

IOWA TRIBE OF KANSAS AND NEBRASKA
EXECUTIVE COMMITTEE
October 18, 2023

- WHEREAS, The Iowa Executive Committee being duly organized met in Special Session this 18 day of October, 2023; and,
- WHEREAS, The Iowa Tribe Executive Committee has authority to act for the Iowa Tribe under the present Constitutional authority as provided in Sec. 1.a., Article V - Powers; and,
- WHEREAS, The Iowa Tribe of Kansas and Nebraska being organized and empowered by their Constitution and Bylaws (approved November 6, 1978, and amended August 27, 1980); and,
- WHEREAS, The Iowa Tribe of Kansas and Nebraska Constitution and Bylaws enshrines access to certain government documents as a constitutional right;
- WHEREAS, The Iowa Tribe of Kansas and Nebraska Executive Committee supports members' right to civic engagement through understanding government decisions and a meeting procedure supports those rights; and
- WHEREAS, The Iowa Tribe of Kansas and Nebraska is creating stronger community engagement and governance processes by formalizing policies and procedures through the Áta 2030 visioning process;

NOW THEREFORE BE IT RESOLVED, that the undersigned Tribal Council does hereby adopt the Executive Committee Meeting Procedure Policy set forth in Attachment A.

CERTIFICATION

The foregoing Resolution was duly adopted this date, March xx,, 2023, in a Special Session of the Executive Committee, at which ___members of the Committee were present, constituting a quorum, by a vote of ___ for, ___against. Chairman abstained.

Timothy N. Rhodd, Chairman
Iowa Tribe Executive Committee

ATTEST:

Anthony G. Fee, Secretary
Iowa Tribe Executive Committee

Attachment A

Iowa Tribe of Kansas and Nebraska

EXECUTIVE COMMITTEE MEETING PROCEDURE POLICY



IOWA TRIBE OF KANSAS &
NEBRASKA INDIAN RESERVATION
(Iowa Tribe)

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Chapter One: PURPOSE

The purpose of this Policy is to establish procedures governing the order of meetings of the ITKN Executive Committee.

Chapter Two: DEFINITIONS

For purposes of this Policy, certain terms are defined in this section. The word "shall" is always mandatory and not merely advisory.

Approved Minutes: The official record of what is done at the Executive Committee meeting; including but not limited to the date and time the meeting occurred, the call to order, roll call, motions or proposed motions, seconds, etc.

Closed Session: The Executive Committee may meet in closed session only for reasons where confidential information might be disclosed. Closed sessions shall be limited to personnel under the authority of the Executive Committee, litigation, confidential business or legal matters, or other matters that raise significant privacy or confidentiality concerns.

Legal matter(s): Matter(s) where the Tribe is, or may be, a party to a legal proceeding in a federal, state, or Tribal court or an administrative forum addressing a matter to which the attorney-client privilege attaches or a matter where the Tribe is considering acting in its legal capacity as a party. Legal matters may be discussed by the Executive Committee in closed session.

Majority vote: A vote of a majority of Executive Committee members present at a meeting where there is a quorum.

Meeting Notice: Appropriate written notice shall be given to each Executive Committee member by the Secretary unless a regular time is specified by an Executive Committee resolution.

Motion: Is an official action of the Executive Committee that may be certified. A motion consists of a proposal for action made by one (I) Executive Committee member and seconded by another Executive Committee member made during a meeting as recorded in the draft and then approved meeting minutes.

Personnel Matter: Matters relating to a person under the direct supervision or employment of the Tribe or tribal entity over which the Executive Committee exerts influence.

Quorum: Three (3) members of the Executive Committee present for meetings.

Record: An official document or writing as part of an Executive Committee meeting and as recorded in the minutes

Resolution: All final decisions on matters of short-term or one-time interest where a formal expression is needed as defined in Article VIII Section 3 of the ITKN Constitution.

Roll Call Vote: Calling each Executive Committee member by name requesting their Roll Call vote or abstention.

Tribal Member: An individual who is duly enrolled in the Tribe.

Executive Committee: The five (5) member elected governing body of the Tribe as defined in the ITKN Constitution Article IV Section 2.

Executive Committee member: A person elected or appointed to the Executive Committee

Tribe: Iowa Tribe of Kansas and Nebraska.

Chapter Three: EXECUTIVE COMMITTEE MEETINGS

Section 1: Regular Meetings of the Executive Committee

- A. Frequency: Meetings of the Executive Committee shall be held monthly or as may be fixed by resolution of the Executive Committee.

Section 2: Special or Emergency Meetings of the Executive Committee

- A. Closed Sessions
 - 1. All or part of a Special or Emergency Executive Committee meeting may be Closed to the public for matters that include but are not limited to:
 - a. Personnel
 - b. Litigation, Matters covered under attorney-client privilege.
- B. Authority to Call
 - 1. Meetings may be called by the Chairman or by a Quorum of the Executive Committee.
- C. Notice
 - 1. Notice shall be provided to each member of the Executive Committee verbally, via telephone, text message, email, or in writing as soon as possible prior to the meeting.
 - 2. Shall provide the purpose of the meeting.

Chapter Four: PUBLIC COMMENT

- A. The Executive Committee may establish a policy for Public Comment ahead of Executive Committee meetings through resolution.

Chapter Five: EXECUTIVE COMMITTEE REGULAR MEETING AGENDAS

Section 1: Agenda

- A. Procedure for Setting the Agenda:
 1. The Agenda shall be established and disseminated to members of the Executive Committee at least 24 hours prior to the scheduled start time of the meeting.
- B. Procedures for Requests
 1. Requests for additions to the Agenda may be submitted to the Secretary at least 24 hours before the scheduled start time of the meeting.
- C. Procedure for Amendments
 1. The Agenda may be amended by a majority vote of the Executive Committee.
- D. Sample Agenda
 1. Call to Order
 2. Roll Call
 3. Adoption of Minutes
 4. Reports
 5. Unfinished Business
 6. New Business
 7. Adjournment

Chapter Six: MEETING DECORUM

Section 1: Meeting Decorum

Meetings of the Executive Committee shall proceed in an orderly fashion in accordance with the procedures set forth in Roberts Rules of Order

Chapter Seven: EXECUTIVE COMMITTEE MEETING MINUTES

Section 1: Purpose

Minutes of the Executive Committee serve as the official objective record of business conducted by the Executive Committee. Minutes should reflect what was done by the Executive Committee, not what was said at a Meeting.

Section 2: General Provisions

Role of Secretary:

The Secretary, or an appointed member in the Secretary's absence, shall contemporaneously record the transactions of business in all meetings of the Executive Committee. The Secretary shall proof and submit copies of the Minutes for Executive Committee approval and read the same at the next meeting of the Executive Committee. After Minutes are approved, the Secretary shall appropriately file the Minutes in the Tribal records.

Section 3: Contents of Minutes

Minutes shall consist of:

- (a) The heading will contain the name of the legislative body, date of the meeting, and address of the meeting location.
- (b) The opening section will include:
 - (i) Notation on whether a closed session was held;
 - (ii) Time the meeting was called to order;
 - (iii) List of Executive Committee members present;
 - (iv) List of Executive Committee members absent;
 - (v) List of any persons present that are not Executive Committee members.
- (c) The body will contain a separate paragraph for each matter considered or discussed including:
 - (i) All motions put before the Executive Committee, stating verbatim the content of the motion that was put before the Executive Committee for consideration, and each paragraph will contain:
 1. The name of the maker of the motion;
 2. The name of the person seconding the motion;
 3. The verbatim content of the motion;
 - a. Roll call votes shall contain the name and vote of each Executive Committee member; or
 - b. A vote by acclamation shall list the result of the vote with a record of those by name who oppose, abstain or are absent; and
 - c. The result of the motion shall be a statement of the vote.
 4. If a motion that is placed on the agenda fails to have a councilor make the motion or second the motion, then the motion fails. The minutes will reflect that the motion failed for lack of motion or lack of support.
 - (ii) Topics of discussion that appear on the Agenda, and each paragraph will contain:
 1. The name of the Executive Committee member bringing forth a topic;

2. A brief description of the topic brought before the Executive Committee, but no attempt will be made to summarize the discussion;
3. The manner of disposition of the topic, i.e., topic to be further pursued at next meeting.

(d) Notation of any recesses taken during the meeting.

(e) Time of Adjournment.

(f) Certification

- (i) When Minutes have been approved by the Committee at the subsequent meeting, the Secretary and Chairman shall sign and date the Minutes.

Section 4: Redaction of Meeting Minutes

Should the Executive Committee at its discretion share the contents of Meeting Minutes with Tribal Members, it may, at its discretion, redact confidential information.

Chapter Eight: ACTION BY THE EXECUTIVE COMMITTEE

The Executive Committee may utilize any of the following forms of action to carry out its functions.

- 1) Adopt Resolutions and pass Motions by:
 - a) Roll Call Vote
 - b) Majority Vote
 - c) Two-thirds Vote
- 2) Establish Committees

This Policy was approved by Executive Committee on: October 18, 2023.

Secretary

Date