: *On September 26, 2018, the Oneida Business Committee (“OBC”) adopted the Boards, Committees and Commissions law (“Law”) through resolution BC-09-26-18-C, titled Amendments to the Comprehensive Policy Governing Boards, Committees and Commissions. Per Section 105.10 of the Law, within a reasonable time after its adoption, all existing boards, committees and commissions of the Nation must present bylaws for adoption that comply with the format and contain the minimal amount of information prescribed in the Law. In resolution BC-09-26-18-C, the OBC gave the Nation’s boards, committees and commissions six (6) months from the date of the Law’s adoption to present their bylaws. The OBC further directed that, within thirty (30) days of the Law’s adoption, the Legislative Reference Office hold at least two (2) informational meetings with the boards, committees and commissions for purposes of: (1) providing them with an update on the revised bylaws requirements that resulted from the Law’s adoption; (2) providing them with a template for the development of their revised bylaws; and (3) offering them any assistance in the development and drafting of their revised bylaws.*

10/3/18 LOC: Motion by Ernest Stevens III to add the Pardon and Forgiveness Screening Committee By-Laws Amendments to the active files list; Seconded by Kirby Metoxen. Motion carried unanimously.

10/17/18: *Informational Meeting.* Present: Jennifer Falck, Kristen M. Hooker, Maureen Perkins, Jennifer Webster, Dale Webster (ONCOA), Marlene Summers (ONCOA), Lois Strong (ONCOA), Sandra Reveles (OPC), Carol Silva (OPC), Brook Doxtator (OBCSU), Bonnie Pigman (OTEC), Chad Wilson (ERB), Dylan Benton (OTEC/Library), Chris Cornelius (OLC). Per resolution BC-09-26-18-C, adopting the amendments to the Comprehensive Policy Governing Boards, Committees and Commissions (n/k/a Boards, Committees and Commissions law), the LRO was directed to hold two (2) informational meetings for the Nation’s boards, committees and commissions to provide them with: (1) an update on the new bylaws requirements mandated by the Boards, Committees and Commissions law; (2) a template for the

boards, committees and commissions to use when revising their respective bylaws; and (3) assistance to the boards, committees and commissions in the development and drafting of their bylaws. This was the first of the two informational meetings.

10/24/18:

Informational Meeting. Present: Jennifer Falck, Kristen M. Hooker, Maureen Perkins, Clorissa Santiago, Donald McLester (OLC), Chris Cornelius (OLC), Ronald King, Jr. (PFSC), Jeanette Ninham (PFSC), Vicki Cornelius (OEB & Powwow), Bonnie Pigman (OTEC), Lisa Liggins (School Board & OTEC), Rochelle Powless (ONCOA), Terry Hetzel (HRD), Patty Hoeft (Oneida Law Office), Brooke Doxtator (OBCSO), Arthur Elm (SEOTS), Diane Hill (SEOTS). Per resolution BC-09-26-18-C, adopting the amendments to the Comprehensive Policy Governing Boards, Committees and Commissions (n/k/a Boards, Committees and Commissions law), the LRO was directed to hold two (2) informational meetings for the boards, committees and commissions to provide them with: (1) an update on the new bylaws requirements mandated by the Boards, Committees and Commissions law; (2) a template for the boards, committees and commissions to use when revising their respective bylaws; and (3) assistance to the boards, committees and commissions in the development and drafting of their bylaws. This was the second of the two informational meetings.

2/1/19:

LOC Work Meeting. Present: Maureen Perkins, Kristen M. Hooker, Jennifer Falck, Jennifer Webster, David P. Jordan, Kirby Metoxen The purpose of this meeting was to go through the draft of the Pardon and Forgiveness Screening Committee's proposed bylaws amendments that were finalized following a review by the LRO staff attorney and submitted for legislative analysis in accordance with the Boards, Committees and Commissions law/resolution BC-09-26-18-C.

Next Steps:

- Accept the Pardon and Forgiveness Screening Committee By-Laws Amendments.
- Forward the Pardon and Forgiveness Screening Committee By-Laws Amendments to the Oneida Business Committee for consideration.

PARDON AND FORGIVENESS SCREENING COMMITTEE BYLAWS

Article I. Authority

1-1. *Name.* The name of this entity shall be the Pardon and Forgiveness Screening Committee and may hereinafter be referred to as the “PFSC.”

1-2. *Establishment.* The PFSC was originally established by the Oneida Pardon Ordinance through adoption of resolution BC-07-31-02-A, which was repealed by and replaced with the Pardon and Forgiveness law, through adoption of resolution BC-05-25-11-A as amended by resolution BC-01-22-14-B.

1-3. *Authority.*

(a) *Purpose.* The purpose of the PFSC is to provide a fair, efficient and formal process for considering pardons and forgiveness by:

- (1) Promulgating internal standard operating procedures necessary to govern its proceedings;
- (2) Reviewing and processing applications for a pardon or forgiveness in an orderly and expeditious manner;
- (3) Reviewing an applicant’s background investigation report received from the Oneida Human Resources Department;
- (4) Conducting and presiding over hearings to obtain a pardon or forgiveness from the Nation;
- (5) Providing formal, written recommendations to the Oneida Business Committee to approve or deny a pardon or forgiveness application;
- (6) Taking other actions reasonably related to the purpose of the PFSC; and
- (7) Carrying out all other powers and duties delegated by the laws of the Nation, including, but not limited to, the Pardon and Forgiveness law.

(b) The PFSC does not:

- (1) Have authority to enter into contracts; or
- (2) Have authority to create policy or legislative rules.

1-4. *Office.* The Official mailing address of the PRSC shall be:
Pardon and Forgiveness Screening Committee
P.O. Box 365
Oneida, WI 54155

1-5. *Membership.*

(a) *Number of Members.* The PFSC shall consist of four (4) members and four (4) alternates from three (3) representative areas who shall serve a term consistent with that of the Oneida Business Committee’s term of office.

- (1) The three (3) representative areas shall be made up of:
 - (A) One (1) member and one (1) alternate representative from the Oneida Police Department;

- 46 (B) Once (1) member and one (1) alternate representative from
47 the Oneida Social Services Department; and
48 (C) Two (2) member and two (2) alternate representatives from
49 the community-at-large.
50 (i) One (1) member and one (1) alternate representative
51 of the community-at-large shall be an elder of fifty-
52 five (55) years of age or older; and
53 (ii) One (1) member and one (1) alternate representative
54 of the community-at-large shall be twenty-five (25)
55 years of age or older.
- 56 (b) *Appointment.* PFSC members and alternates shall be appointed by the
57 Oneida Business Committee in accordance with the Boards, Committees
58 and Commissions law. Each member and alternate shall remain in office as
59 follows:
60 (1) If his or her term has expired, until a successor has been sworn in by
61 the Oneida Business Committee;
62 (2) Until his or her resignation; or
63 (A) A member or alternate may resign any time verbally at a
64 meeting or by delivering written notice to the Oneida
65 Business Committee Support Office and PFSC Chairperson
66 or the Chairperson's designee. The resignation is effective
67 upon acceptance by motion of a member's or alternate's
68 verbal resignation or upon delivery of the written notices.
69 (3) Until his or her appointment is terminated in accordance with the
70 Boards, Committees and Commissions law.
- 71 (c) *Vacancies.* Vacancies for any reason, whether caused by term expiration,
72 death, termination or resignation, shall be filled in accordance with the
73 Boards, Committees and Commissions law for the remainder of the term.
74 (1) The PFSC's Chairperson shall provide the Oneida Business
75 Committee recommendations on all applications for appointment
76 before the executive session in which the appointment is intended to
77 be made.
- 78 (d) *Qualifications.* PFSC members and alternates shall meet the following
79 qualifications:
80 (1) The PFSC member and alternate representative from the Oneida
81 Police Department shall:
82 (A) Be an enrolled member of the Oneida Nation; and
83 (B) Have a written recommendation from the Chief of Police for
84 appointment to the PFSC.
85 (2) The PFSC member and alternate representative from the Oneida
86 Social Services Division shall:
87 (A) Be an enrolled member of the Oneida Nation; and
88 (B) Have a written recommendation from the Division Director
89 for the Governmental Services Division for appointment to
90 the PFSC.

- 91 (3) The PFSC member and alternate representatives from the
92 community-at-large shall:
93 (A) Be an enrolled member of the Oneida Nation;
94 (B) Reside in Brown or Outagamie County;
95 (C) For one (1) member and one (1) alternate, be at least twenty
96 -five (25) years of age, and for the other one (1) member and
97 one (1) alternate, be an elder of fifty-five (55) years of age
98 or older; and
99 (D) Pass a background check.

100
101 1-6. *Termination.* A PFSC member or alternate may have his or her appointment terminated
102 in accordance with the Boards, Committees and Commissions law.

- 103 (a) In addition to any of the causes for termination already identified within the
104 laws and policies of the Nation, a violation of these bylaws shall be cause
105 for the PFSC to make a recommendation to the Oneida Business Committee
106 for the termination of a member's or alternate's appointment.

107
108 1-7. *Trainings and Conferences.* None required.

109
110 **Article II. Officers**

111 2-1. *Officers.* The PFSC shall have two (2) Officers: Chairperson and Vice-Chairperson.

112
113 2-2. *Responsibilities of the Chairperson.* The responsibilities, duties and limitations of the
114 PFSC Chairperson shall be as follows:

- 115 (a) Call and preside over all meetings and hearings of the PFSC;
116 (b) Along with the Oneida Business Committee Support Office, provide notice
117 of regular meetings, emergency meetings and hearings of the PFSC;
118 (c) Forward, or through a designee have forwarded, notice of meeting location,
119 agenda, materials and minutes.
120 (d) Along with the Oneida Business Committee Support Office, submit annual
121 and semi-annual reports to the General Tribal Council and submit quarterly
122 reports to the Oneida Business Committee in accordance with the Boards,
123 Committees and Commissions law;
124 (e) Attend or send a PFSC member designee to attend the Oneida Business
125 Committee meeting in which the PFSC's quarterly report appears on the
126 agenda;
127 (f) Draft and sign recommendations of the PFSC;
128 (g) Submit recommendations to the Oneida Business Committee Support
129 Office for consideration by the Oneida Business Committee; and
130 (h) Perform all other duties as assigned by the PFSC.

131
132 2-3. *Responsibilities of the Vice-Chairperson.* The responsibilities, duties and limitations of the
133 PFSC Vice-Chairperson shall be as follows:

- 134 (a) In the absence or incapacity of the PFSC Chairperson, the PFSC Vice-
135 Chairperson shall perform the duties of the PFSC Chairperson.

136

- 137 2-4. *Selection of Officers.* The PFSC shall elect Officer positions at the first duly called PFSC
138 meeting.
- 139 (a) The Officer positions shall be chosen by majority vote of the quorum of
140 PFSC members in attendance at the meeting.
- 141 (b) The vote shall be made part of the PFSC record.
142
- 143 2-5. *Budgetary Sign-Off Authority and Travel.* The PFSC shall follow the Nation’s policies and
144 procedures regarding purchasing and sign-off authority.
- 145 (a) The Oneida Business Committee Support Office shall have sign-off
146 authority for the PFSC.
- 147 (b) The PFSC shall approve a member’s or alternate’s request to travel on
148 behalf of the PFSC by majority vote of the quorum present at a regular or
149 emergency meeting of the PFSC.
150
- 151 2-6. *Personnel.* The PFSC shall not have authority to hire personnel for the benefit of the
152 PFSC.
- 153 (a) The Oneida Business Committee Support Office shall assist the PFSC on
154 behalf of the Tribal Secretary and in accordance with the Pardon and
155 Forgiveness law with the following administrative duties:
- 156 (1) Keeping minutes of the PFSC meetings;
- 157 (2) Along with the Chairperson, providing notice of regular meetings,
158 emergency meetings and hearings of the PFSC;
- 159 (3) Acting as custodian of the records;
- 160 (4) Attending to all correspondence and presenting to the PFSC all
161 official communications received by the PFSC;
- 162 (5) Along with the Chairperson, submitting annual and semi-annual
163 reports to the General Tribal Council and submitting quarterly
164 reports to the Oneida Business Committee in accordance with the
165 Boards, Committees and Commissions law; and
- 166 (6) Administering the PFSC budget.
167

168 **Article III. Meetings**

- 169 3-1. *Regular Meetings.* Regular meetings shall occur on a quarterly basis. The regular meeting
170 time, place, and agenda shall be determined by the PFSC at a regular
171 meeting. If no alternate designation is made by the PFSC, the regular
172 meetings shall be the third Thursday of the month each quarter.
- 173 (a) Notice of meeting location, agenda, materials and minutes shall be
174 forwarded by the Chairperson or the Chairperson’s designee.
- 175 (b) Meetings shall be run in accordance with Robert's Rules of Order or another
176 method approved by the Oneida Business Committee.
- 177 (c) Meetings shall comply with the Open Records and Open Meetings law.
178
- 179 3-2. *Emergency Meetings.* Emergency meetings shall only be called when time sensitive issues
180 require immediate action.
- 181 (a) Emergency meetings of the PFSC may be called by the Chairperson or upon
182 written request of any two (2) PFSC members.

- 183 (b) Notice of the meeting location, agenda and materials shall be forwarded by
184 the Chairperson or the Chairperson’s designee.
185 (c) Within seventy-two (72) hours after an emergency meeting, the PFSC shall
186 provide the Nation’s Secretary with notice of the meeting, the reason for the
187 emergency meeting, and an explanation of why the matter could not wait
188 for a regular meeting.
189
- 190 3-3. *Joint Meetings.* Joint meetings between the PFSC and the Oneida Business Committee
191 shall not be held.
192
- 193 3-4. *Hearings.* Hearings shall be held in accordance with the Pardon and Forgiveness law.
194
- 195 3-5. *Quorum.* A quorum shall consist of at least three (3) PFSC members or their alternates
196 and shall include the Chairperson or Vice-Chairperson.
197 (a) The alternate will assume the role of the member that he or she is replacing,
198 including the Chairperson and/or Vice-Chairperson.
199
- 200 3-6. *Order of Business.* The regular meetings of the PFSC shall follow the order of business as
201 set out herein:
202 (a) Call to Order
203 (b) Adopt the Agenda
204 (c) Approval of Previous Minutes
205 (d) Old Business
206 (e) New Business
207 (f) Executive Session
208 (g) Adjournment
209
- 210 3-7. *Voting.* Voting shall be in accordance with a simple a majority vote of the quorum
211 of PFSC members or alternates present at a duly called meeting or hearing.
212 (a) The Chairperson shall not be allowed to vote unless a tie needs to be broken.
213 (b) E-polls are permissible so long as conducted in accordance with the Boards,
214 Committees and Commissions law.
215 (1) The Vice-Chairperson shall serve as the Chairperson’s designee for
216 the responsibility of conducting an e-poll in the Chairperson’s
217 absence or discretion.
218

219 **Article IV. Expectations**

- 220 4-1. *Behavior of Members.* PFSC members and alternates are expected to treat each other in
221 accordance with the Nation’s core values of The Good Mind as expressed
222 by Onʌyoteʔa’ka, which includes:
223 (a) Kahletsyal&sla. The heart felt encouragement of the best in each of us.
224 (b) Kanolukhwásla. Compassion, caring, identity, and joy of being.
225 (c) Kaʔnikuhli’yó. The openness of the good spirit and mind.
226 (d) Kaʔtshatstásla. The strength of belief and vision as a People.
227 (e) Kalihwi’yó. The use of the good words about ourselves, our Nation, and our
228 future.

- 229 (f) TwahwahtsílawayΛ. All of us are family.
230 (g) YukwatsístayΛ. Our fire, our spirit within each one of us.
231 (1) Failure to treat each other with respect shall be cause for a
232 recommendation to the Oneida Business Committee for termination
233 from the PFSC and/or the imposition of sanctions and/or penalties
234 according to the laws of the Nation.
235 (2) Appointed members and alternates of the PFSC serve at the
236 discretion of the Oneida Business Committee. Upon the
237 recommendation of a member of the Oneida Business Committee or
238 the PFSC, a member or alternate of the PFSC may have his or her
239 appointment terminated by the Oneida Business Committee.
240

241 4-2. *Prohibition of Violence.* Intentionally violent acts committed by a member or alternate of
242 the PFSC that inflicts, attempts to inflict, or threatens to inflict emotional or
243 bodily harm on another person, or damage to property, during a meeting or
244 when acting in an official capacity are strictly prohibited and grounds for
245 an immediate recommendation for termination of appointment from the
246 PFSC and/or the imposition of sanctions and/or penalties according to laws
247 and of the Nation.
248

249 4-3. *Drug and Alcohol Use.* Use of alcohol and illegal drugs by members or alternates of the
250 PFSC when acting in their official capacity is strictly prohibited. Prohibited
251 drugs are defined as marijuana, cocaine, opiates, amphetamines,
252 phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, narcotics,
253 and any other substance included in Schedules I through V, as defined by
254 Section 812 of Title 21 of the United States Code. This also includes
255 prescription medication or over-the-counter medicine used in an
256 unauthorized or unlawful manner.
257

258 4-4. *Social Media.* PFSC members and alternates shall abide by the Nation’s Social Media
259 Policy.

260 (a) PFSC members and alternates shall further refrain from posting, attaching
261 or writing anything relating to PFSC business or activities on any social
262 media outlet.

263 (b) Posting notices of meetings, public hearings, and/or cancellations on social
264 media outlets is acceptable.
265

266 4-5. *Conflict of Interest.* PFSC members and alternates shall abide by all laws of the Nation
267 governing conflicts of interest. PFSC members and alternates must submit
268 a Conflict of Interest Disclosure form upon Oath of Office and annually.
269

270 **Article V. Stipends and Compensation**

271 5-1. *Stipends.* Stipend eligibility shall be governed by the Boards, Committees and
272 Commissions law; resolution BC-09-26-18-D titled Boards, Committees
273 and Commissions Law Stipends; and as follows:

- 274 (a) Community-at-large PFSC members and alternates shall be paid one (1)
275 monthly meeting stipend.
- 276 (b) Community-at-large PFSC members and alternates shall be paid a stipend
277 for conducting an official hearing of the PFSC.
- 278 (c) Member and alternate representatives from the Oneida Police Department
279 and the Oneida Social Services Department shall not collect stipends despite
280 their eligibility.

281
282 5-2. *Compensation.* PFSC members and alternates are not eligible for any other type of
283 compensation for duties/activities they perform on behalf of the PFSC.
284

285 **Article VI. Records and Reporting**

286 6-1. *Agenda Items.* Agendas shall be maintained in a format approved by the Oneida Business
287 Committee Support Office.
288

289 6-2. *Minutes.* PFSC minutes shall be typed in a format approved by the Oneida Business
290 Committee Support Office that generates the most informative record of the
291 PFSC's meetings, including, but not limited to, a summary of action taken
292 by the PFSC.

293 (a) When minutes are not taken by the Oneida Business Committee Support
294 Office, the PFSC shall submit minutes to the Oneida Business Committee
295 Support Office within thirty (30) days of the PFSC's meeting.
296

297 6-3. *Attachments.* Handouts, attachments, memoranda, and the like shall be attached to the
298 corresponding meeting minutes.

299 (a) Agendas, minutes and attachments shall be kept electronically by the
300 Oneida Business Committee Support Office.
301

302 6-4. *Oneida Business Committee Liaison.* The PFSC shall regularly communicate with the
303 Oneida Business Committee member who is its designated liaison.

304 (a) The frequency and method of communication shall be as agreed upon by
305 the PFSC and the liaison.

306 (b) The purpose of the liaison relationship is to uphold the ability of the liaison
307 to act as a support to the PFSC.
308

309 6-5. *Audio Recordings.* All meetings and hearings of the PFSC shall be audio recorded by the
310 Oneida Business Committee Support Office.

311 (a) Audio recordings of the PFSC meetings shall be maintained by the Oneida
312 Business Committee Support Office.

313 (b) *Exception.* Audio recordings of executive session portions of a meeting or
314 hearing shall not be required.
315

316 **Article VII. Amendments**

317 7-1. *Amendments.* Upon written notice, the PFSC may, at a duly called meeting, amend these
318 bylaws by a majority vote of the meeting quorum.

319 (a) Any amendments to these bylaws shall conform to the requirements of the
320 Boards, Committees and Commissions law and any other policy of the
321 Nation.

322 (b) Amendments to these bylaws shall be approved by the Oneida Business
323 Committee prior to implementation.
324

325

326

327

328

329

[SIGNATURE BLOCK FOR APPROVAL OF PFSC AND OBC]

PARDON AND FORGIVENESS SCREENING COMMITTEE BYLAWS

Article I. Authority

1-1. *Name.* The name of this committee shall be the Pardon and Forgiveness Screening Committee, hereinafter referred to as "PFSC."

1-2. *Authority.* A PFSC was originally established in the Pardon and Forgiveness Law as adopted by Resolution BC-07-31-02-C.

1-3. *Office.* The official mailing address of the PFSC shall be:

Pardon and Forgiveness Screening Committee

P.O. Box 365

Oneida, WI 54155

1-4. *Membership.* The PFSC shall consist of five (5) enrolled Tribal members from three (3) representative areas who shall serve a term consistent with that of the Oneida Business Committee term of office.

(a) *How Chosen.* PFSC members shall be appointed by motion or resolution of the Oneida Business Committee. PFSC members shall include:

(1) A representative from the Oneida Police Department, recommended in writing by the Chief of Police, including two (2) alternates, submitted to the Tribal Secretary;

(2) A representative from the Oneida Social Services Department, recommended in writing by the Division Director for the Governmental Services Division, including two (2) alternates, submitted to the Tribal Secretary; and

(3) Three (3) representatives from the Oneida community-at-large, including three (3) alternates.

(A) At least one (1) community-at-large representative and one (1) alternate shall be an elder over the age of fifty-five (55).

(B) Preference for community-at-large representatives shall be given to Tribal members with a background in social services, probation/parole, law enforcement, legal services, public policy and similar fields.

(b) *Alternates.* If a PFSC member is absent or unable to participate in a meeting due to a conflict of interest, an alternate may serve in his or her place, provided that the alternate does not have a conflict of interest.

(c) *How Vacancies are Filled.* In case of a vacancy for any reason, including death, removal or resignation, the vacancy shall be filled in accordance with 1.4(a), for the remainder of the term.

(d) *Termination.* Termination of PFSC members' appointments shall be terminated in accordance with Section 6-5 of the Comprehensive Policy Governing Boards, Committees and Commissions.

(e) 2-5. *Resignations.* The resignation of a PFSC member is effective upon:

(1) Deliverance of a letter of resignation to the PFSC Chairperson, or designee, in accordance with Section 5-2(c)(1) of the Comprehensive Policy Governing Boards, Committees and Commissions; or

(2) In the event of a verbal resignation, the resignation is effective upon the PFSC's passage of a motion to accept such resignation, in accordance with Section 5-2(c)(2) of the Comprehensive Policy Governing Boards, Committees and Commissions.

1-5. *Purpose and Mission.* The purpose and mission of the PFSC is to provide a fair, efficient

and formal process for considering pardons and forgiveness.

Article II. Officers

2-1. *Officers.* The PFSC shall have two (2) officers: Chairperson and Vice-Chairperson.

2-2. *Duties of the Chairperson.* The PFSC Chairperson shall:

- (a) Preside at all meetings of the PFSC;
- (b) Draft and sign recommendations of the PFSC;
- (c) Submit recommendations to the Tribal Secretary for consideration by the Oneida Business Committee;
- (d) Record meeting minutes in accordance with section 4-2 or delegate the responsibility; and
- (e) Other duties as assigned by the PFSC.

2-3. *Duties of the Vice-Chairperson.* In the absence or incapacity of the PFSC Chairperson, the PFSC Vice-Chairperson shall perform the duties of the PFSC Chairperson.

2-4. *How Chosen.* The PFSC shall elect officer positions at the first duly called PFSC meeting. The officer positions shall be chosen by majority vote of all PFSC members in attendance at the meeting. Said vote shall be made part of the PFSC record.

(a) *Length of Term.* The term of office for a PFSC officer shall coincide with his or her term on the PFSC.

(b) *Officer Vacancy.* In the event of a vacancy in an officer position, the PFSC shall vote to elect, for the remainder of the term, a new officer at a duly called PFSC meeting. The officer position shall be elected by majority vote of all present PFSC members.

2-5. *Tribal Secretary's Office.* The Tribal Secretary's Office shall assist the PFSC as set out in the Pardon and Forgiveness Law.

Article III. Meetings

3-1. *Regular Meetings.* With the assistance of the Tribal Secretary, the PFSC shall schedule quarterly meetings.

(a) The meeting dates, time and location may change from time to time, as determined by the PFSC, with at least twenty-four (24) hour notice, but shall be within the Reservation boundaries unless notified to the PFSC membership prior to designating the meeting location.

(b) Notice of meeting location, agenda, and materials shall be forwarded by the Chairperson with the assistance of the Tribal Secretary's Office.

(c) PFSC Members may contact another member in any fashion to identify that they wish to be excused prior to the meeting. After a meeting, the Board may identify that a member may be excused from the prior meeting by majority vote. More than two (2) unexcused absences may result in termination.

3-2. *Special Meetings.* Special meetings of the PFSC may be called by a majority vote of the PFSC.

(a) Special meetings shall address a specific purpose(s) and convene at a time outside of the regularly scheduled quarterly meeting time.

(b) Special meetings shall require a written notice to each member of the PFSC at least twenty-four (24) hours prior to the meeting start time.

3-3. *Quorum.* A quorum shall consist of three (3) PFSC members or their alternates and shall include the Chairperson or Vice-Chairperson.

3-4. *Order of Business.* The agendas for the regular meetings of the PFSC shall contain the order of business as follows:

- (a) Call to Order and Approval of the Agenda
- (b) Current Business
- (c) Recess/Adjourn

3-5. *Voting.* Voting shall be in accordance with simple majority vote of the PFSC members present at a duly called meeting.

3-6. *Stipends.* The community-at-large PFSC members shall be paid a stipend for each meeting which has established a quorum in the amount specified according to the Comprehensive Policy Governing Boards, Committees and Commissions. One (1) stipend shall be paid for each quarterly meeting which consists of:

- (a) Pre-public hearing meeting to deliberate the files;
- (b) Public hearing; and
- (c) Post-public hearing meeting to make a decision/recommendation.

Article IV. Reporting

4-1. *Format.* Agenda items shall be in an identified format.

4-2. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the PFSC meetings.

(a) All minutes shall be submitted to the Tribal Secretary's Office within thirty (30) calendar days after approval by the PFSC.

(b) Copies of the minutes shall be available for review and copy in accordance with the Open Records and Open Meetings Law.

4-3. *Backup.* Handouts, reports, memoranda and the like may be attached to the minutes and agenda, or may be kept separately, provided that all materials can be identified to the meeting in which they were presented.

4-4. *Reporting.* The PFSC shall not be subject to the quarterly reporting requirements to the Oneida Business Committee.

Article V. Amendments

5-1. *Amendments to Bylaws.* The PFSC may amend the Bylaws upon approval of the PFSC at a regularly scheduled meeting and with subsequent approval of the Oneida Business Committee.

PFSC Approval Date of July 1, 2014

Oneida Business Committee Approval Date of August 13, 2014.



Victoria Deer, Chairperson
Pardon and Forgiveness Screening Committee



Lisa Summers, Tribal Secretary
Oneida Business Committee



Pardon and Forgiveness Screening Committee Bylaw Amendments Legislative Analysis

SECTION 1. EXECUTIVE SUMMARY

REQUESTER: Legislative Reference Office	SPONSOR: David P. Jordan	DRAFTER: Kristen M. Hooker	ANALYST: Maureen Perkins
Complies with Boards, Committees and Commissions Law	These amendments comply with the Oneida Business Committee (OBC) directive established by resolution BC-09-26-18-C that all Boards, Committees and Commissions of the Nation; excluding the OBC or standing committees of the OBC and Tribal corporations, amend their bylaws to comply with the requirements established by the Boards, Committees and Commissions law. Additional information and requirements included in these bylaws beyond what is required in the Boards, Committees and Commissions law is not prohibited [see O.C. 105.10].		
Intent of the Bylaws	The bylaws provide a framework for the operation and management of the committee to govern the standard procedures regarding the way the committee conducts its affairs, including: the appointment of persons to the committee, the membership qualifications, duties and responsibilities of both members and officers, terms and filling vacancies of members, selection of officers, establishment of expectations of members, maintenance of official records, stipends, termination process, required training, and how the bylaws are amended.		
Purpose	The purpose and mission of the Pardon and Forgiveness Screening Committee (PFSC) is to provide a fair, efficient and formal process for considering pardons and forgiveness by processing applications, conducting hearings and interviewing applicants and making recommendations to the OBC to deny or approve pardon and forgiveness applications.		
Legislation Related to Boards, Committees and Commissions	Pardon and Forgiveness law, Boards, Committees and Commissions law, Code of Ethics law, Conflict of Interest law, Social Media Policy, Computer Resources Ordinance, Open Records Open Meetings Law Budget Management and Control law		
Enforcement/Due Process	The Boards, Committees and Commissions law provides the enforcement process for appointed members. Members of the PFSC serve at the discretion of the OBC. Upon the recommendation of a member of the OBC or by vote of the Committee, a member of the Committee may have his or her appointment terminated by the OBC. (a) A two-thirds majority vote of the OBC shall be required in order to terminate the appointment of an individual. (b) The OBC's decision to terminate an appointment is final and not subject to appeal [see O.C. 105.7-4].		
Public Meeting	Public meetings are not required for bylaws.		
Fiscal Impact	Fiscal Impact Statements are not required for bylaws.		

1
2

3 **SECTION 2. BACKGROUND**

- 4 A. The PFSC bylaw amendments were added to the active files list on October 3, 2018 with David P.
5 Jordan as the sponsor.
6 B. The PFSC was originally established in the Pardon and Forgiveness law as adopted by Resolution BC-
7 07-31-02-C. Previous versions of this committee existed in conjunction with the Pardon Ordinance
8 originally adopted by Resolution BC-2-19-93-J.
9 C. The current PFSC bylaws were approved by the OBC on August 13, 2014.
10

11 **SECTION 3. COMPLIANCE WITH THE BOARDS, COMMITTEES AND COMMISSIONS LAW**

- 12 A. The bylaws comply the Boards, Committees and Commissions law.
13 B. The bylaws comply with OBC Resolution BC-09-26-18-D Boards, Committees and Commission
14 Stipends.
15

16 **SECTION 4. AMENDMENTS**

17 This section details the changes to the bylaws from the previously adopted bylaws.

18 A. ARTICLE I. AUTHORITY

- 19 • The purpose section was expanded to correspond with the duties listed in the Pardon and
20 Forgiveness law [see O.C. 126] and [see Article I. 1-3(a)]. The PFSC does not have
21 authority to enter into any contracts or create policy or legislative rules [see Article I. 1-
22 3(b)].
23 • The membership was changed from twelve (12) total members to eight (8) total members:
24 • There were five (5) regular members and seven (7) alternates and there are
25 now four (4) regular members and four (4) alternates.
26 • There is one (1) less alternate from the Oneida Police Department.
27 • There is one (1) less alternate from the Oneida Social Services Department.
28 • Language was clarified that one (1) Community member must be an elder age
29 fifty-five (55) or older along with one (1) alternate.
30 • There is one (1) less regular member and one (1) less alternate from the Oneida
31 Community and a minimum age of twenty-five (25) was added to the
32 Community member position.
33 • A provision was removed that the alternate members serve when a regular member is
34 unable to participate or has a conflict of interest [see Article I. 1-4(b) of current bylaws].
35 • A provision related to the replacement term being through the unexpired term was removed
36 [see Article I. 1-4(d)(3)].
37 • A provision was added in accordance with the Boards, Committees and Commissions law
38 that the Chairperson shall provide the OBC with a recommendation related to all
39 applications for appointment prior to the executive session the appointment is made. [see
40 Article I. 1-5(c)(1)].
41 • The term expiration was amended to correspond with the date the successor is sworn in
42 [see Article I. 1-5(a)(1)(A)]. The Business Committee Support Office was added as a
43 receiving entity of a written resignation and the resignation is now effective when the
44 written notice is received or by motion of the PFSC [see Article I. 1-5(a)(1)(B)].
45 • Conference and training is not required [see Article I. 1-7].
46

47 B. ARTICLE II. OFFICERS

- 48 • The budgetary and sign off authority and travel section is new to these bylaws based on
49 requirements in the amended Boards, Committees and Commissions law. This requirement
50 creates accountability regarding committee action related to travel and authority to make

51 budgetary decisions. The Business Committee Support Office (BCSO) shall have sign off
52 authority for the PFSC *[see Article II. 2-5]*.

- 53 • The recording of meeting minutes was removed from the chair position and placed with
54 the BCSO staff *[see Article II. 2-6]*.
- 55 • The PFSC will not hire any personnel but will utilize the BCSO staff per the Pardon and
56 Forgiveness law *[see Article II. 2-6]*.

57
58 C. ARTICLE III. MEETINGS

- 59 • A provision was added per the Boards, Committees and Commissions law that the PFSC
60 will notify the Nation's Secretary with notice of the meeting, the reason for the emergency
61 meeting, and an explanation of why the matter could not wait for a regular meeting *[see*
62 *Article III. 3-2(b)]*.
- 63 • Special meetings were removed in accordance with the Boards, Committees and
64 Commissions law *[see 105.10-3(c)]*. A provision was added that joint meetings with the
65 OBC shall not be held *[see Article III. 3-3]*.
- 66 • A provision was added that an alternate will assume the position they are replacing
67 including the role of Chairperson or Vice-Chairperson *[see Article III. 3-5]*.
- 68 • The order of business section has been expanded in accordance with the Boards,
69 Committees and Commissions law *[see Article III. 3-6]*.

70
71 D. ARTICLE IV. EXPECTATIONS

72 This section is a new to these bylaws based on the requirements established in the Boards, Committees
73 and Commissions law.

- 74 • Behavioral requirements were added to govern members during PFSC related activities
75 *[see Article IV. 4-1]*. Enforcement of behavioral expectations include recommendation by
76 the Committee for termination of appointment by the OBC or sanction or penalties in
77 accordance with any laws of the Nation *[see Article IV. 4-1(g)(1)]*.
- 78 • Intentional acts of violence that inflicts, attempts to inflict or threatens to inflict emotional
79 or bodily harm or damage to property are prohibited *[see Article IV. 4-2]*.
- 80 • Drug and alcohol use by a PSFC member when acting in an official capacity is prohibited
81 *[see Article IV. 4-3]*.
- 82 • The PFSC shall comply with the Nation's Social Media Policy and shall refrain from
83 posting any committee business on social media aside from notices of meetings, public
84 hearing or meeting cancellations *[see Article IV. 4-4]*.
- 85 • The PFSC will be required to comply with the Nation's laws governing conflicts of interest
86 *[see Article IV. 4-5]*. The PFSC bylaws do not include any additional information related
87 to the mitigation of conflicts of interest which is optional under the Boards, Committees
88 and Commissions law *[see 105.10-1(d)(c)]*.

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90
91 E. ARTICLE V. STIPENDS AND COMPENSATION

- 92 • This section provides a list of eligible stipends members of the PFSC are eligible to receive,
93 in addition to clarification that a full day of training is required to receive a training stipend.
94 Clarification was added that PFSC members who are employees of the Nation are not
95 eligible for a stipend *[see Article V. 5-2]*. This section complies with Resolution BC-09-
96 26-18-D.
- 97 • Stipends for pre-public hearing meetings to deliberate files and post-public hearing
98 meetings to make decisions / recommendations were removed *[see Article III. 3-6(a) and*
99 *(c) of current bylaws]*.

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F. ARTICLE VI. RECORDS AND REPORTING

- Provisions added related to records and reporting in accordance with the Boards, Committees and Commissions law include:
 - A provision that the minutes will follow the format provided by the BCSO *[see Article VI. 6-2]*.
 - A provision that meeting minutes will be submitted to the BCSO within two business days of the meeting date *[see Article VI. 6-2(a)]*.
 - All attachments will be kept electronically by the BCSO *[see Article VI. 6-3]*.
 - Regular meetings with the OBC Liaison as agreed upon by the Committee and the liaison was added *[see Article VI. 6-4]*.
 - A requirement that all meetings are to be audio recorded. Executive session is not required to be recorded *[see Article VI. 6-5]*.

G. ARTICLE VII. AMENDMENTS

- A provision was added requiring that amendments follow the Boards, Committees and Commissions law and any other policy of the Nation *[see Article VII. 7-1(c)]*

SECTION 5. LEGISLATION RELATED TO BOARDS, COMMITTEES AND COMMISSIONS

There are no conflicts between these bylaws and the Oneida Code of Laws. Below is a detailed list of laws that establish requirements related to Boards, Committees and Commissions generally and the PFSC specifically.

A. Pardon and Forgiveness *[see O.C. Chapter 126]*

- a. This law defines the duties and responsibilities of the PFSC, OBC, Oneida Nation Secretary’s Office, and other persons involved in the granting or denial of pardons and forgiveness. The Pardon and Forgiveness Screening Committee is responsible to:
 - i. promulgate internal standard operating procedures necessary to govern its proceedings;
 - ii. review and process applications for a pardon or forgiveness in an orderly and expeditious manner;
 - iii. review an applicant’s background investigation report received from the Oneida Human Resources Department;
 - iv. conduct and preside over hearings;
 - v. provide formal, written recommendations to the OBC to approve or deny a pardon or forgiveness application; and
 - vi. take other actions reasonably related to the purpose of the Committee.

B. Boards, Committees and Commissions *[see O.C. Chapter 105]*

- a. This law establishes all requirements related to elected and appointed Boards, Committees and Commissions of the Nation. The law governs the procedures regarding the appointment and election of persons to boards, committees and commissions, creation of bylaws, maintenance of official records, compensation, and other items related to boards, committees and commissions. The PFSC is appointed by the OBC. The requirements for entity bylaws are contained in this law as well as a requirement that all existing entities of the Nation comply with the format detailed in the law and present the bylaws for adoption by the OBC within a reasonable timeframe. These PFSC bylaws comply with the Boards, Committees and Commissions law.

C. Code of Ethics *[see O.C. Chapter 103]*

150 a. The PSFC members are required to abide by the Code of Ethics law and Article IV of the
151 bylaws addresses the behavioral expectations of members some of which are covered in
152 the Code of Ethics law. This law promotes the highest ethical conduct from elected and
153 appointed government officials and expects that officials will demonstrate the highest
154 standards of personal integrity, truthfulness, honesty, and fortitude in all public activities
155 in order to inspire public confidence and trust in the governmental officials of the Oneida
156 Nation. Government officials are also expected to adhere to the laws, customs, and
157 traditions of the Nation.

158
159 D. Conflict of Interest [see O.C. Chapter 217]

160 This law applies to the PFSC and establishes specific limitations to which information or
161 materials that are confidential or may be used by a competitor of the Nation's enterprises
162 or interests may be used to protect the interests of the Nation. The Boards, Committees
163 and Commissions law establishes that amended bylaws require members to disclose
164 potential or real conflicts and gives entities the option to determine how the conflict will
165 be mitigated [see O.C. Chapter 105] and [see Article IV. 4-5 of the bylaws]. These PFSC
166 bylaws require compliance with the Nation's laws governing conflict of interest and require
167 annual disclosure of conflicts of interest [see Article IV. 4-5].

168
169 E. Social Media Policy [see O.C. Chapter 218]

170 a. This law applies to the PSFC and regulates social media accounts including how content
171 is managed and who has authority to post on social media on behalf of the Nation. Boards,
172 Committees and Commissions must register social media accounts with the Nation's
173 Secretary's Office to include specific information related to access to the account,
174 acknowledgment and compliance with the Computer Resource Ordinance and this policy,
175 use a Nation issued email address or ask for the Secretary to allow the entity to operate the
176 account utilizing the current e-mail address, and ensure all content complies with all
177 applicable laws of the Nation, state or federal laws.
178 b. The bylaws prohibit members from posting, attaching or writing anything related to PFSC
179 business or activities on any social media outlet. Posting notices of meetings, public
180 hearings, and/or cancellations of meetings is acceptable [see Article IV. 4-4].

181
182 F. Computer Resources Ordinance [see O.C. Chapter 215]

183 a. PSFC members are considered users under this law and must comply with the established
184 requirements to ensure appropriate use of the Nation's computer resources.

185
186 G. Open Records and Open Meetings [see O.C. Chapter 107]

187 a. PFSC hearings are open to the public. The Pardon and Forgiveness law requires that
188 deliberation and recommendation meetings are held in executive session which is
189 considered closed to the public [see O.C. 126.8-5].

190
191 H. Budget Management and Control [see O.C. Chapter 121]

192 a. The PFSC is considered a fund unit of the Nation under this law. Fund unit managers are
193 required to develop, submit and maintain a triennial strategic plan for the fund unit's
194 operations which aligns with the triennial strategic plan established by the OBC. The
195 bylaws task the BCSO with the administration of the budget [see Article II. 2-6(a)(6)].

196

Legislative Operating Committee



Agenda Request Form

- 1) Request Date: February 14, 2019
- 2) Contact Person(s): David Jordan Dept: OBC
 Phone Number: 4483 Email: djordan1@oneidanation.org
- 3) Agenda Title: Attorney Contract Policy
- 4) Detailed description of the item and the reason/justification it is being brought before the Committee
Directive from the BC Work Meeting to have the Attorney Contract Policy to include
the expectations of periodic RFPs.

List any supporting materials included and submitted with the Agenda Request Form

- 1) _____
- 2) _____
- 3) _____
- 4) _____

- 5) Please List any laws, ordinances or resolution that might be affected:

- 6) Please List all other departments or person(s) you have brought your concern to:

- 7) Do you consider this request urgent? Yes No
 If yes, please indicate why: The process needs to be tightened to make it more efficient.

I, the undersigned, have reviewed the attached materials, and understand that they are subject to action by the Legislative Operating Committee

Signature of Requester: _____

David Jordan 5372

Please send this form and all supporting materials to:

LOC@oneidanation.org
 or
Legislative Operating Committee (LOC)
 P.O. Box 365
 Oneida, WI 54155
 Phone 920-869-4376

February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 27	28	29	30	31	Feb 1 1:30pm FW: LOC Work Session (BC_Exec_Conf_Room) - Maureen S. Perkins	2
3	4 1:30pm FW: LOC Work Session (BC_Exec_Conf_Room) - Brandon M. Wisneski	5	6 9:00am LOC (BC_Conf_Room) - LOC 9:00am LOC Meeting (BC_Conf_Room) 9:00am LOC Meeting	7	8 1:30pm FW: LOC Work Session (BC_Exec_Conf_Room) - Maureen S. Perkins	9
10	11	12	13	14 1:30pm FW: LOC Work Session (BC_Exec_Conf_Room) - Brandon M. Wisneski	15	16
17	18	19	20 9:30am LOC Meeting (BCCR) - LOC	21	22	23
24 10:00am GTC meeting - Special (Radisson Hotel & Conf. Center) - TribalSecretary	25	26	27	28	Mar 1	2

March 2019

March 2019							April 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 24	25	26	27	28	Mar 1 9:00am LOC Work Session (BC_Exec_Conf_Room) - Clorissa N. Santiago	2
3	4 2:30pm LOC MEETING (BC_Conf_Room) - Clorissa N. Santiago	5	6	7	8	9
10	11 12:15pm PUBLIC MEETING: Domestic Animals Law Amendments (BC_Conf_Room) - Clorissa	12	13	14	15 10:00am LOC Work Session (BC_Conf_Room) - Clorissa N. Santiago	16
17	18	19	20 9:30am LOC Meeting (BCCR) - LOC	21	22	23
24	25 6:00pm GTC (Radisson)	26	27	28 9:00am LOC Work Session (BC_Exec_Conf_Room) - Clorissa N. Santiago	29	30
31	Apr 1	2	3	4	5	6