

**AN ACT RELATING TO
TRIBAL COUNCIL PROCEDURES**

BE IT ENACTED BY THE SNOQUALMIE TRIBAL COUNCIL

SECTION 1.0 – TITLE AND CODIFICATION

This Chapter shall be known as the Snoqualmie Tribal Council Procedures Act and shall be codified as Title 2, Chapter 1 of the Snoqualmie Tribal Code.

SECTION 2.0 – STATUTORY AUTHORIZATION

The aboriginal and inherent sovereign power of the Snoqualmie Indian Tribe to govern is vested in the Snoqualmie Tribal Council. The Snoqualmie Tribal Council has the authority to safeguard and promote the peace, safety, moral and general welfare of the members of the Tribe by regulating the behavior of all persons within the jurisdiction of the Tribe, and to provide for the enactment and enforcement of the laws of the Tribe. This authority includes the authority to adopt laws regulating the procedure of the Council itself. Snoq. Tr. Const. Art. VIII, Sec. 1(j), (o).

SECTION 3.0 – PURPOSE AND SCOPE

The purpose of this Chapter is to enact provisions of law that establish and define the procedures of the Tribal Council.

SECTION 4.0 – DEFINITIONS

NON-TRIBAL MEMBER means any person who is not enrolled as a Snoqualmie Tribal member as either a regular, adopted or honorary member.

SECTION 5.0 – DUTIES OF TRIBAL COUNCIL OFFICERS

The Tribal Council shall elect Tribal Council officers annually, not later than the first Tribal Council meeting following the annual General Membership meeting. The Tribal Council shall elect from its members a Vice Chairperson, Secretary, Deputy Secretary, and Treasurer.

5.1 DUTIES OF THE TRIBAL CHAIRPERSON

(a) The Tribal Chairperson shall:

- (1) Preside over all meetings of the Tribal Council and the General Membership in an orderly manner;

- (2) Represent the Tribe at official functions;
- (3) Present the annual Tribal budget to the Tribal Council for formal approval;
- (4) Sign the official contracts and other instruments of the Tribe, but only after their approval by the Tribal Council;
- (5) Act as host when directed by the Tribal Council;
- (6) Act as the official representative of the Tribe, if and when directed to do so by the Tribal Council;
- (7) Conduct themselves in an upstanding way, so as not to shame or embarrass the Tribe;
- (8) Not get involved at any level with individual Tribal members and their issues unless the Tribal Council directs him or her to do so.
- (9) Not respond to any forms of communication until brought to the Tribal Council for their input;
- (10) Not represent or commit the Tribe to any action, cause or obligation without the prior consent of the Tribal Council; and
- (11) Not attempt to influence the decision of any Tribal Council member.

5.2 DUTIES OF THE VICE CHAIRPERSON

- (a) The Vice Chairperson shall assume the duties of the Chairperson during the absence or disability of the Chairperson, including upon the death, resignation, or removal of the Chairperson. The Vice Chairperson shall serve as the Tribal Chairperson until a successor is duly qualified and elected.

5.3 DUTIES OF THE SECRETARY OF TRIBAL AFFAIRS

- (a) The Secretary of Tribal Affairs shall be the custodian of the official records of the tribe and shall:
 - (1) Administer the Tribal election laws, as provided for in the Snoqualmie Tribal Constitution and the Tribal Election Act;
 - (2) Administer the Tribal membership laws, as provided for in the Snoqualmie Tribal Constitution and the Tribal Enrollment Act;
 - (3) Certify the official acts of the Tribal Council and General Membership as may be reflected in ordinances, resolutions, minutes, or other official acts of the Tribal Council or General Membership, in accordance with the ordinances and procedures adopted by the Tribal Council;
 - (4) Certify the official records of the Tribe, when requested by other Tribal officials or the public;
 - (5) Prepare the Tribal Council agenda, agenda docket, and record the minutes or other official acts of the Tribal Council;
 - (6) Administer the Tribe's Central Records and Public Access Act;
 - (7) Record wills, leases, and property conveyances in accordance with Tribal law;
 - (8) Maintain the Tribal archives;
 - (9) Receive and distribute Council meeting documents to each Council member; and
 - (10) Receive all petitions and referendums and distribute to each Council member.

5.3.1 OFFICE OF THE TRIBAL SECRETARY EMPLOYEES

The Office of the Tribal Secretary shall be staffed by no less than one (1) employee, whose job is to support the work of the Secretary of Tribal Affairs. Office of the Tribal Secretary employees shall be hired and supervised by the Tribal Administrator, as tribal administrative employees. Office of the Tribal Secretary employees' duties shall include, but are not limited to, the following:

- (a) Administer the Tribe's Central Records and Public Access Act;
- (b) Prepare mailings to the General Membership, as directed by the Secretary of Tribal Affairs;
- (c) Organize travel and special events on behalf of the Tribal Council; and
- (d) Perform other administrative tasks on behalf of the Tribal Council as may be delegated by the Tribal Administrator and/or the Secretary of Tribal Affairs.

5.4 DUTIES OF THE DEPUTY SECRETARY

- (a) The Tribal Council shall elect a Deputy Secretary to assist the Secretary of Tribal Affairs. The Deputy Secretary shall assume the duties of the Secretary during the absence or disability of the Secretary, including upon the death, resignation, or removal of the Secretary.

5.5 DUTIES OF THE TREASURER

The Treasurer of the tribe counter-signs checks drawn by the tribe, periodically reviews the vouchers, books and other financial records of the tribe and serves as the chief fundraising officer for the tribe's non-profit entities.

SECTION 6.0 - MEETINGS OF THE TRIBAL COUNCIL

The Snoqualmie Tribal Council shall meet in regular, special or emergency sessions as follows:

- (a) All meetings of the Tribal Council will be governed by the most recent version of Roberts Rules of Order, unless the Roberts Rules of Order conflict with the Snoqualmie Tribal Constitution or other Tribal law, whereby the Tribal Constitution or law would be the controlling authority. Prior to assuming one's Council seat, all Tribal Council members must attend a training session regarding the Roberts Rules of Order. This training shall be updated on an annual basis and the records verifying compliance with this training requirement shall be maintained by the Secretary of Tribal Affairs.
- (b) Regular meetings: The Tribal Council shall meet in official session at least twenty-four (24) times a year, at bi-weekly or more frequent intervals, at such time and place as shall be established and announced in accordance with the notice provisions of this Chapter.

- (c) Notice: Notice of the regular Council meetings shall be prepared by the Secretary of Tribal Affairs and shall be provided to all Council members at least five (5) days before the next regularly scheduled meeting. Notice shall be provided via electronic mail or by personal delivery. In the event that an emergency or special Council meeting is called and the five-day notice period has expired, the Secretary of Tribal Affairs shall immediately notify all Council members of the special or emergency meeting through any means possible.
 - (d) Prepared Statements/Documents: When any Council member or other speaker makes a formal statement at a meeting by reading from a document or prepared written summary of a statement, the document or summary must be distributed at that meeting to all members and a copy shall be maintained by the Secretary of Tribal Affairs as official records of the Tribal Council meeting.
 - (c) In cases where a statement of criticism is made at a Council meeting regarding an individual, no individual shall be mentioned by name unless the individual or their designated representative is present.
 - (d) Non-Tribal members of the public may speak at the second regularly scheduled Council meeting of the month by notifying the Secretary of Tribal Affairs in writing of their intention to speak. Such notification shall state the name and institutional affiliation, if any, of the individual wishing to speak as well as the subject of their comments along with copies of any documents that the individual wishes the Council to review. The Secretary of Tribal Affairs shall place the person on the agenda for the next available Council meeting. No non-Tribal member of the public may speak for more than a total of five (5) minutes at a single Council meeting, without the consent of the Council. Unless a non-Tribal member is on the agenda in accordance with this subsection, non-Tribal members shall generally not be allowed to attend Council meetings, unless requested to do so by the Tribal Council.
 - (e) Tribal members shall generally be allowed to attend all Tribal Council meetings, except for when the Council meets in Executive Session.
 - (f) Special Meetings: Special meetings of the Tribal Council may be called with twenty-four (24) hours advance notice by the following:
 - (1) The Tribal Chairperson; or
 - (2) A majority of the Tribal Council;
- The Secretary of Tribal Affairs shall prepare an agenda and provide notice to all Council members for all special meetings called pursuant to this subsection.
- (g) Quorum: A quorum for the purposes of transacting official Tribal business shall consist of a majority of the voting members of the Tribal Council.

- (h) **Emergency Meetings:** An emergency meeting of the Tribal Council may be called immediately by at least three (3) Tribal elders or a Chief if such meeting is necessary for the preservation or protection of the health, welfare, peace, safety, or property of the Tribe. The emergency meeting notice and agenda prepared by the Secretary of Tribal Affairs shall state the purpose, time, and place of the meeting. No business other than that stated in the notice and agenda for the emergency meeting or business reasonably related thereto shall be transacted at the emergency meeting.
- (i) **Executive Sessions:** The Tribal Council may meet in executive session to discuss matters involving personnel, litigation, negotiations, or confidentiality as deemed essential to a free and open discussion. All results of the executive session meetings must be embodied in discussion and votes at a public Tribal meeting.
- (j) **Agenda:** All agenda items for the regularly scheduled Tribal Council meetings shall be submitted to the Tribal Secretary no more than six (6) days prior to the scheduled meeting date.
- (k) **Phone participation:** Phone participation is allowed at all meetings of the Council so long as there is a seated quorum and two-way conference call communication. Council members who participate via phone shall be allowed to vote, provided there is a seated quorum in the Council meeting room. Telephone or electronic mail polls of Tribal Council members for the purpose of voting on particular issues or resolutions shall not be allowed. The Council can only vote when there is a seated quorum at the Council table.

SECTION 6.0 – ORDINANCES AND ACTS

All final decisions on matters of permanent interest shall be embodied in ordinances or acts. Such enactments shall be available for inspection by members of the Tribe during normal business hours. Enacted ordinances shall be in substantially the same form as required by the Snoqualmie Tribe Codification Statute.

SECTION 7.0 – RESOLUTIONS

All final decisions on matters of temporary interest where a formal expression is needed shall be embodied in a resolution, noted in minutes, and shall be available for inspection by members of the Tribe during normal business hours. Enacted resolutions shall be in substantially the same form as required by the Snoqualmie Tribe Codification Statute.

SECTION 8.0 – FORM

All acts, ordinances and resolutions shall be dated and numbered, cite the appropriate authority, and include a certificate showing the presence of a quorum and the number of members voting for and against the proposed enactment. All acts, ordinances and resolutions shall be in conformity with the Snoqualmie Tribe Codification Statute.

SECTION 9.0 – PROVISIONS AS CUMULATIVE

The provisions of this Chapter shall be cumulative as to existing law.

SECTION 10.0 – REPEAL PROVISIONS AND CONFORMING AMENDMENTS

Any laws or resolutions found to be inconsistent with this legislative act are repealed to the extent of their inconsistency.

SECTION 11.0 – SEVERABILITY

The provisions of this Chapter are severable and if any part or provisions shall be held void by any court of competent jurisdiction, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this Chapter.

SECTION 12.0 – NO WAIVER OF SOVEREIGN IMMUNITY

Nothing herein shall constitute a waiver of the Tribe's sovereign immunity.

ENACTED BY THE SNOQUALMIE TRIBAL COUNCIL ON THE 9TH DAY OF MAY, 2002 IN SESSION DULY MET, WITH 8 FOR, 0 AGAINST, AND 0 ABSTAINING. TRIBAL COUNCIL ACT 06-02.

AMENDED BY THE SNOQUALMIE TRIBAL COUNCIL ON THE 29TH DAY OF SEPTEMBER, 2011 IN SESSION DULY MET WITH 5 FOR, 0 AGAINST, AND 0 ABSTAINING.

CODIFIED BY THE SNOQUALMIE TRIBAL SECRETARY ON THE 24TH DAY OF January 2012.

Linda M. Repa 1/24/12
Secretary of Tribal Affairs