

REDDING RANCHERIA TRIBAL GOVERNMENT POLICIES

Chapter TP 1-300

Executive Management



October 24, 2023

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SECTION 1: PURPOSE

To provide for continuity of management of the operational affairs of the Redding Rancheria, to set forth the selection of the Chief Executive Officer and the responsibility and authority of the position delegated by the Tribal Council.

SECTION 2: BACKGROUND AND INTENT

The Tribal Council as the governing body of the Redding Rancheria has determined that the best interests of the Tribe shall be best served by providing for an Chief Executive Officer position to which shall be delegated the responsibility to carry out the executive and administrative functions of the Tribal Council.

In that Tribal Council members are elected by the General Membership and subject to change on a cyclical basis, it is the judgment of the Tribal Council that the executive functions of the Tribal Council should be vested in an employee of the Tribal Council, who shall not be subject to election.

Further, the Tribal Council has determined that it can best carry out its legislative functions on behalf of the Tribe by providing for the delegation of executive functions to subordinates who shall serve the Tribal Council.

It is the intent of the Tribal Council that the Chief Executive Officer position shall provide for effective continuity of management and services to the members of the Tribe and shall assist and advise the Tribal Council in carrying out its legislative duties.

To assist the Chief Executive Officer (CEO) in the conduct of Tribal business, the Tribal Council has authorized a Chief Operating Officer (COO) and a Chief Finance Officer (CFO) position. As officers of the Redding Rancheria, the CEO, COO and CFO are expected to act independently as needed to carry out Tribal business within the confines of established policy, and to make necessary decisions in the absence of established policy.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY

The Chief Executive Officer shall have the responsibility to implement the legislative actions of the Tribal Council, to provide for the executive functions of the Tribal Council and to provide for the delivery of services on behalf of the Tribal Council. The Chief Executive Officer is hereby delegated authorities as follows;

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(a) Executive Authorities

To represent the Redding Rancheria by name and title, to execute agreement and contracts as authorized by the Tribal Council.

(b) Regulating Authority

(1) To implement by Administrative Rules and/or Operating Procedures all legislative actions of the Tribal Council and to establish such other rules and procedures as are necessary to effectively carry out the business of the Redding Rancheria in an efficient and effective manner.

(2) To order, in writing, such regulations as shall be necessary to carry out the responsibilities and functions herein assigned and to implement the operating policies, resolutions, ordinances and other assignments of the Tribal Council, in accordance with Tribal Law.

(c) Managerial Authority

(1) To exercise direct line authority over all other work units (positions, offices, programs or departments) of the Tribal organization, to determine the organization structure and positions necessary to carry out assigned functions and responsibilities in the most effective manner. To hire, train, promote, assign, compensate, discipline and discharge employees, in accordance with Tribal laws.

(2) To establish subordinate work units and positions to carry out all assigned functions, to delegate authority and responsibility accordingly, and to hold subordinates accountable for such delegations.

(3) To provide overall direction and control of economic and operational affairs of the Tribe for all assigned functions, to ensure appropriate use of tribal assets and resources, to authorize the expenditure of funds consistent with Tribal budget, to negotiate and execute contracts and agreements, recommend depositories and banking relationships, regulate contracts and determine operational priorities.

(d) Codification of Tribal Laws

To codify all legislative acts of the Tribal Council within the Tribal Policies.

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(e) Maintain Legislative Records

To maintain minutes, resolutions, ordinances and all other associated records of the Tribal Council.

(f) Policy Review

To review all Tribal laws and policies on a regular basis and to recommend additions and changes to the Tribal Council.

(g) Emergency Authority

To take such emergency actions as are authorize by law to protect life and property.

(h) Monitor matters of concern to the Tribe

Monitor and report on all internal and external matters, including the provision of services by other governments, which impact the Tribe and to develop and implement approved plans and strategies to achieve tribal goals.

(i) Assist and advise the Tribal Council in carrying out its legislative duties.

(j) Establish Subordinate Work Units

(1) In order to ensure that employees and the public are informed about the Tribal organization structure, the Chief Executive Officer shall publish the Organization Structure of the Tribal Organization at the beginning of each calendar year and at such other times as any material changes in the structure shall occur, provided that the Tribal Council shall be notified of the change in the organizational structure at least 30 days in advance of any material change being implemented.

(2) The Organization Structure shall include the names of all work units, key positions and total authorized positions for each work unit, the delegated functions and responsibilities to be carried on by each work unit and the lines of authority and accountability.

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- (3) In establishing the Organization Structure it is the expectation of the Tribal Council that the Chief Executive Officer shall apply effective organizational disciplines. The structure shall be consistent with the following organizational standards;
 - (A) The organization should focus resources on direct delivery of services, avoiding unnecessary layers of administration or management.
 - (B) The organization should be structured consistent with purpose, functions and goals.
 - (C) The organization shall be responsive to the people it serves and shall have clear lines of accountability and responsibility.
 - (D) The organization should be proactive, process decisions, authorizations, transactions and services effectively and efficiently. Effective teamwork shall be expected throughout the organization in all efforts.
 - (E) The organization should make efficient use of all human and financial resources, appropriately integrate programs and services, coordination resources, programs and efforts; and avoid duplication.

- (k) Administrative Authority: The Chief Executive Officer is hereby delegated the general authority to carry out the day-to-day business and administrative affairs of the Tribe consistent with the policies and short and long-term planning established by the Tribal Council. This general authority shall include, but is not limited to, the following:
 - (1) Planning and Goal-Setting: Establishment of the Tribe's long-range vision, planning and goal setting consistent with and aimed at achieving the policy and short and long term plans established by the Tribal Council.
 - (2) Oversight and Supervision: Oversight and supervision of individual Tribal departments and programs to ensure that they are carrying out their assigned tasks, complying with relevant contract provisions, regulations and law, and following the policy and long-term planning directives of the Tribal Council.

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- (3) Liaison: Serve as a liaison between the individual Tribal Departments and programs and the Tribal Council.
 - (A) The Council hereby recognizes that efficient operation of Tribal administration requires clear lines of authority and direction to a single person, and that the person so designated is the Chief Executive Officer.
 - (B) Neither the Council nor individual Council Members shall directly intervene in the operation of a specific program or department, but rather shall direct any complaints or concerns to the Chief Executive Officer, who is delegated the authority to deal with the situation in an appropriate manner or as specifically directed by the Council.
- (4) Budget Development and Implementation: Ensure accurate projections of revenue and expenditures, and recommend budgets for all operations, investments and reserves, taking into consideration short and long term Tribal goals and economic self-sufficiency. Implement and authorize expenditures in accordance with approved budgets.
- (5) Procurement: Procurement of necessary goods and services to carry out the policy and planning directives of the Council, within the budgetary limits and directives established by the Council.
- (6) Personnel: Hiring, supervising, disciplining and terminating personnel, pursuant to the policies and procedures set out by the Tribal Council in the Chapter TP 1-800 "Human Resources Management" of the Redding Rancheria Tribal Policies.
- (7) Specific Delegation: To delegate responsibilities and authorities to subordinates as appropriate to carry out Tribal business.

SECTION 5: DEFINITION OF THE EXECUTIVE BRANCH

The Tribal Council hereby establishes the executive branch of the Tribal government. The Executive Branch shall consist of the Chief Executive Officer, the Chief Operating Officer, and the Chief Finance Officer.

The Chief Executive Officer shall provide executive oversight and leadership for all aspects of tribal operations not otherwise chartered under subordinate organizations. The Chief Executive Officer shall provide direct supervision to the

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Chief Operating Officer, the Chief Finance Officer and indirect supervision to all other tribal staff. This position will have the authority and responsibility to implement the legislative actions of the Tribal Council and to provide for the delivery of programs and services to members on behalf of the Tribal Council. The Chief Executive Officer may delegate such duties as deemed appropriate to the Chief Operating Officer and the Chief Finance Officer.

The Chief Operating Officer provides administrative oversight and management for all aspects of tribal governmental programs and services. In addition, this position shall provide indirect supervision to all other programs and services staff and to such administrative staff as are assigned to it. The COO develops and implements tribal administrative procedures approved by the CEO.

The Chief Financial Officer implements and manages fiscal management functions and systems in accordance with Tribal policy and such other staff and functions as assigned.

Due to the close family ties among employees, specific supervisions may be reassigned between the three officers in order to avoid potential real or perceived conflicts of interest. It is anticipated that all three positions will be heavily involved in all Tribal business and that both the COO and CFO will act for and on behalf of the CEO as needed.

To the extent that the CEO is incapacitated or the position is vacant, the duties of the CEO shall be carried out by the COO, and in the absence of the COO the CFO, who shall be considered the "acting" CEO for the purpose of carrying out all of the duties of the office pending other action and direction by the Tribal Council.

Position descriptions of each of the executive positions shall be established and maintained in the Personnel Office.

SECTION 6: EMPLOYMENT OF THE CHIEF EXECUTIVE OFFICER

The Tribal Council hereby establishes the position of the Chief Executive Officer. The Chief Executive Officer shall be selected by, report to, carry out the executive duties and serve at the pleasure of the Tribal Council. The following procedures shall be followed in selection of the Chief Executive Officer;

- (a) The Tribal Council will, by resolution, direct HR to facilitate the advertising for a Chief Executive Officer and to collect and screen the applications.

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- (b) The Tribal Council will interview the candidate(s) before making a final decision for hiring.

SECTION 7: STANDARDS (Reserved)

Legislative History:

Originally Adopted by Tribal Council Resolution dated October 21, 1997.

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