POLICY AND PROCEDURES FOR SELECTION OF TRIBALLY CHARTERED CORPORATE BOARD MEMBERS and OTHER SUB-ENTITIES

SECTION I. PURPOSE

The Little Traverse Bay Bands of Odawa Indians Tribal Council hereby establishes a standard method for determining the qualifications of candidates for Tribally chartered corporations and other sub-entities.

SECTION II. SCOPE OF POLICY

This Policy shall apply to the Tribally chartered corporations, Limit Liability Companies, holding corporations and any other Tribal sub-entity including the Gaming Enterprise Board or its successor.

SECTION III. REVIEW OF QUALIFICATIONS FOR ELIGIBILITY and INTERVIEW PROCESS

A. Legislative Office Manager shall review all applications to determine if an applicant is deemed qualified for the position in accordance with the designated Statute or charter. If an applicant is determined to be qualified, such candidates' cover letters and resumes shall be forwarded to Tribal Council along with the Office Manager's prepared chart. Tribal Council will then decide whether or not to set up an interview for the applicant.

B. Review of Qualifications by the Legislative Office Manager (LOM).

1. LOM will review the required qualifications as set forth in the statute or charter at a Tribal Council Work Session.

2. A chart will be prepared based on the qualifications listed in statute or charter that the candidate must possess.

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3. LOM will compare the qualification requirement against the applicant's resume and cover letter, and then decide on whether or not the applicant is qualified for the position.

C. Motion.

If Tribal Council decides to interview a candidate, then a motion will be added to the Tribal Council meeting agenda. The motion will read as follows:

> To acknowledge receipt of _____ Letter of Interest and Resume' for the_____ and set up an interview.

D. Interview Process.

1. The Legislative Office shall set up the interviews for the qualified applicants at the next available work-session.

2. Tribal Councilors will have the ability to ask questions of the candidate at the interview.

SECTION IV. BACKGROUND CHECK

In accordance with the designated statute's assignment policy, if any of the applicants are determined by Tribal Council as qualified for the position, the Legislative Office shall conduct a Background check.

SECTION V. TRIBAL COUNCIL MOTION

A motion for the qualified candidate(s) shall be placed on the next Tribal Council agenda. The motion shall read as follows:

> Motion to assign _____ to the _____ for a __-yr term ending _____ pending a clean background report in accordance with the _____ Assignment Policy.

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SECTION VI. REASSIGNMENT

A. In the event that the Applicant is being considered for reassignment, the Applicant shall sign an affidavit that verifies that there is no material change in the criminal background of the Applicant. If it is later found that there was non-disclosure of a criminal misdemeanor or felonious offense, then the Board member shall be removed by Tribal Council for misrepresentation.

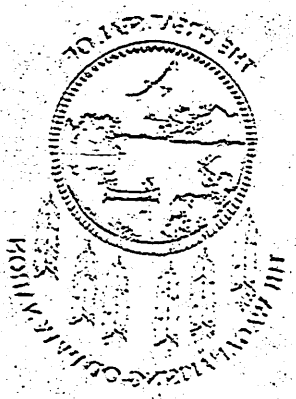
B. Tribal Council may choose to waive the Section III. Review of Qualifications for Eligibility and Interview Process, for reassignment of a current board member.

C. The following motion will be added to the next Tribal Council agenda:

Motion to assign _____ to the _____ for a __-yr term ending _____ pending a clean background report in accordance with the _____ Assignment Policy.

This Policy was approved by Tribal Council on:

_____

Tamara Kiogima, Secretary Date

Secretary Kiogima TK