

**POLICY AND PROCEDURES FOR RESCHEDULING TRIBAL COUNCIL  
MEETINGS IN THE EVENT OF AN EMERGENCY CLOSURE**

**SECTION I. PURPOSE**

The purpose of this policy is to clarify authorization and procedures for the emergency closures of Legislative government offices and work facilities and the potential rescheduling of Tribal Council meetings.

**SECTION II. EMERGENCY CLOSING**

- A. At times, emergencies can disrupt business operations. In extreme cases, these circumstances may require the closing of the LTBBOI office or work facility.
  
- B. Emergencies may be related to severe weather, fires, or power failures, or other safety or welfare conditions.
  
- C. Tribal Council delegates the authority to authorize emergency closures to any of the following individuals:
  - 1. Safety Director
  
  - 2. Facility Director
  
  - 3. Chief of Law Enforcement
  
  - 4. Chair/Vice Chair or Tribal Administrator
  
  - 5. Legislative Leader or Legislative Office Manager

**SECTION III. TRIBAL COUNCIL MEETINGS**

- A. According to the Tribal Constitution, Article VII, Section J. Regular Meetings, Tribal Council shall hold regular meetings at least once a month at the Tribal government offices.
  
- B. If an emergency closure occurs and it is the last regularly scheduled Tribal Council meeting, and no other Tribal Council meeting was held during the month, then Tribal Council will meet on the next business day when the Tribal Government Center or other government office is open.
  
- C. If a meeting is cancelled due to emergency closure, Tribal Council may change the location and time of the meeting, provided that it is held on the next business day that the Tribal Government Center or other government office is open.
  
- D. Notice of the meeting closure and any rescheduled meeting shall be posted immediately.

This Policy was approved by Tribal Council on:

Julie Shananaquet  
Julie Shananaquet, Tribal Secretary

03-14-17  
Date