

**REDDING RANCHERIA
TRIBAL GOVERNMENT POLICIES**

Chapter TP 3-000

**Advisory Committee Authorization
and
Organization**

June 8, 2010

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SECTION 1: PURPOSE

To set forth uniform policies and procedures for the establishment of committees to advise the Tribal Council, to clarify the relationships of committees within the Tribal government structure, and to provide guidance for the conduct of committee business.

SECTION 2: BACKGROUND AND INTENT

The Tribal Council has established for Tribal government a standard for effective community involvement in Tribal government. This standard is accompanied by expectations that Tribal members shall be informed on Tribal government business both as a strategy to guide the affairs of the Tribe and for the development of leadership among Tribal members.

To assist the Tribal Council in its deliberation of issues, the Tribal Council has determined that Committees will be established to advise the Tribal Council on different areas of interest. It is expected that Committees can focus attention on specific areas of interests and serve as additional liaison with the Tribal members on such areas of interest, advising the Tribal Council on the needs of the membership, opportunities to advance goals and concerns, issues and risks which should be addressed.

Committees are expected to assist the Tribal Council in communicating and interpreting Tribal policy and positions in their specific area of focus.

Committees are appointed by and report to the Tribal Council.

SECTION 3: DEFINITIONS

As utilized within this section, the following terms shall mean;

- (a) Standing Committee: A committee established by the Tribal Council that has a permanent and on-going advisory role in a particular area of focus.
- (b) Ad-Hoc Committee: A committee established by the Tribal Council on a temporary basis to advise the council on a particular topic or issue of current importance.

SECTION 4: DELEGATED AUTHORITY (Reserved)

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SECTION 5: GENERAL POLICY

- (a) Committees shall be established to assist the Tribal Council in carrying out its responsibilities to provide quality services to the Tribal membership and to develop, maintain and protect the assets and interests of the Tribe. The role of committees in assisting the Tribal Council shall be to provide for community involvement and participation in Tribal Government; to provide for education of Tribal members on areas of concern to Tribal government; and to provide for additional liaison with Tribal members on their assigned area of focus.
- (b) Each committee is to:
 - (1) Act in an advisory capacity to the Tribal Council in recommending policies and procedures, identifying needs and developing goals and priorities of the Tribe.
 - (2) Give periodic reports to the Tribal Council on the work of the committee.
 - (3) Communicate with the Executive Officer on matters related to assigned areas of focus and provide input and advice in the development of recommended strategies, plans and policies.
 - (4) Monitor Tribal member needs and perspectives related to their area of focus.
 - (5) Recommend strategies for funding and financing needed programs and services.
 - (6) Communicate with other organizations to gain information and understanding within their area of focus.
 - (7) Coordinate and exchange information with other committees on areas of mutual interest.
 - (8) Undertake any other duties and responsibilities as developed and approved by the Tribal Council.

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SECTION 6: ESTABLISHMENT OF COMMITTEES

The Tribal Council may establish standing and ad hoc committees as provided in this policy. All committees established pursuant to this policy shall be accountable to the Tribal Council. The Tribal Council reserves the power to deal directly with the committees.

(a) Standing Committees

The Tribal Council may establish standing committees by Tribal Policy. Policies establishing standing committees shall include appropriate information to guide the committee as set forth in this policy.

(b) Ad Hoc Committees

Whenever a matter requires temporary assistance to the Tribal Council, and a committee is the appropriate structure to offer such assistance, the Tribal Council may form ad hoc committees by resolution. Resolutions establishing ad hoc committees will stipulate:

- (1) The Chairperson of the Committee
- (2) Required Tribal Council approval, if any, of members of the committee
- (3) The specific tasks to be completed by the committee
- (4) The duration of the committee's activities

(c) Committee Titles

The Tribal Council shall designate a title for each committee that it establishes pursuant to this policy. All titles of the committees must indicate association with the Tribe by including the phrase "the Redding Rancheria Indian Tribe" in the committee title.

SECTION 7: MEMBERSHIP OF COMMITTEES

Guidelines for adopting members may be outlined within each committee's policies. Except as otherwise provided by such policies, committee terms shall be three years and terms shall begin each fiscal year with Tribal Council making appointments annually prior to February 1. If Tribal Council does not act, the previous appointees will be deemed appointed.

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Unless otherwise provided, committees shall include a minimum of three members and a maximum of five.

SECTION 8: VACANCIES

A vacancy will occur when a committee member's term expires or, in the interim, when membership falls below three, unless otherwise specified in the specific committee's policy. When a vacancy exists during the year, the committee may appoint an interim member to serve the remainder of the year. Permanent vacancies shall be filled by Tribal Council annually once Council seeks letters of interest from adult members of the Redding Rancheria.

SECTION 9: REMOVAL OF COMMITTEE MEMBERS

- (a) A committee member may be removed only for conduct that:
 - (1) Discredits the committee because such conduct is biased, prejudicial or adversely affects the committee's ability to conduct business;
 - (2) Is convicted of criminal activity related to Tribal or committee assets;
or
 - (3) Violates the Tribal Code of Ethics.
- (b) Removal of a committee member shall be by a majority vote of the Tribal Council on its own motion or upon receipt of a recommendation from the committee. The recommendation for removal of a committee member shall be presented to the Tribal Council after the committee has:
 - (1) Given notice to the committee member whose removal is being sought that a recommendation for removal is under consideration; and,
 - (2) Given the committee member whose removal is being sought an opportunity to discuss with the committee the cause for the recommendation for removal; and,
 - (3) Voted to recommend removal.
- (c) The committee member shall have an opportunity to testify to the Tribal Council regarding removal before the Tribal Council votes on his or her removal.

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SECTION 10: VOTING

Guidelines for voting will be outlined within each committee's policies.

SECTION 11: QUORUM

Guidelines for establishing quorum will be outlined within each committee's policies.

SECTION 12: CONFLICTS OF INTEREST

No committee member may vote on any action being taken by the committee which directly involves a member of his or her immediate family. A committee member may participate in the discussion and his or her presence may be counted toward the quorum requirements regarding action taken by the committee which involves a member of his or her immediate family. For purposes of this provision, "immediate family" is defined as father, mother, sister, brother, daughter, son, spouse or spouse equivalent or any other person living in the committee member's household. Committees, and their members, shall be guided by the Tribal Code of Ethics.

SECTION 13: ASSIGNMENT OF LEAD STAFF

The CEO will recommend a Lead Staff person for each committee, contingent upon Tribal Council approval. The Lead Staff person shall:

- (a) Issue notice of committee meetings;
- (b) Recommend and appoint the committee members, when a vacancy occurs, for approval by the Tribal Council.

SECTION 14: MEETINGS

- (a) Committee meetings shall be open to Tribal members provided that committee meetings may be closed when a committee is dealing with confidential material. Committees may invite guests to attend the meetings.
- (b) All regular meetings require seven (7) days notice except emergency meetings. Such notice shall be delivered to each committee member and shall be posted in a conspicuous place at the Tribal headquarters. Notice shall include date, time and place for the meeting.
- (c) Special committee meetings require twenty-four (24) hours notice by telephone.

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SECTION 15: COMPENSATION

Unless otherwise provided in the specific committee's policy, compensation for committee members shall be by honorarium that is equal to \$50 less than the current honorarium for Tribal Council Members.

SECTION 16: FINANCIAL ACCOUNTABILITY

- (a) Committees dealing with finances must document all financial transactions including, but not limited to, requests, donations, purchases and travel vouchers. The Lead Staff person shall be primarily responsible for the financial accountability of the committee.
- (b) All financial transactions require the prior approval of the Tribal Council unless it waives this requirement in writing.
- (c) Any monetary donations will be delivered to the Tribal Finance Department for deposit in the appropriate tribal account.
- (d) Committee budgets and travel shall be administered pursuant to the Tribal Fiscal Management policies adopted by the Tribal Council.

SECTION 17: SEVERABILITY

If a court of competent jurisdiction finds any provision of this policy to be invalid or illegal under applicable tribal and or federal law, such provision shall be severed from this policy and the remainder of this policy shall remain in full force and effect.

Legislative History:

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

Amended by Tribal Council Resolution #018-04-11-07 dated April 11, 2007.

Amended by Tribal Council Resolution #034-06-08-10 dated June 8, 2010.