



**RESOLUTION OF THE GOVERNING BODY
OF THE THREE AFFILIATED TRIBES
OF THE FORT BERTHOLD INDIAN RESERVATION**

A Resolution entitled: “Adoption of a “Tribal External News Media Release Policy”

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act and having adopted a Constitution and By-laws under said Act; and

WHEREAS, pursuant to Article III, Section 1 of the Constitution and By Laws of the Three Affiliated Tribes, the Tribal Business Council is the governing body of the Tribes; and

WHEREAS, pursuant to Article VI, Section 5 (1) of said Constitution, the Tribal Business Council has the power to adopt resolutions regulating the procedures of the Tribal Business Council and other Tribal agencies and Tribal officials on the Reservation; and

WHEREAS, The Three Affiliated Tribes does not have a policy, statute or resolution which governs the release of information and news regarding the Tribes to the news media and the Tribal Business Council believes that in order to prevent confidential information regarding the Tribes or any of its members, clients, finances and business associates and/or contracts and other sensitive or proprietary information from being released to the news media and to prevent inaccurate, misleading or defamatory information regarding the Tribe from being released to the news media, a Policy should be implemented regarding the release of information to the news media.

NOW, THEREFORE BE IT RESOLVED, that the Tribal Business Council of the Three Affiliated Tribes pursuant to its constitutional powers hereby adopts the following Policy governing the release of news and information to the media:

**THREE AFFILIATED TRIBES COMMUNICATIONS PROTOCOL & EXTERNAL
NEWS MEDIA POLICY**

- 1. Purpose:** This Policy established protocol for the release of information to the news media. The purpose of this Policy is to ensure that confidential, proprietary and sensitive information regarding the Tribes, its members, customers, clients, employees or business associates is not released to the news media or press. It is also intended to ensure that information regarding the Tribes that may be released to the news media is accurate,



RESOLUTION NO. 07-~~96~~-VJB

2. reliable and factual. Finally, it is intended to ensure that the Tribal Administration is informed when information is released to the news media.
3. **Application:** This Policy shall apply to all tribal employees. It shall not apply to any press release issued by the Chairman of the Tribe or by any member of the Tribal Business Council. The policy shall apply to the release of any information including but not limited to data, reports, contracts, documents, proposals, emergency situations or crisis regarding the Tribes its members, programs, entities, clients, customers, employees or business associates. This policy applies to all external news media outlets, including all newspapers, television, radio, magazines and other publications and any reporters thereof.
4. **Crisis or emergency situations:** In the event of a crisis or situation that endangers the public health, safety or security of the Fort Berthold Reservation, all inquiries should be immediately directed to the Tribal Chairman Marcus Wells, Jr., and the Press Secretary, Vonnie Alberts.
5. **Tribal Business Council members:** Members of Tribal Business Council shall not be required to follow these protocols and shall be free to hold press conferences and issue statements to the media or press regarding their activities, however the General guidelines listed below should be taken into consideration when granting interviews or press releases.
6. **Protocol for release to external news media:** The Public Relations Department, Press Secretary, shall be the designated point of contact for all media inquiries. Employees are prohibited from contacting the news media on their own to release information to the press without the express authorization of the Three Affiliated Tribes Public Relations Department. All news media inquiries, whether they are a request for background information, interviews, an opinion on any matter regarding the Tribes or its activities, photos, video or any other matter must be addressed by the following protocol:
 - a) Inquiries shall be forwarded to the Public Relations Department Press Secretary, Vonnie Alberts, at (701) -627-8126. In the event an employee is contacted for information by an external news media outlet, the employee should do one of three things: (1) transfer the call the PR Department; (2) give the reporter the PR Office Phone number (never give out home or cellular phone numbers); or (3) take down the reporters name and number and then forward the information to the PR Department and ask the Department to contact the reporter. You may also email the request to Vonnie Alberts Press Secretary.



RESOLUTION NO. 07-~~96~~-VJB

- b) Upon receipt of a request for news inquiry by a news media outlet, the Public Relations Department shall talk with the individual requesting information and determine their name, the media outlet they represent, the information they are attempting to obtain and what their deadline is.
- c) The Public Relations Department shall contact the Tribal Chairman regarding the inquiry and then determine whether an interview should be given and who should be interviewed regarding the topic of inquiry. If it is determined that an interview will be granted, the Public Relations Department shall forward the information on to the individual selected to grant an interview and that individual shall be given the contact information and authorized to contact the media outlet and grant an interview. The individual shall follow the general guidelines set forth in this Policy.
- d) If the Public Relations Department is not available, you should leave a voice message regarding the media inquiry. The Public Relations Department checks their voice mail frequently and will respond as soon as possible.

7. **General guidelines:** The following general guidelines shall be followed by all employees when contacted by the news media or when authorized to grant an interview with the news media:

- a. If contacted by the media prior to authorization being granted by the Public Relations Department, advise the individual that they will need to contact the Public Relations Department for information. You can ask them if they would like you to transfer their call or simply give them the contact information.
- b. If a reporter persists in obtaining information after you have advised him/her of the protocol for releasing information to the press, simply restate as many times as necessary in a calm and professional manner that you are not able to assist them at this time but the public Relations Department will assist them.
- c. If a reporter calls you back and advises you that he/she cannot get a hold of anyone else, you should reiterate that you are not authorized to provide information but will forward the message to the public Relations Department.
- d. When authorized to grant an interview, you should use your best judgment in making any statement, opinions or giving any other information on behalf of the Tribes.
- e. You should refrain from giving any opinion that may be derogatory or libelous toward the Tribe, its officers or employees or any outside governmental agency, business, or individual.
- f. Give your full name and job position.
- g. Be sure that the information you give is factual and accurate.
- h. Never give out any information that is confidential. If you are not sure whether the information that is requested is confidential, err on the side of judgment and don't provide it.
- i. Never assume that information you give will be "off the record"
- j. Violations of this Policy may result in disciplinary action.



RESOLUTION NO. 07-96-VJB


CERTIFICATION


I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 7 members of whom 5 constitute a quorum 7 were present at a Regular Meeting thereof duly called, noticed, convened, and held on the 10 day of May, 2007, that the foregoing Resolution was duly adopted at such Meeting by the affirmative vote of 7 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Chairman [] Voting. [] Not voting.

Dated this 10 day of May, 2007.

ATTEST:


Tribal Secretary, V. Judy Brugh
Tribal Business Council
Three Affiliated Tribes


Tribal Chairman, Marcus Wells Jr.
Tribal Business Council
Three Affiliated Tribes