

## TRIBAL COUNCIL OPERATING PROCEDURES

### 1. MEETING REQUIREMENTS

#### 1.1 Time of Meetings

Regular meetings of the Tribal Council shall be held every two weeks on Wednesday at 5:00 p.m.. Tribal Council has historically attempted to provide advance notice of at least 24 hours for all regular and special meetings, recognizing that at least 12 hours advance notice is required for special meetings under the Tribe's Constitution. The Council may reschedule a regular meeting by agreement of the majority of the Council at least 24 hours before the time of the meeting to be rescheduled. Should an emergency arise, the Chair may schedule a special meeting with less than 24 hour notice provided at least 12 hours notice is provided to each Council member, unless each member waives the notice requirement in writing. The Chair shall also call a special meeting upon the written request of three or more Council members. The agenda for a special meeting will be confined to those time-sensitive items that created the need for the meeting.

#### 1.2 Legislative Action Committee Meetings

The Legislative Action Committee shall generally meet every Tuesday from 9:00 a.m. to 12:00 p.m. for the express purpose of studying and making recommendations to the Council on issues, requests, and other matters that may require action at a Tribal Council meeting. Each agenda item will have a suggested time for deliberation and decision. If the item takes longer than the suggested time, the Chair should ask for an extension of time from the Council members present. If there is no extension, then that item will be held over for a future meeting. All meetings of the Legislative Action Committee, except for executive/closed sessions, will be recorded. Committee meetings will be conducted according to the same procedures that govern regular Tribal Council meetings, except all votes will be made on Committee Sheets.

#### 1.3 Work Sessions

Council will generally hold Council Work Sessions on Tuesdays from 1:30 p.m. to 3:30 p.m., Wednesdays from 9:00 a.m. to 12:00 p.m. and from 1:30 p.m. to 3:30 p.m., and Thursdays from 9:00 a.m. to 12:00 p.m. and from 1:30 p.m. to 3:30 p.m., for the express purpose of deliberating towards a decision on a topic that requires extended discussion, analysis, and review. These meetings are intended to allow all Council members ample time to fully understand a topic and influence other Council members as to suggested outcomes. Each agenda item will have a suggested time for deliberation and decision. If the item takes longer than the suggested time, the Chair should ask for an extension of time from the Council members present. If there is no extension, then that item is held over for a future meeting. All Work Sessions, except for executive/closed sessions, will be recorded. Work Sessions will be conducted according to the same procedures that govern regular Tribal Council meetings, except that instructions to staff and/or consultants will be made by written Staff Directives or Authorizations to Proceed.

## 1.4 Special Updates

The Tribal Council recognizes that events may occur about which all Council members should be informed without delay. In such instances, the Chair or, in his or her absence another Council officer, may call an expedited meeting to inform the other Council members of the event. Council staff shall attempt to contact all Council members by telephone and email to inform them of the time, place and general topic of the meeting.

## 1.5 Authorizations to Proceed and Staff Directives

### 1.5.1 Authorizations to Proceed

The Tribal Council may by an Authorization to Proceed instruct staff and consultants to initiate work on a project or issue.

### 1.5.2 Staff Directives

The Tribal Council may by a Staff Directive direct staff to perform specific tasks.

1.5.3 Every Authorization to Proceed or Staff Directive must be introduced at least once during a Legislative Action Committee meeting, Work Session, or scheduled Information Sharing meeting. If it does not receive 5 yes votes within 10 working days of the date it was prepared, then it shall be void. Upon being introduced, a copy of the Authorization to Proceed or Staff Directive shall be sent electronically to all Council members.

## 1.6 Location of Meetings

Regular and special Tribal Council meetings, Legislative Action Committee meetings, and Work Sessions shall be held on the reservation. General Council meetings and training sessions may be held outside the reservation.

## 1.7 Procedures Applicable to All Meetings and Work Sessions

### 1.7.1 Role of the Chair

1.7.1.1 The Chair will convene the meeting. The principal duty of the Chair is to ensure the meeting agenda is adhered to and that order and decorum are maintained. The Chair should allow for the voices of all members of the Council to be heard on a subject and make sure that the debate stays on topic. The Chair should make sure that the members of the Council are clear on what they are to decide. From time-to-time (approximately every 45 minutes) the Chair may call for a break of 15 minutes.

1.7.1.2 In the Chair's absence, the Vice-Chair, in the absence of both the Chair and Vice Chair, the Secretary, and in the absence of all three, the Council member with the most years of service on Council shall carry out the responsibilities of the Chair under these procedures.

### 1.7.2 Meeting Agendas

All Council meetings, Legislative Action Committee meetings, and Work Sessions will have a published agenda. All agenda items will be labeled as to the type of action that is being

requested of the Council. The agenda for Work Sessions and the Legislative Action Committee meetings shall be included in a weekly information packet provided to Council members.

### 1.7.3 Postponing Agenda Items

1.7.3.1 Any Council member may request that an item be postponed to another meeting or Work Session if he/she is unable to attend the meeting at which the item has been scheduled. As a courtesy, Council members should submit in writing a request to postpone to the Chair as early as possible. If the Chair is unavailable, the request should be made to the Vice-Chair. The request to postpone should normally be honored if at least two other Council members concur in the request and unless, in the view of the majority of Council members, other factors require the matter be acted upon.

1.7.3.2 If the Council member who requested an item be placed on the agenda cannot be present at the time scheduled for that item to be discussed, the Council member shall notify the Chair (or the Vice-Chair if the Chair is unavailable) 24 hours in advance that he or she will not be at the discussion, and the Chair will remove the item from the agenda. The item will then be rescheduled in accordance with Paragraph 2.2.1 of these Procedures.

### 1.7.4 Executive/Closed Sessions

1.7.4.1 All Council meetings, Legislative Action Committee meetings, and Work Sessions shall be held in open session, except those meetings or portions of meetings that may be closed or for which an executive session is convened for legal or other reasons related to the confidentiality of the subject under discussion. These include, without limitation, the employment and dismissal of employees, the performance evaluation of those employees reporting directly to Tribal Council, real property transactions, confidential financial matters and consulting with legal counsel on pending or threatened litigation or other issues of attorney-client privilege.

1.7.4.2 When practical, notice of closed and executive sessions shall be identified on the meeting agenda. A closed meeting is open only to Tribal Council members, General Council members, and those individuals invited to attend by Tribal Council. An executive session is open only to Tribal Council and those invited to attend by Tribal Council. A motion calling for executive or closed session shall include the general subject matter to be discussed in executive or closed session. No final or official action may be taken during an executive or closed session. Council members and those allowed to attend closed and executive sessions are expected to maintain the confidentiality of the information discussed in these sessions. Executive/Closed Sessions will not be recorded.

### 1.7.5 Roberts Rules of Order

Roberts Rules of Order (Revised) shall provide guidelines for conduct at Tribal Council meetings, Legislative Action Committee meetings and Work Sessions. The Council has the obligation to be clear and simple in its procedures and in its consideration of the questions coming before it. Council members shall avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues.

## 1.7.6 Attendance at Meetings

1.7.6.1 The Tribal Council recognizes that other official duties, scheduled time off, illness, and family commitments may prevent a Council member from attending a scheduled meeting. A Council member shall notify designated Council staff that he or she will be absent from a meeting as soon as reasonably possible after he or she knows he or she cannot attend the meeting. The Council member may wish to specify the reason for his or her absence and have the reason reflected on the roll call.

1.7.6.2 The Tribal Council Secretary shall take a roll call of Council members present, on business travel, absent, and excused (if a Council member has notified a Council officer that he or she will be absent) at 9:30 a.m. each day on which morning meetings are scheduled, and at 1:30 p.m. on each day on which afternoon meetings are scheduled.

1.7.6.2.1 If no quorum is present at the 9:30 a.m. roll call, the Tribal Council Secretary shall instruct Council staff to notify Tribal staff and others with business before the Council that meetings scheduled for the morning have been cancelled.

1.7.6.2.2 If no quorum is present at the 1:30 p.m. roll call, the Tribal Council Secretary shall notify Tribal staff, and others with business before the Council that meetings scheduled for the afternoon have been cancelled.

1.7.6.2.3 In the absence of a quorum, the majority of Council members present may receive informal updates from Tribal staff and consultants.

1.7.6.3 The Tribal Council may publish and/or post its roll calls in any manner it deems appropriate.

1.7.6.4 Tribal Council members should make every reasonable effort to be present when significant financial issues (over \$100,000) or enrollment issues are to be heard at a Tribal Council meeting. If a Tribal Council member is not able to be present, he or she should either provide a written statement of their position on the issue (which will be included with the Tribal Council meeting minutes) or make a statement for the record at the next regularly scheduled Tribal Council meeting.

## 1.7.7 Other Meeting Guidelines

1.7.7.1 Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Council meetings. This includes engaging in violent or distracting actions, making loud or disruptive noises or statements, and refusing to obey an order of the Chair.

1.7.7.2 Council members speak only for themselves and shall be open, direct, and candid. They shall work to keep discussion moving and call for a “process check” if the discussion becomes bogged down. The Chair is always referred to as “The Chair.”

1.7.7.3 If amendments to an ordinance are appropriate, Council should give direction to staff to bring back proposed amendments for Council’s consideration.

1.7.7.4 If a member of the Council intends to make a motion at a meeting which is not reflected in the agenda item summary, every effort should be made to contact other members of the Council to inform them of the intent and the text of the motion. Tribal Council support staff should be notified and provided with the same information and may be asked to assist in the notification process.

1.7.7.5 When an amendment to the main motion is introduced, comments will be limited to two minutes for Council members until the Chair deems that one-minute limitations are necessary due to time constraints.

## 1.7.8 Minutes

1.7.8.1 Written minutes shall be taken for all Council meetings, Legislative Action Committee meetings, and Work Sessions, except for executive and closed sessions, by designated Tribal Council staff, who will submit meeting minutes to the Council for approval. The minutes must give a true reflection of the matters discussed, including who attended the meeting, the purpose of any proposed action, and the outcome of the discussion, but need not be a full or verbatim transcript.

As a matter of courtesy and efficiency, a Council member should notify the Chair and other members of Council that he/she intends to propose an amendment to the minutes and should propose replacement text in advance of the meeting at which those minutes are scheduled to be approved. If the proposed amendment is a simple factual, grammatical, or spelling correction, the amendment may be proposed without consulting Council staff. If, however, the proposed amendment is substantive in nature or seeks to clarify the speaker's intent, or to expand his/her remarks for the record, the Council member should notify Council staff and request verification of the proposed amendment. Once the Council has adopted the minutes they become the official record of the Council.

1.7.8.2 All minutes will be signed by the Recording Secretary. All minutes will also identify any actions for follow up by the Tribal Council and/or Tribal administration.

1.7.8.3 All Council meetings, Legislative Action Committee meetings, and Work Sessions, except for executive/closed sessions, will be recorded.

## 1.7.9 Voting

If a Council member abstains from voting, he/she must state for the record his/her reason for abstaining.

## 2. PLACING ITEMS ON COUNCIL WORK SESSION AND LEGISLATIVE ACTION COMMITTEE AGENDAS

### 2.1 Contact the Executive Officer

Contact the Executive Officer and explain the nature, scope, and desired outcome of the item for the agenda, or make the request during a Legislative Action Committee meeting or Work Session under "Items from Chair and Tribal Council." Any Council member may also request an issue be placed on an agenda if the request is submitted to the Chair or other Council officer (in the

Chair's absence) with the signatures of three Council members. A form for Council members to request an issue be placed on an agenda will be available in the Council Conference Room. This form will provide a place for the Council member requesting the meeting to provide a brief description of the reason for the meeting. The time and date that an item is to be considered can be changed with agreement of the majority of the Council. The Council can remove an item from the agenda with agreement of the majority of the Council.

## 2.2 Scheduling Agenda Items

2.2.1 Council officers will review upcoming meetings and Work Sessions with the General Manager and Tribal Council staff on Monday of each week. The Chair, in consultation with the Tribal Council officers, shall set upcoming Legislative Action Committee and Work Session agendas after considering the Council's other time commitments and the staff's ability to prepare staff reports in a timely manner. Tribal Council staff shall keep a running calendar of upcoming Work Sessions and Legislative Action Committee meetings. This calendar shall be kept in such a way that all staff and Council members can readily view it.

2.2.2 At the beginning of each Legislative Action Committee meeting and Work Session, a Council member may move to amend that meeting's agenda to add new items.

## 2.3 Routine Business Items on the Tribal Council Agenda

The Chair shall continue to place routine and standard items of Council business on the Tribal Council Work Session agenda.

## 3. TRIBAL COUNCIL MEMBER TRACKING BOARD

In view of their many obligations during the day, Council members may or may not be in Tribal offices during regular business hours. To help keep membership informed of Council member's availability, the Tribal Council Relations Coordinator will maintain an "in and out" board at the Governance Office front desk, identifying Council members who are in or out of the office. The Tribal Council Relations Coordinator will update this board at least every 2 hours each business day. In the Tribal Council Relations Coordinator's absence, other designated Council staff will maintain the board.

## 4. RECOGNITION AND AWARDS

At the first regular meeting of each month, the first item on the agenda shall be to acknowledge special recognition and awards given to the Confederated Tribes of Grand Ronde or for the Chair to announce proclamations which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Chair. This item shall be called "Recognition, Awards, and Proclamations." Requests for recognition under Recognition, Awards, and Proclamations should be submitted in writing to the Chair.

## 5. PUBLIC HEARINGS

From time-to-time the Tribal Council may hold public hearings to take testimony from Tribal members on issues of significance to the Tribe. Generally, action on issues for which a public hearing has occurred shall not be taken at the same meeting at which the public hearing is held.

## 6. COUNCIL PLANNING GROUPS

6.1 The Council has established the following Planning Groups:

Planning Group	Areas Monitored
Audit	Risk management; fiduciary responsibilities; best practices, policies, procedures and controls; Internal Audit practices.
Law/Legal	Ordinances; pending lawsuits and strategies to prevent law suits – raise red flags; changes in federal laws and regulations (NAGPRA, IGRA, etc.).
Personnel/HR	Evaluation process; HR policies.
Planning	Membership trends; SEA, Housing, and Health Surveys, etc.; community meeting plan.
Ceded Lands/ Natural Resources	Activities within the Tribe's Cultural Interest Lands that may affect Tribal natural resources, cultural resources, ancestral remains, or sacred sites.

6.2 The Planning Groups will be composed of Tribal Council Members only, however, their work may be supported by appropriate Tribal staff.

6.3 Each Planning Group will keep abreast of and research developments in the areas monitored by the Planning Group, and keep the Council informed about those matters. Each Planning Group will from time-to-time, but not less than quarterly, make a report to the Council at a Work Session. Each Planning Group will elect a Chair and Vice-Chair. The Chair, and in his or her absence, the Vice-Chair, will coordinate the work of the Planning Group.

## 7. COUNCIL MEMBER REQUEST FOR STAFF ASSISTANCE

### 7.1 Two-Hour Rule

7.1.1 The use of staff time is an expensive asset that should be used wisely for the benefit of the Tribe in general. Allocation of that time is the responsibility of the Tribal Council, but in order for Tribal Council members to perform their work they will need the assistance of staff. Normal day-to-day interactions of the Council members and staff are encouraged and do not fall within the guidelines of this guide. However, when a Council member needs special studies, reports, or research over and above the normal day-to-day activities, then the following rules shall apply.

7.1.2 Studies, reports, and research requested by a Council member and requiring more than two hours of staff time must be approved by the Council on a Staff Directive.

7.1.3 All requests for staff time or resources should be directed to the Executive Officer, Tribal Attorney, Finance Officer, or Public Affairs Director, as appropriate. The Executive Officer, Tribal Attorney, Finance Officer, or Public Affairs Director shall assign requests they receive to

appropriate staff, track progress on the assignments, and give each assignment a time for completion and reporting back to the Council. This process eliminates the possibilities of staff members duplicating each other's efforts or a request being overlooked. Each weekly information packet prepared for Council members will include a list of current requests for assistance.

7.1.4 Any information that is developed on behalf of a Council member's inquiry, whether requiring less than two hours or more than two hours, must be distributed to all Council members so that they may also benefit from the information.

## 8. REPRESENTING TRIBAL AND PERSONAL POSITIONS

### 8.1 Role of the Chair

The Chair is the chief spokesperson for the Tribe.

### 8.2 Written Communications from Council Members and Chair

8.2.1 In written communication with other officials or groups and in letters for publication, such as "to the editor," the Chair and Council members should be careful to decide whether to speak only for themselves or for the Council. In speaking for the Council, when there is a position which the writer wishes to reinforce or explain, it is useful to circulate a copy to the Council for comment before the letter is mailed. Letters to other elected officials or agencies on Tribal issues shall be discussed with the appropriate staff so that the Tribe's lobbying efforts can be coordinated.

8.2.2 The governing principle is to advise the Council and staff when expressing a Tribal position, and to make differences clear when speaking as an individual.

8.2.3 The Public Affairs Director should prepare and keep up to date a running list of frequently asked questions. The answers to those questions should be reviewed by the Tribal Council from time-to-time so that they represent the current ideas, practices, and opinions of the Council. This allows Tribal staff and Council to respond efficiently to constituents' requests and letters.

### 8.3 State/Federal Lobbying

The effectiveness of Tribal lobbying in Salem and in Washington, D.C. depends on the clarity of the Tribe's voice. When Council members represent the Tribe in a lobbying situation, it is appropriate that the Council members avoid expressions of personal dissent from an adopted Council policy.

### 8.4 Attending Conferences, Other Meetings

8.4.1 Usually, only the delegate and one alternate shall attend meetings of organizations of which the Tribe is a member, although other Council members may attend such meetings if they believe it would be in the Tribe's interest for them to attend or would assist them in carrying out the duties of their office. Only the formally appointed official Tribal Council representative or designated alternate has the right to vote on matters being considered by the organization or group holding the meeting or conference. An individual Council member may state he/she is

representing the Tribal Council if he/she has been formally directed by the Tribal Council to do so.

8.4.2 For local intergovernmental bodies or advisory groups, to which an official Tribal Council representative has been appointed, the representative is to serve as an “instructed delegate,” that is, to represent pertinent adopted Tribal and Council policy. If possible, Council members should inform the other members of the Tribal Council of the matters being considered by intergovernmental bodies and, to the greatest extent possible, seek direction from the Tribal Council on issues directly pertaining to the Tribe. The representative may express his/her own opinion provided it is identified as such, but when voting or considering matters with policy implications or budgetary considerations, the representative must follow adopted Council policy and direction.

## 9. COUNCIL MEMBER EXPENSES

### 9.1 General Guidelines for Expenses

The Tribe will pay a Council member’s expenses in accordance with the Tribal Council Ordinance, the Tribal Council Travel Policy, and the Tribal Credit Card Policy.

### 9.2 Spouse/Guest Expenses

The Tribe will not reimburse a Council member for expenses incurred by his/her spouse. If a Council member wishes to have his/her spouse accompany him/her while attending out-of-town events, the Tribe may make reservations and have travel and lodging expenses billed directly to the Tribe. The Council member must then reimburse the Tribe for his/her spouse’s travel and lodging expenses. Reimbursement should be made as soon as possible so that the trip reconciliation process can be completed. When a guest is invited in place of a spouse, this reimbursement policy shall also apply.

## 10. ETHICS

Members of the Tribal Council must maintain a high degree of public ethics while on the Tribal Council, in accordance with the Tribal Ethical Standards Ordinance.