

**TLINGIT & HAIDA CENTRAL COUNCIL
COMMITTEE GUIDELINES**

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I. COMMITTEE ON COMMITTEES GUIDELINES

Purpose

The Committee on Committees shall be a convention committee functioning primarily during the convention but advises the President on composition of committees. This committee also recommends policy changes that it determines will improve effectiveness of the committee system.

Authority

The Committee on Committees is comprised of the chairs of each of the Tribal Assembly committees who are appointed by the President.

Regular Meetings

This committee will meet just prior to Tribal Assembly at the call of the Chair. It is important that the committee members have copies of the policies on committees as well as the list of committees made up primarily of delegates who expressed interest in those committees.

Special Meetings

Special meetings may be called of this committee at any time during Tribal Assemblies to make committee membership adjustments at the direction of the Tribal Assembly.

Duties

- A. The committee shall also serve as an advisory committee to the President on committee composition making every effort to include all delegates in a committee of the Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with committees and policies on committees to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of committee functions.

II. ENROLLMENT / CREDENTIALS COMMITTEE GUIDELINES

Purpose

The **Enrollment Committee** is responsible for ensuring that any person applying for tribal citizenship is eligible by reviewing all documentation relative to the application and certifying eligibility.

The **Credentials Committee** has the responsibility of reviewing the status of each delegate to ensure that they are indeed qualified to serve as delegate. They will ensure that the delegate is an enrolled tribal member and was elected in compliance with the Tribal *Constitution* and Rules of Election.

The combined committee should also deal with issues and resolutions related to the credentials of delegates to a convention and the enrollment of its members.

Authority and Composition

The **Enrollment Committee** is a standing committee that is comprised of five members (geographically considered) who meet periodically throughout the entire year to review and approve enrollment applications. This committee is authorized to approve and disapprove applications for citizenship on behalf of the tribe.

The **Credentials Committee** is an expansion of the Enrollment Committee during the convention. The Enrollment Committee is expanded so as to have increased representation so as to expedite the process of reviewing the credentials of delegates. It is preferred to have delegates on this expanded committee who are experienced and have a broad understanding of Tlingit and Haida citizens and their families.

Regular Meetings

The combined committee shall meet prior to the convening of the Tribal Assembly to review the delegate credentials and make recommendations as to the seating of delegates and quorum of the Tribal Assembly. The report of the committee will be used in declaring a quorum. They shall meet at the call of the chair throughout the Tribal Assembly to review resolutions and propositions dealing with issues of tribal citizenship and delegate qualifications.

Special Meetings

The **Enrollment Committee** shall meet at least 3 times throughout the year to review, approve, or disapprove applications for tribal citizenship. These meetings will be broadly published so that persons interested in providing support information to the committee will have time to do so.

The committee shall make recommendations on resolutions and recommended changes to the resolutions dealing with credentials to the Tribal Assembly.

The committee shall also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of credentials or enrollment.

Other Duties

The joint committee shall make recommendations on resolutions and/or recommended changes to the resolutions dealing with credentials to the Tribal Assembly.

The committee shall also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of credentials or enrollment.

III. JUDICIARY COMMITTEE GUIDELINES

Purpose

The Judiciary Committee shall be a standing committee functioning throughout the year advising the Executive Council and the Tribal administration on judiciary and tribal court matter in between Tribal Assemblies.

Standing Committee Size

The Standing Judiciary Committee is made up of seven (7) delegates from the various communities and serves both during Tribal Assembly and at the call of the chair between assemblies. The committee size increases to interested delegates during Tribal Assembly who have full voting authority at meetings conducted during Tribal Assemblies.

Authority

The Committee is appointed by the President from among delegates from the various communities and serves both during Tribal Assembly and at the call of the chair between assemblies.

Regular Meetings

This committee will meet at the call of the chair during Tribal Assembly and also meet at least once throughout the year to assist the tribe and the Tribal Court in fulfilling their duties related to the tribe and/or funding agencies.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies by the Committee Chair only for a specific order of business specified in the notice of meeting.

Duties

- A. The committee shall serve as an advisory committee to the Executive Council on judiciary related issues between conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with finances to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of Tribal Courts.
- D. The committee recommends the adoption of and amendments to statutes and tribal judicial codes for the purposes of tribal court proceedings.
- E. The committee alerts the tribal administration on funding sources for the development and maintenance of a tribal judiciary system.

IV. CULTURAL / HERITAGE GUIDELINES

Purpose

The Cultural/Heritage Committee shall be a standing convention committee functioning primarily during the convention.

Authority

The committee should deal with issues and resolutions relating to cultural and heritage issues.

The committee shall also serve as an advisory committee to the Executive Council on the above issues between conventions.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council or the President of the tribe.

Duties

- A. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with culture and/or heritage to the Tribal Assembly.
- B. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of culture and heritage.

V. EDUCATION COMMITTEE GUIDELINES

Purpose

The Education Committee is a standing convention committee that functions primarily during the convention.

Authority

The committee should deal with issues and resolutions relating to education.

The committee shall serve as an advisory committee to the Executive Council on the above issues in between conventions.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

- A. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with education to the Tribal Assembly.
- B. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of education.

VI. ELECTIONS COMMITTEE GUIDELINES

Purpose

The purpose of the Elections Committee is to deal with issues and resolutions relating to the elections of delegates and officers of the Tribal Assembly. This committee adjudicates disputes in the election of delegates during an election year. This committee serves as the tally committee on election of officers during election years of the Tribal Assembly.

Authority

The Elections Committee is a standing committee functioning primarily during an election year. Its authority comes from the Rules of Election and the Tribal Assembly and is appointed by the President.

Composition

The full committee shall be composed of delegates from the previous election and from communities whose elections have been certified in the current year. Every effort will be made to have a broadly geographically diverse representation on the committee and a representative from the Executive Council. In the event of a dispute, five (5) members will be of the whole committee will be asked to serve as a committee for that particular dispute; every precaution will be taken in the selection of these members to minimize a “conflict of interest” between committee members and candidates for delegate in the community with the dispute. The geographic proximity to the community with the dispute will also be taken into consideration in the selection of the 5-member committee.

Meetings

This committee shall meet annually prior to the start of Tribal Assembly and at the call of the committee chair in an election year to discuss and decide upon disputed elections from the Tlingit and Haida communities. These disputes shall be dealt with in phases consistent with the Rules of Election:

- A. The committee chair, in collaboration with Central Council election staff, agrees on a 5-member dispute team for each community election protest.
- B. All written disputes will be forwarded to the committee chair and the selected 5-member team immediately on receipt of the protest in Central Council offices.
- C. The committee will secure responses from the local election committee on all disputes within 5 days.
- D. The committee will review all documentation and interview people involved should they feel that is necessary and make a decision as to whether or not a meeting in that community is necessary.
- E. If they decide that a local election is necessary, the meeting in that community will take place within 3 days following that decision.
- F. As much of the business as possible will be done via teleconferencing among committee members.

Tribal Assembly Tally Committee

The committee shall serve as the tally committee during the election of officers during the Tribal Assembly in an election year. A staff member is assigned to the committee to assist if equipment or furniture is needed in carrying out their duties, as well as any additional information they may need.

Other Duties

This committee shall also serve as an advisory committee to the Executive Council on the above issues between conventions.

The committee should make recommendations on resolutions and recommended changes to those resolutions in dealing with the elections process to the Tribal Assembly.

The committee shall also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of elections.

Fees

The committee members shall receive a flat fee of \$150 per dispute. It is the judgment of the chairman of the committee to decide as to what constitutes a dispute.

There are no fees for serving as a tally committee during the Tribal Assembly.

VII. GOVERNMENTAL (FEDERAL-STATE) AFFAIRS COMMITTEE GUIDELINES

Purpose

This committee should deal with the issues and resolutions relating to all external government affairs, including Federal and State relations, legislative, Public Law 93-638 and judicial issues. It is also responsible for addressing Tlingit Haida Central Council relations with other tribal governments as well as foreign nations.

Authority

The Governmental (Federal-State) Affairs Committee is a convention committee functioning primarily during the convention.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe to provide advice on important government relations issues of vital importance that may come up from time to time.

Duties

- A. The committee should make recommendations on resolutions and recommended changes to those changes dealing with federal and state relations issues to the Tribal Assembly.
- B. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of federal and state relations.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of relations with other tribal governments and foreign nations.

VIII. AUDIT COMMITTEE GUIDELINES

Purpose

The Audit Committee shall be a standing committee functioning throughout the year, during Tribal Assemblies and advises the Executive Council on financial and compliance matters in between Tribal Assemblies.

Authority

The Standing Committee is made up of five (5) members appointed by the President while other delegates from the various communities may volunteer to serve on this committee during Tribal Assembly.

Regular Meetings

This committee will also meet at least one other time throughout the year to assist the tribe and the Executive Council in fulfilling their oversight duties related to the tribe.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

- A. The committee shall also serve as an advisory committee to the Executive Council on financial related issues between conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with finances to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of Tribal finances.

IX. FINANCE COMMITTEE GUIDELINES

Purpose

The Finance Committee shall be a standing convention committee functioning primarily during the convention but advises the Executive Council on financial matter in between Tribal Assemblies.

Authority

The Standing Committee is appointed by the President while other delegates from the various communities may volunteer to serve on this committee during Tribal Assembly.

Regular Meetings

This committee will also meet a minimum of two times throughout the year to assist the tribe and the Executive Council in fulfilling their duties related to the tribe.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

- A. The committee shall also serve as an advisory committee to the Executive Council on financial related issues between conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with finances to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of Tribal finances.

X. ECONOMIC DEVELOPMENT COMMITTEE GUIDELINES

Purpose

The Economic Development Committee shall be a convention committee functioning primarily during the convention but advises the Executive Council on economic development matter in between Tribal Assemblies.

Authority

The Committee is appointed by the President comprised of delegates from the various communities attending Tribal Assembly.

Regular Meetings

This committee will meet at the call of the Chair throughout the year to assist the tribe and the Tlingit Haida Business Development Corporation in fulfilling their duties related to tribe business issues and/or opportunities.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Executive Council or the President of the tribe.

Duties

- A. The committee shall also serve as an advisory committee to the Tribal Assembly on economic development related issues during conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with economic development or business development issue to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of Tribal economic or business development.

XI. NATURAL RESOURCES / FISHERIES / SUBSISTENCE COMMITTEE GUIDELINES

Purpose

The Fisheries Committee is a standing convention committee functioning primarily during the convention.

Authority

The committee should deal with issues and resolutions relating to fisheries and subsistence.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

- A. The committee shall also serve as an advisory committee to the Executive Council on the above issues in between conventions.
- B. The committee shall also make recommendations on resolutions and recommended changes to those resolutions dealing with fisheries and subsistence to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of fisheries.

XII. HEALTH AND HUMAN SERVICES COMMITTEE GUIDELINES

Purpose

The Health and Human Services Committee is a standing convention committee functioning primarily during the convention.

Authority

The committee should deal with issues and resolutions relating to health, welfare, employment and vocational issues.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

- A. The committee shall serve as an advisory to the Executive Council on the above issues in between conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with health to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of health.

XIII. HOUSING COMMITTEE GUIDELINES

Purpose

The Housing Committee is a convention committee functioning primarily during the convention.

Authority

The committee should deal with issues and resolutions relating to housing.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

- A. The committee shall also serve as an advisory committee to the Executive Council on housing issues between conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with housing to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee deems useful or necessary in the area of housing.

XIV. RESOLUTIONS COMMITTEE GUIDELINES

Purpose

This committee should address issues and resolutions submitted to and acted upon by the Tribal Assembly.

Authority

The Resolutions Committee is a standing convention committee functioning primarily during the convention.

This committee also serves as an advisory committee to the Executive Council on resolution issues in between conventions.

Regular Meetings

All meetings of this committee will be at the call of the Chair during Tribal Assembly. The time and place will be announced at the appropriate time during a session.

Special Meetings Duties

- A. The committee will review and ensure that all resolutions are presented consistent with acceptable format before presentation to Tribal Assembly.
- B. The committee shall make recommendations on resolution distribution to committees and recommended the organization of resolutions dealing with resolution management submitted to the Tribal Assembly.
- C. The Chairman from the Resolutions Committee shall be assigned the duty of determining the placement in committee of resolutions that are submitted to the Tribal Assembly.
- D. The Committee shall also make other recommendations to the Tribal Assembly that committee itself deems useful or necessary in the areas of resolutions and resolutions processes.

XV. TRIBAL GOVERNMENT RULES COMMITTEE GUIDELINES

Purpose

This committee should deal with issues and resolutions relating to Tribal Government rules, the constitution, Tribal Government status and convention rules.

Authority

The Tribal Government Rules Committee shall be a standing convention committee that functions primarily during the convention.

Also, this committee should serve as an advisory committee to the Executive Council on the above issues between conventions.

Regular Meetings

This committee has the discretion to meet one time prior to a convention that has been determined by the prior convention as a constitutional convention.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly or Executive Council or the President of the tribe.

Duties

The committee shall make recommendations on resolutions and recommended changes to the resolutions dealing with Tribal Government rules to the Tribal Assembly.

The committee shall make other recommendations to the Tribal Assembly that the committee deems useful or necessary in the area of Tribal Government rules.

XVI. VETERANS COMMITTEE GUIDELINES

Purpose

The Veterans Committee shall be a convention committee functioning primarily during the convention but advises the Executive Council on veterans' matters in between Tribal Assemblies.

Authority

The Veterans Committee is appointed by the President from the delegates from the various communities to serve during Tribal Assembly.

Regular Meetings

This committee will meet only during Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Executive Council or the President of the tribe.

Duties

- A. The committee shall also serve as an advisory committee to the Tribal Assembly on veterans and military related issues during conventions.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with veterans and the military to the Tribal Assembly.
- C. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of veterans' affairs.