

Tribal Council Committees Meeting Policy and Procedures for Electronic Participation

I. PURPOSE

The purpose of this Policy is to establish policy and procedures governing the use of electronic communication and participation in Tribal Council Committee meetings and to clarify those procedures for the Tribal citizenship in order to facilitate citizen participation in the legislative and policy-making process.

II. DEFINITIONS

Committee: A committee authorized by Tribal Council.

Electronic Communications: Simultaneous communication that takes place by means of audio or video conference and shall include Adobe Connect or other software that allows all participants to hear each other at the same time.

Quorum: Two (2) committee members present in person or via electronic communication shall constitute a quorum.

Tribal Citizen: An enrolled member of the Little Traverse Bay Bands of Odawa Indians.

Tribal Council: The legislative body described in Article VII, § A of the Constitution.

III. REQUIREMENTS FOR ELECTRONIC PARTICIPATION

1. **Notice.** The schedule of regular meetings shall be published by the Committee and shall be posted at the Tribal Government Complex, on the Tribal government website, and at other Tribal government offices. In order to have Tribal Citizen participate in Committee meetings, the physical location of the meeting will be posted along with any electronic access to the meeting.

2. **Presence of Committee Members.** At least one Committee member shall be physically present at the meeting location.

3. **Location.** The location of the meeting included in the notice shall be equipped with a suitable transmission system (e.g. a speakerphone) in order that Tribal Citizens, the Committee members in attendance and any staff or guests will be able to hear any input, vote, or discussion

of the conference and that the member attending by electronic communication shall have a similar capability of hearing such input, vote, or discussion.

IV. CONDUCTING MEETING WITH ELECTRONIC COMMUNICATION

1. **Host.** The Committee Chair shall be the host of the meeting and shall be responsible for setting the agenda on Adobe Connect including uploading any related documents with the assistance of the Legislative staffs.
2. **Guests.** The host shall accept invited guests to the meeting upon verification of their being Tribal Citizens.
3. **Minutes.** The meeting minutes shall reflect all participation including electronic participation.
4. **Notice of Electronic Participation.** A Tribal Council member wishing to attend by electronic communication must give advance notice to the applicable secretary of the committee unless advance notice is impractical.
5. **Confidential Information.** Any and all confidential information and/or documents shall be placed within an electronic secured location with limited access and shall not be open to the public.
 - a. A Tribal Council member electronically participating in a closed meeting shall be bound by the same requirements of confidentiality as if he or she were physically present at the meeting.
 - b. The Tribal Council member shall undertake and shall be responsible to ensure that no unauthorized person is given access to the proceedings or any documents pertaining thereto.
 - c. A Tribal Council member participating electronically in closed meetings shall not record, videotape, or transcribe in any way the proceedings or any part of the closed meeting.
6. **Voting.** All Tribal Council members attending meetings by electronic communication shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is present, but their votes shall be recorded by the Secretary as done by electronic participation.

7. **Stipends.** Stipends shall be paid to Tribal Council members who attend committee meetings by electronic participation including using Adobe Connect. Attendance of Council members shall be documented in the meeting minutes.

This Policy was approved by Tribal Council on: 10-21-12

Regina Gasco Bentley

10-21-12

Regina Gasco Bentley, Tribal Council Secretary

Date

