

Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Tribal Council has met and reviewed necessary changes to the existing Rules of Order, and

WHEREAS, it appears that certain modifications are necessary to clarify the Rules,

NOW, THEREFORE BE IT RESOLVED, that the following Rules of Order and points of policy, as amended, are hereby adopted to take effect immediately:

1. The regular Council meeting shall be held on the first Monday of every month, unless:
 - (a) the first Monday is a designated holiday; or
 - (b) The Council agrees to move the meeting to another Monday because of extenuating circumstances such as a Special Election, funeral, disaster, ect.
2. The regular Council meeting will start at 9:00 a.m.
3. Special meetings shall be called when necessary. They will be called in accordance with Article 4, Section 2, of the By-Laws. Written notices will be sent to all Council members. The notice shall contain:
 - (a) The purpose of the meeting- agenda;
 - (b) The date of the meeting;
 - (c) The place of the meeting; and
 - (d) The time the meeting is to start or is scheduled.
4. A quorum must be established before a meeting may begin. A quorum shall consist of six (6) members physically present to answer the roll call. No business may be conducted without six (6) members physically present during a regular or special meeting. At all Committee meetings, a quorum shall be six (6) members, except in Credit Committee meetings, where the quorum shall be three (3) members from each Tribe. (Amended 8/7/02)

5. An agenda shall be prepared for each Council meeting. The President shall be responsible for preparing the agenda. All Council members will be able to add additional items to the agenda to be considered at all Regular and Special Meetings.

6. Written notice shall be given in the following manner for each meeting:

- (a) Five (5) days in advance of a regular meeting;
- (b) Two (2) days in advance of a special meeting;
- (c) To the extent feasible, and while in operation, notice of all regular and special meetings shall be published in the Tribal Newsletter.

7. The Secretary/Treasurer will have the previous monthly financial reports ready for the regular meeting.

8. Committee Chairmen will submit written or oral monthly reports to the Council. These will be ready for the regular monthly meetings.

9. The President of the Council shall be in charge of the allotment of time for each speaker or agenda item. Every member of the Council shall have ten (10) minutes to speak on each item on the agenda, if they so desire. Any Council member may yield time to another Council member, with the permission of the President.

10. Each Council position shall be a full-time position, with the President, Vice-President and Secretary/Treasurer responsible for the day to day administrative duties of the Council and its programs.

11. The hours for all Council persons shall be from 8:00 A.M. until 5:00 P.M., weekdays.

12. All elected Council persons will be allowed twenty (20) days annual leave with pay per year. They shall also accrue sick leave at the rate of six (6) hours per pay period. Unused sick leave will not be paid. Unused annual leave will be paid. The Secretary/Treasurer, as an employee of the Council, will accrue leave in a manner consistent with the Council's Personnel Policies and Procedures Manual for Tribal employees. (Amended 12/21/06) (Amended to remove 12/21/06 changes 5/8/07)

13. The salary schedule for Council persons shall be established by separate resolution.

14. Non-tribal employee Committee/Board members may be eligible, if so designated when appointed, and subject to the availability of funds, for per diem in the amount of \$75.00 per day for on-Reservation meetings, plus mileage for all days where they serve on Council Committees or Boards, provided vouchers are turned in for each day of actual attendance and proof of attendance at each meeting is provided. Committee/Board members shall not receive per diem for days they are not in attendance. Reduced rates shall apply for short (meetings less

than 1/2 day) or canceled meetings) Council members, Administrative Managers, and Program Directors shall receive only mileage reimbursement for their attendance at meetings on Reservation. Other Tribal staff members required to attend meetings on Reservation, at times other than regularly scheduled working hours, shall be eligible for compensatory time and mileage reimbursement.

15. Mileage reimbursement shall be paid at a rate equal to the approved I.R.S. rate for travel per mile when an individual's vehicle is used.

16. All Council member travel must be approved in advance by the Council Officers, whose approval is contingent on available funds. The declination of a travel request may be taken to the full Council for appeal. Such "emergency" travel shall be designated as such, and must receive approval of at least two Council officers prior to departure date. All "emergency" travel must be presented for review at the next regular Council meeting.

17. Tribal per diem and mileage for off-Reservation meetings shall be consistent with current U.S. government travel regulations. Council members may be issued a Tribal Credit Card to be used to meet Council related expenses, not otherwise reimbursed. A list of allowable card uses shall be prepared and control Credit Card use. However, Tribal Credit cards may not be used to pay for expenses already budgeted to be paid by another governmental entity. (amended January 8, 2007)

18. Unused per diem days shall be reimbursed, if advances are received.

19. On travel advances there shall be no ten percent (10%) hold back when such advances are \$100.00 or less.

20. Council members shall show proof of attendance at meetings by airline tickets, hotel receipts, or attendance records.

21. Council members traveling on official business will submit written reports, immediately following the trip, to the tribal government.

22. All Tribal Council members shall have proper credentials when traveling on Tribal business. When representing Tribal interests, individuals must be in possession of a letter or memo, authorizing representation, from the President of the Council.

23. There will be no signing of blank checks by the Tribal Officers.

24. If a policy or procedure is not covered in these Rules of Order, *Robert's Rules of Order* shall prevail. This Rule may be suspended by a majority vote of those present on a motion made on the Council floor.

24 (A) All individuals serving as Council members shall submit to random drug testing procedures as arranged by the Personnel Department. Publication of the results of such testing shall be made in periodic tribal newsletters. Testing positive, as such is defined in the Personnel

Manual of the Council, or failure to submit to testing at least once each year while serving in office, may be grounds for Recall action under the Recall section of the Constitution. To ensure safeguarding/anonymity of test samples, each Council member shall be tested with no less than five (5) employees, when test samples are taken. The procedures established in the Personnel Manual for the handling of samples shall control the processing of Council samples also. All forms for Council testing shall reflect the status of Councilmen as elected officials. *Adopted 9/98*

MEETING PROCEDURES

25. Resolutions to be adopted by the Council shall be prepared in advance and reviewed on the Council floor prior to adoption. This rule may be suspended by a majority vote of those present on a motion made on the Council floor.

26. Tie votes on matters to be voted upon shall be construed as failing the proposed action or motion. Tie votes or motions/resolutions not receiving a second shall be construed as "killing" that issue for that day, provided, a dead issue or a tabled issue may be lifted from the table by a majority vote of those Council members in attendance.

27. All votes cast by the Fort Belknap Community Council at a regular or special meeting shall be taken by roll call vote. At the Committee level, the Chairman of the Committee has the discretion to determine the manner of voting.

28. When taking votes, the Secretary-Treasurer, or another individual designated by the President, shall call the name of each member of the Fort Belknap Community Council, and each member shall respond in the affirmative or negative, provided, if he/she does not wish to vote, he/she may answer "present" or "not voting".

29. During an open session of the Council, all Council members shall be present, unless excused by the President. At the beginning of each meeting, the President shall establish times for breaks mid-morning, lunch and mid-afternoon. Council members shall be present at all other times, unless specifically excused by the President.

30. A motion, once presented by a Council member and seconded, may be amended no more than twice by subordinate motions made, seconded and approved, prior to the adoption of the original motion. The maker of a motion, together with the individual seconding the motion, may withdraw the second and motion, if, after discussion, it is deemed inappropriate.

31. All motions shall receive a second prior to discussion thereon. Each Council member shall have an opportunity to discuss the motion presented, provided, the Council President shall have the right to limit discussion as set forth herein, or to a shorter period of time, if deemed necessary because of the press of business. A call for the question to be voted upon by any Council member shall control and a vote taken, unless any member objects that he/she has not had an opportunity to present their views. Whether an opportunity has been given for each member to provide comments shall be within the authority of the President to decide. A motion to table a motion on the floor, if seconded, shall be voted upon without further discussion.

32. These rules shall control at meetings of Committees of the Council, unless the Council designates other rules specifically for such committee.

33. At each regular meeting, the following general agenda shall be followed:

1. Call to Order.(By President)
2. Prayer.(As designated by President)
3. Acceptance of the Agenda.(As amended, by Motion)
4. Approval of the Minutes. (of previous meeting(s))
5. Acceptance of the Minutes (As amended, by Motion)
6. Attorney Report
7. Superintendent's Report
8. Delegations/Individuals/Visitors/Public Concerns.
9. Committee Reports.
10. Old Business.
11. New Business.
12. Officer Reports.
13. Program Reports.
14. Financial Reports.
15. Travel Requests.
16. Adjournment.

34. For purposes of preparation of the minutes referenced in the agenda set forth above, a summary of minutes shall be prepared and submitted to the Council by the next regular meeting. Verbatim transcriptions of the minutes shall also be required and presented for approval within sixty (60) days of the time of a meeting. Each summary of the minutes shall contain a summary of all action taken, including, but not limited to, listing all persons present, summaries of discussion, the language of a resolution proposed, incorporated by reference, if necessary, the language of all motions taken, identification of those Council persons making Motions and Seconds, a recitation of each roll call vote, and whether the action passed or failed. Originals of all minutes shall be prepared, as amended or modified on the Council floor, and the President and Secretary shall sign the minutes, verifying their accuracy, after approval by the Council. Minutes shall be available, upon request, to enrolled members.

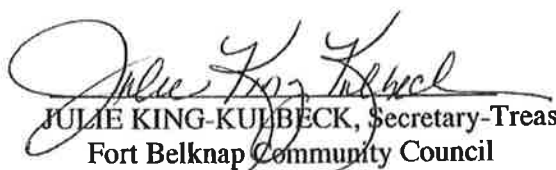
35. Amendments and/or additions to these Rules of Order may be made by Resolution adopted by the majority vote of the Council.

BE IT FURTHER RESOLVED, that the Fort Belknap Indian Community shall conduct the affairs of the Community under these adopted Rules of Order, and

BE IT FINALLY RESOLVED, that the Executive Officers of the Council are hereby authorized to execute any and all documents necessary to effect the implementation of this Resolution.

ATTEST:

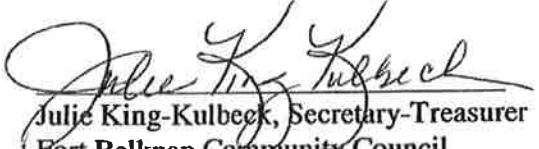

JULIA DONEY, President
Fort Belknap Community Council


JULIE KING-KULBECK, Secretary-Treasurer
Fort Belknap Community Council

CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 6 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 8 day of May, 2007; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 4 for; 1 opposed; 1 not voting; temporary absent; 4 absent; and that the said Resolution has not been rescinded in any way.

DATE: June 11, 2007


Julie King-Kulbeck, Secretary-Treasurer
Fort Belknap Community Council