

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

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act; and

WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, Resolutions #89-01-TL and #89-02-TL addressed the issues of Tribal Business Council Committee structure, membership, hiring authorities, etc.; and

WHEREAS, Resolution #89-02-TL specified further study and delineation of the Committees' duties responsibilities, etc. so that Article I Section 5 of the Bylaws is complied with where it states:

"... duties of all appointed Committees and offices shall be clearly defined by Resolution of the Council..."

; and

WHEREAS, Article VI, Section 5 (1), of the Constitution of the Three Affiliated Tribes states the Tribal Business Council has the authority,

"... to adopt resolutions regulating the procedure of the Tribal Business Council and other Tribal agencies and Tribal officials of the Reservation".

; and

WHEREAS, The attached Committee document provides for Committee structure, definitions, authorities, and functions; and

WHEREAS, The Committee document has been reviewed by Tribal Business Council members.

NOW, THEREFORE, BE IT RESOLVED, That the Tribal Business Council of the Three Affiliated Tribes hereby adopts the attached Committee Document as its official Tribal Council Committee Guidelines.

C E R T I F I C A T I O N

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 10th day of August, 1989; that the foregoing Resolution was duly adopted at such Meeting by the affirmative vote of 10 members, 1 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Dated the 10th day of August, 1989.

[Signature]
Secretary, Tribal Business Council

ATTEST:

[Signature]
Chairman, Tribal Business Council

TRIBAL BUSINESS COUNCIL COMMITTEE
STRUCTURE AND DEFINITIONS

- o Any Committee shall consist of no less than three members of the Tribal Business Council of the Three Affiliated Tribes.
- o Every Tribal Business Council member shall serve as Chairman of at least one (1) Tribal Business Council Committee and shall not exceed two (2) committee chairmanships
- o Each Tribal Business Council Committee shall consist of one (1) chairman, and a secretary and at least one Council member
- o Each Tribal Business Council Committee Chairman shall be responsible for:
 - a. Scheduling committee meetings
 - b. Providing a one month advance written notice of each month's schedule of committee meetings to the Tribal Business Council office
 - c. Ensuring that the meetings are conducted as scheduled
 - d. Ensuring that the agenda items are specifically related to the functions and parameters of the respective committee.
 - e. Publishing committee meeting agenda at least five (5) working days in advance of the scheduled meeting
 - f. Ensuring that all agenda items are addressed in full

- g. Taking disciplinary action against department administrators, exclusive of termination, as provided for within the Personnel Policies and Procedures Manual.
 - h. Serving on the Personnel Selection Committee which includes: the Tribal Chairman, the appropriate committee chairman, and the appropriate administrator (Reso.#89-01-TL).
- o Each Tribal Business Council committee Secretary shall be responsible for:
- a. Recording of committee meeting minutes
 - b. Transcribing of committee meeting minutes
 - c. Proofreading, posting, and distribution of committee meeting minutes
 - d. Submission of committee meeting minutes to the full Tribal Business Council for approval
 - e. Maintaining chronological records of all committee actions
 - f. Scheduling of all tasks to be assigned and completed by committee members and/or appropriate staff
 - g. Ensuring that appropriate committee actions requiring full Tribal Business Council discussion are included on the next Tribal Business Council meeting agenda

- h. Ensuring that the committee's department/programs budget computer readouts from Tribal Finance are read and understood
 - i. Providing a list of financial actions, approvals/disapprovals to be made at each meeting
- o The quorum for a Committee shall consist of two of the three regular members. If a quorum of a designated tribal council committee is not present on the scheduled meeting day, the chairman of that committee has full authority to conduct any and all committee business. In the absence of the chairman of that committee, the secretary of that committee shall have full authority to conduct any and all business of that committee. In the absence of the chairman and the secretary of the committee, the Chairman of the Tribal Business Council shall have full authority to conduct any and all business of that committee. (Resolution #89-19D-TL)

Those committee meetings that are not regularly scheduled (e.g., specials) will require the regular quorum (Two committee members) to conduct business.

COMMITTEE AUTHORITIES

- o Authority for the existence and functioning of the Committees is derived through the full Tribal Business Council from the Constitution, which does not articulate the scope of Committee authority. The items shown below were developed as a means of defining the precise authorities.

Tribal Business Council Committees have the authority

to:

- o Contract consultants with strict observance of the educational and experience requirements specified by the appropriate funding source document.
- o The Committee Chairman has the authority to take any and all disciplinary action against the Administrator as provided for within the Personnel Policies and Procedures Manual, exclusive of termination. In the absence of the Committee Chairman, the Chairman of the Tribal Business Council is empowered to take the same action.
- o Review monthly Department/Program reports which detail the following:
 1. Personnel Issues
 2. Travel
 3. Status of all contracts or grants, specifically major tasks completed, tasks planned, or tasks assigned
 4. Related Budgets, Computer Reports, Modifications, etc.
 5. Proposals/Applications Submissions since Draft Proposals are due for their appropriate committee's review at least

one month in advance of the funding agency deadline for the submission of the application/proposal.

- o Each Committee Chairman, representing the interests of his Committee, sits on the "Personnel Selection Committee" which hires, promotes, and appoints program/department staff (all but program administrators) specific to the Committee's functions, with strict observance of the educational and experience requirements specified in the appropriate Job Descriptions.

COMMITTEE FUNCTIONS

- o All Tribal Business Council Committees function as:
 - Entities which preform all work and research of issues which require full Tribal Council resolution
 - Oversight Committees for the administration of their respective Departments/Programs functions. All Tribal Council members, representing their committees, shall function as members of the Management Team. The Management Team consists of Tribal Council Members, Administrators and designated staff. The management team will meet weekly.

- Committees which provide the full Tribal Business Council with information and/or concise recommendations specific to each area of committee responsibility in advance of the Tribal Business Council meetings, so that Tribal Council agenda time is not wasted. This would provide for the Council to address major policy issues.

- Entities responsible for semi-annual (Jan. 1-June 30) (July 1-Dec. 31) personnel evaluations of administrators, specifically comparing jobs description with tasks assigned, tasks completed, and tasks planned