

## STANDING COMMITTEE ORDINANCE

Siletz Tribal Code § 2.500

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**Ordinance Number 2.500.** Amended by Resolution No. 86-106, dated February 15, 1986; Resolution No. 87-83, dated February 22, 1987; Resolution No. 99-018, dated January 17, 1999; Resolution No. 2001-065, dated February 16, 2001; Resolution No. 2001-208, dated June 15, 2001; Resolution No. 2005-361, dated September 16, 2005; Resolution No. 2009-253, dated June 12, 2009; Resolution No. 2024-241, dated July 19, 2024.

Original Date: September 30, 1984

Subject: Standing Committee

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### § 2.500 PURPOSE AND POLICY

This ordinance sets forth the operating procedures for all standing committees of the Confederated Tribes of Siletz Indians of Oregon except where otherwise provided by law; *provided*, that the Enrollment Committee shall have the duties and responsibilities set out in the Enrollment Ordinance and the provisions of this Standing Committee Ordinance shall apply to the Enrollment Committee only to the extent not inconsistent with the duties and responsibilities of the Enrollment Committee set out in the Enrollment Ordinance. The policy of the Siletz Tribe is to establish permanent committees to assist the Tribal Council in fulfilling its obligation in governmental functions. A committee shall provide advice and assistance to the Council in that committee=s area of responsibility. A committee shall comply with all laws, regulations and policies including confidentiality requirements set by the Tribal Council. [Amended by Resolution No. 2009-253, dated June 12, 2009].

### § 2.501 STANDING COMMITTEES

The Siletz Tribal Council shall be assisted by the following standing committees, which shall be governed by this ordinance: (1) Education; (2) Natural Resources; (3) Health; (4) Cultural Heritage; (5) Housing; (6) Budget; (7) Pow-Wow; and (8) Enrollment. [Amended by Resolution No. 2009-253, dated June 12, 2009].

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### § 2.502 COMMITTEE STRUCTURE

Each standing committee, excluding the Pow-Wow committee, shall have 3-7 members, a majority of whom shall constitute a quorum. At least one Tribal Council member and one alternate member shall serve on each committee. Tribal Council members shall be appointed annually to each standing committee. Tribal Council members sitting on a standing committee will assume the role of policy spokesperson to the Tribal Council for their standing committee assignments, but not other areas, unless directed to do so by consensus of the Tribal Council or by the Tribal Chairman. The remainder of the committee shall be made up of tribal members. Tribal employees are not precluded from committee appointments provided that the General Manager authorizes the appointment or that committee's activities take place outside normal working hours.

### § 2.503 APPOINTMENTS, REMOVALS AND VACANCIES

(a) Appointments. Appointments to committees and subcommittees shall be made at the first regularly scheduled Tribal Council meeting following the general election. Recommendations for appointments shall be made by the Tribal Chairman and approved by the Tribal Council. Appointments to Standing Committees shall be for a two (2) year term. Appointments shall be staggered so that half the committee membership, plus or minus one, is appointed each year.

(b) Removals. Committee members may be automatically removed upon recommendation from the committee for having three (3) unexcused absences from regularly scheduled committee meetings. Committee members may also be removed for cause following a hearing before the Tribal Council which provides the committee member notice and the opportunity to be heard.

(c) Filling Vacancies. The Tribal Chairman shall recommend, and the Tribal Council shall approve, appointments to fill committee vacancies. Appointments filling a vacancy shall be for the remaining term of the departed committee member.

### § 2.504 GENERAL RESPONSIBILITIES

The committee shall be responsible for providing guidance and assistance to Tribal Council in implementing tribal policy. Committees shall operate pursuant to all policies, regulations and laws developed or enacted by the Tribal Council, including the duty to hear appeals of Department Head Orders pursuant to the Tribe's Administrative Procedures Ordinance.

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### **§ 2.505      COMMITTEE MEETINGS**

Committees shall meet at dates, times and places selected by the Committee, but in no case less than once every three (3) months. The Staff Representative shall be responsible for providing notice of dates, times and places of meetings to the area offices as set forth in this Section and to committee members and shall coordinate with the Committee Chairman to establish the agenda for each meeting. Notice of the date, time and place of a committee meeting shall be submitted to each Tribal Area Office at least three (3) working days prior to the meeting unless such notice is precluded by the emergency nature of the meeting. In such instances, the committee shall give the maximum amount of notice possible under the circumstances. Committees are encouraged to hold at least one meeting annually in one of the Siletz area office locations. All committee meetings shall be open to the public except where required by law.

### **§ 2.506      COMMITTEE CHAIRMEN**

Each committee is responsible for selecting a chairman. The committee chairman shall work with the appropriate staff person with regard to development of the agenda. Committee chairmen shall preside over all meetings of the committee or shall appoint a vice-chairman to preside over committee meetings if he or she is unable to attend.

### **§ 2.507      REPORTS TO COUNCIL**

The Staff Representative shall be responsible for seeing that a written record of each meeting is prepared and submitted to the Tribal Council. Prior to submission to the Tribal Council, the written record of each meeting must be approved by the committee chairman, or, in the absence of the chairman, by the vice-chairman.

### **§ 2.508      COMPENSATION**

Committee members shall be reimbursed for mileage related to committee approved travel, subject to the availability of funds, and to the prior approval of the Tribal Council as may be otherwise required.

### **§ 2.509      EX-OFFICIO MEMBERS**

The Tribal Chairman shall be an ex-officio member of each committee. In addition, if a committee is responsible for an area in which the Tribe provides services to individual members, the staff member responsible for supervising the program which distributes or provides the services shall be an ex-officio member and shall be required to attend all committee meetings. Ex-officio members shall have no voting rights on the committee.

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### § 2.510 VACANCIES

The Tribal Chairman shall recommend appointments to fill vacancies. The Tribal Council shall approve all appointments. Appointments shall be for the remaining term of the departed committee member.

### § 2.511 GEOGRAPHIC DISTRIBUTION OF COMMITTEE MEMBERS

The Tribal Chairman shall attempt to ensure that all members of the Siletz Tribe, regardless of where they live, have an equal opportunity to serve on committees, provided that the individuals have the appropriate interest and expertise.

### § 2.512 CONFLICTS

In any case where this ordinance is in conflict with any other ordinance or resolution adopted prior to the effective date of this Ordinance, the provision in this ordinance will prevail. Nothing in this ordinance is intended to revoke or modify any existing provision of tribal law and any issue related thereto shall be resolved so that a provision of existing tribal law is upheld.

### § 2.513 EFFECTIVE DATE

This ordinance shall become effective on February 21, 1987.