

Oneida General Tribal Council Ten Day Notice Policy

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I. Statement of Purpose:

1. Provide notice to General Tribal Council (GTC) of regular or special business to be conducted or action taken at a GTC meeting.
2. Date, Time, Place to be published to give notice of the meeting to the membership.
3. Provide a clear and concise statement of procedures to be followed by the GTC and the Oneida Business Committee during conducting of GTC meetings.
 - a. Agenda
 - b. Motions
 - c. Resolutions

II. Definitions:

Due Process: A process or procedure designed to give actual notice of a meeting or event that will or may effect the person(s) to whom the notice is given.

Motion: Means a formal proposal by a member in a duly called meeting, that the body take a certain action.

Notice: Means actually informing the membership of a regular or special meeting by:

1. Publishing an agenda
2. Stating a location
3. Stating the date and time in a reasonable time for the members to attend.

Places of Prominence: See attachment.

Resolution: Means a proposed action of a substantial nature. It is introduced by a motion and includes statements of preamble setting forth its purpose, or reason, or statements of need or desirable goals and statements of resolve clearly and concisely setting forth actions to be taken or implemented.

Preamble: A preliminary statement, the introduction to a formal document that explains its purpose.

Secretary: Means the duly elected Secretary of the Oneida General Tribal Council.

Ten (10) Day Notice: Means ten (10) calendar days, including weekends and holidays.

III. Procedure:

1. Any resolution or motion pertaining to due process, or action that would have a direct impact on budgets or operations of the tribe shall be subject to a 10-day notice requirement.
 - a. Motions:
 1. Reports: Motions to approve, disapprove, delete, correct or table do not require 10-day notice as long as they pertain to agenda reports.
 2. Reports with recommendations that call for motions to be made that have a direct impact on the budget or operations of the tribe shall be required to adhere to the 10-day notice procedures.
 3. Action to over rule previous passed motions or resolutions shall require a 2/3

majority vote.

4. Points of Order and other processes that relate to the conducting of meeting are not subject to a 10-day notice.
- b. Motions: that call for action that will have a direct impact on the budget or operations of the Tribe shall be required to adhere to the following procedures:
 1. If a motion is introduced that is of impact nature the motion will be referred to the Business Committee. The Business Committee shall be responsible for follow up and reporting back to the GTC at next meeting in written form.
 - a. Upon receipt of the fact finding report by the GTC, the GTC will then entertain motion for vote.
 - c. Motions that have been passed by GTC shall be carried out and adhered to whole heartedly by the Business Committee or as directed by the GTC.
- c. Resolutions: All resolutions to be introduced shall be subject to the 10-day notice requirement.
 1. Author(s) of resolution shall be identified by name and signature(s). This includes Oneida Business Committee members.
 2. Anonymous resolutions will not be considered.

IV. Filing Process of Proposed Resolutions:

1. Five (5) copies of resolution to be introduced shall be provided to the Tribal Secretary for purpose of providing copies to the General Tribal Council meeting not later than Ten (10) calendar days prior to the ten day notice.
 - a. The Legislative Operating Committee shall be established to implement resolution procedures, this committee shall not have authority to Veto or change the resolution in any manner.
 - b. The Legislative Operating Committee shall be made up of the Oneida Business Committee members who are not officers.
2. Upon receipt of the resolution, the Tribal Secretary shall acknowledge formal acceptance in the following manner:
 - a. A signed receipt shall be given to the sponsor of the resolution.
 - b. Receipt of resolution shall be recorded in a special log and shall include the date, time, subject, and author(s).
 - c. A separate file shall be maintained by the Tribal Secretary of all submitted resolutions that pertain to the GTC meeting(s).
3. A standardized resolution form shall be available from the Tribal Secretary's office to to any tribal member who desires to develop a Resolution for the GTC meeting.
 - a. The form shall include a statement of purpose and reason for the resolution.
 - b. The form shall include a clear statement of corrective action to be carried out.

V. Notice to Membership:

1. The Tribal Secretary shall provide adequate copies for the GTC meeting and notice of all actions to be introduced shall be posted on defined "Places of Prominence".
 - a. The Tribal Secretary shall give notice in the Kaliwisaks, and other places of all actions to be introduced or considered in a timely manner to the membership.

- b. Membership shall be encouraged to submit their items or concerns to the Tribal Secretary for the agenda.
- 2. Notice to Department: A resolution pertaining to any department, program, or enterprise shall be sent to the director or manager of that department immediately upon receipt of the resolution by the Tribal Secretary.
- 3. General Tribal Council Meetings - Annual and Semi-Annual: Notice will be sent to all Tribal members identified by the Enrollment Department as: head of household who is age 21 or over. The notice shall contain the following information:
 - a. Information that the Annual or Semi-Annual General Tribal Council report is in the process of completion and if the head of household wishes to receive the report, he or she must return the postage paid card on or before the deadline date.
 - b. return postage paid card.
 - c. deadline date.

VI. Process for Introducing Resolutions at GTC Meeting:

- 1. Introduction of Resolution by author(s).
- 2. Discussion.
- 3. Chair shall entertain a motion.
 - a. Action should address the introduced Resolution.
- 4. Vote on the motion.
- 5. Results of the vote on all resolutions shall be published in the Kaliwisaks in next scheduled Kaliwisaks publication.
 - a. Resolutions that have been passed by GTC shall be implemented whole heartedly by the Business Committee or as directed by the GTC.
 - 1. Written progress reports shall be reported back to the GTC at next meeting.
 - 2. Failure by the BC to properly implement, or demonstrate progress of GTC actions may be subject to grounds of suspension and/or removal.
 - a. Refer to the Business Committee Removal Ordinance.

End.

Adopted - GTC, motion March 4, 1991
(See also 7/8/00 GTC attachment pg. 101 for 4-14-00 memo – Re: Places of Prominence)
Amended - Special BC Resolution #8-02-00-A.

To: General Tribal Council
From: Vince DelaRosa, Chairman Legislative Operating Committee
Date: April 14, 2000
Re: **Amended Ten Day Notice Policy for Adoption –
Places of Prominence**

The Amended Ten Day Notice policy is ready for adoption by the General Tribal Council which was tabled at the July 12, 1999 GTC meeting due to a lack of a quorum. It was also tabled at the January 2000 Annual GTC meeting and at the February 23, 2000 Special Oneida Business Committee meeting regarding the January 3, 2000 GTC meeting until the July 2000 Semi-Annual GTC meeting. The OBC also noted for the record that an attachment for places of prominence will need to be supplied by the LOC, which is a required component for the Ten Day Notice policy, at the July 2000 GTC Semi-Annual Meeting.

Places of prominence are intended for locations where the Legislative Operating Committee, Oneida Business Committee, and General Tribal Council official meeting notices can be posted for the public. These locations have been identified by the past Legislative Operating Committee back in January 1994 along with the purchase of locked glass cases for this purpose. The current Legislative Operating Committee also identifies the same locations and recommends these be the designated areas, and incorporated in the Ten Day Notice policy upon adoption. The following are the designated locations:

- Hwy 54 & EEE Oneida One Stops
- Norbert Hill Center - Main Office
- Library .
- Main Casino & IMAC
- Senior Center

Thank you.