

**Tribal Council Meeting Policy and Procedures
for Electronic Meetings related to Open Meetings, Participation, Public Comments and
Motions**

I. PURPOSE

The purpose of this Policy is to establish policy and procedures governing Tribal Citizens, Tribal employees, appointed officials and the public access to electronic Tribal Council meetings, work sessions, committee meetings, and general citizen meetings that are required to be open to Tribal Citizens pursuant to Little Traverse Bay Bands of Odawa Indians Constitution, Article VII J (8). This policy is updated and repeals any previous Tribal Council Meeting Policy and Procedures for Electronic Open Meetings.

II. DEFINITIONS

A. “Host” or “Facilitator” means the person(s) that is facilitating the meeting and the person (s) who has control over all functions and features in the electronic meeting, including Legislative staff.

B. “Immediate Family” or “Family member” means a person who is related to a Tribal Citizen by one of the following relationships: wife, husband, son, daughter, mother, father, brother, sister, step-mother, step-father, step-brother, step-sister, father-in-law, mother-in-law, child, step-child, grandmother, grandfather, brother-in-law and sister-in-law.

C. “Public” means Little Traverse Bay Bands of Odawa Indians Tribal Citizens and their immediate family members.

D. “Tribal Citizen” means an enrolled member of the Little Traverse Bay Bands of Odawa Indians.

E. “Tribe” shall mean Little Traverse Bay Bands of Odawa Indians.

III. REQUIREMENTS FOR ELECTRONIC PARTICIPATION

A. Pursuant to constitutional Article VII, J (8), electronic meetings of Tribal Council are open to all Tribal Citizens, with the exception for closed sessions which are necessary to protect the interests of the Tribe and fulfill its responsibilities to the Tribal Citizenship.

B. Electronic meetings held by Tribal Council or Tribal Council Committees shall be open to Tribal Citizens, Tribal employees, appointed officials, and the public as defined by this policy. Any other person who does not meet one of these classifications may be excluded from the meeting by the host of the electronic meeting, unless sponsored by a participating Tribal Councilor. Such requests for sponsorship shall be forwarded to all Tribal Council members. Tribal Council may by motion, approve the sponsored person's attendance, otherwise the person will be removed from the electronic meeting.

C. Every participant, in an electronic meeting held by Tribal Council or Tribal Council Committee, shall identify themselves with their name and classification either at the time of signing into the electronic meeting or upon the request of the host.

- 1.** If the meeting facilitator does not recognize a name, the person will be asked to identify themselves further.
- 2.** Any person who is joining the meeting by phone, will be asked to identify themselves.
- 3.** If a person's name appears to be fictitious or a nickname, they will not be allowed to enter the meeting, until their name is verifiable by the host.

D. If the individual refuses to provide the requested information, after three (3) attempts are made to gather the information, then the meeting facilitator or host will remove the individual from the meeting.

E. The host will take reasonable actions to ensure that the meeting is conducted orderly.

F. The host, in maintaining order, may warn a person engaging in conduct which is disruptive of the meeting, to stop such disruptive conduct upon penalty of removal. If such disruptive person continues to cause disruption, then the host may remove the person from the meeting without further warning.

G. If the meeting becomes disruptive, the host may request a motion to adjourn the meeting.

IV. HOST RESPONSIBILITIES

- A.** At the beginning of each electronic meeting the host will ask each participant to identify themselves with their name and classification, unless already known or indicated by the electronic signage.
- B.** If an individual joins a meeting while in progress, the host shall request the individual's name and classification, if it is not already provided.
- C.** Based on the criteria set forth in this policy, the host will determine whether or not the individual may participate in the electronic meeting.
- D.** The host may change the participants electronic identifier to the person's name for identifications purposes only.
- E.** The host will request that all participants place their microphone on "mute" unless they are speaking.

V. PUBLIC COMMENTS

- A.** When "Public Comment" is on a meeting agenda, the host will allow for public comments.
- B.** When the time for public comment is announced by the host, public comments can be made verbally by a participant by "unmuting" their microphone. All speakers shall give their name and tribal affiliation.
- C.** A public comment may be made in writing by submitting their comment, along with their name and tribal affiliation, in an "electronic chat" or by other electronic means. All written electronic public comments must be identified as a "public comment" and submitted during the time for public comment. Written public comments will be read by the host during the time announced for public comment. Any comments not designated as "public comment", will not be read or entered into the official record as a "public comment".

VI. CONDUCTING MEETING WITH ELECTRONIC COMMUNICATION

