

Squaxin Island Tribal Housing Commission Bylaws

Purpose of the Housing Commission: The Squaxin Island Tribal Housing Commission (hereinafter, "the Commission") is established by the Squaxin Island Tribal Council to serve as the advisory, decision-making, and policy authority for the Squaxin Island Tribal Housing Program.

Authority of the Commission: The Commission is authorized to provide recommendations and advice to the Tribal Council and to the Tribal Department of Community Development. The Commission is not authorized to give direction to any staff members. The Commission is authorized to define policies, identify rules and regulations to the Tribal Council for enactment. The Housing Commission shall abide by the provisions of the Squaxin Island Commissions and Committees Policy Ordinance and the Tribal Ordinance Establishing the Squaxin Island Housing Commission (hereinafter, "Establishment Ordinance"). Where there is conflict between the two ordinances, the Establishment Ordinance shall govern.

Commission Membership: The Commission shall be composed of seven persons appointed by the Tribal council to three-year terms, except as described in the Establishment Ordinance. Members of the Commission shall be known as Housing Commissioners (hereinafter, "Commissioners"): The Commission may recommend Alternate Members for appointment by the Tribal Council. The Commission shall recognize no more than three alternates at any time. In the event of the absence of a Commissioner, an appointed Alternate shall be selected by lot to fulfill all duties of the absent Commissioner. The Alternate shall perform duties as an Alternate Commissioner until 1) arrival of the appointed Commissioner, 2) discussion of the current topic ends, and 3) the matter is acted upon or tabled; at which time the appointed Commissioner shall resume his or her full duties and the Alternate shall step down. Regarding voting by Alternates, a vacancy shall be considered the same as an absence.

Officers: The commission shall elect a Chairperson, a Vice-Chairperson, and other officers as the Commission deems necessary to meet the purposes of the Commission. Officers shall serve for one-year terms. Election of officers shall be conducted at the first regular meeting each February, beginning in 2000, and each year thereafter. Following a vacancy on the Commission and appointment of a replacement Commissioner by the Tribal Council, the presiding officer of the Commission shall call a special election to fill vacant officer positions.

Officers of the Commission and their duties are as follows:

Chairperson: The Chairperson shall preside at all meetings of the Commission and submit such recommendations and information as he or she considers proper concerning the business, affairs, and policies of the Commission. The Chairperson shall approve and review agendas, limit the discussion of agenda items, determine the decision-making method for Commission actions, be a signatory of Commission actions, forward and present Commission actions to the Tribal Council, call special meetings, and with the Tribal Council Representative, call emergency meetings.

Vice-Chairperson: The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of a vacancy due to removal, resignation, death, termination, or other cause of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson as presiding officer until such time as a new Chairperson is elected. The Vice-Chairperson shall be a signatory for Commission actions.

Secretary-Treasurer: The Secretary-Treasurer shall keep records of the Commission, submit all required reports, act as secretary for Commission meetings, count the roll, certify attainment of a quorum, and record all votes. Staff shall record the minutes of Commission meetings and the Secretary-Treasurer shall review and certify the minutes as approved at the next scheduled Commission meeting. The Secretary-Treasurer shall be a signatory for Commission actions and a signatory with the Chairperson for Commission correspondence. The Commission shall maintain a budget for Commission travel, training, stipends, and other expenses. The Secretary Treasurer shall coordinate with the Director of the Tribal Department of Community Development in the administration of the Commission's budget and maintaining records of costs and stipends paid. In the absence of both the Chairperson and Vice-Chairperson, the Secretary-Treasurer shall preside at Commission meetings.

Tribal Council Representative: The Tribal Council Representative shall approve or deny requests by the Chairperson or presiding officer for an executive session of the Commission and shall attend all executive sessions. No emergency meeting shall convene without the concurrence of the Tribal Council Representative.

Decision Making Process: Official actions of the Commission shall be in a format and manner similar to those of the Squaxin Island Tribal Council. Official actions include motions, resolutions, policies, bylaws, and judgments. To the extent feasible, the Commission shall use consensus, which is the absence of opposition, to make decisions. For actions before the Commission, voting by either voice or hand count may be used. A roll call vote will be used for all actions relating to fees and charges. For more sensitive matters, the Commission may vote by secret ballot. The Chairperson shall determine the call for a secret ballot. All Commissioners, including all officers, are eligible to vote. Alternates may vote only when selected by lot to replace an absent Commissioner. The Secretary-Treasurer shall record, count, and report the results of all votes. Resolutions, policies, bylaws, and judgments shall be signed by the Chairperson, Vice-Chairperson, and Secretary-Treasurer. If a signatory Officer is absent and provided at least one of the three required signatories signs the action, any Commissioner may sign a Commission action on the behalf of the absent Commissioner. Alternates acting as Commissioners shall not have authority to sign Commission actions.

Meeting Schedule: Three types of meetings are authorized, as are hearings. Regular meetings shall be held on the second and fourth Fridays of each month at 9:00 a.m. Special Meetings may be called by the Chairperson by providing three-days notice. Emergency meetings may be called at any time by the Chairperson with concurrence by the Tribal Council Representative. An announcement for an Emergency Meeting need not be posted, but minutes are required. The Commission need wait no more than 30 minutes to reach a quorum for a meeting.

Meeting Procedure: Meetings shall be governed by Robert's Rules of Order in the event of any disagreement over discussion or procedure. There shall be no adoption of a Commission Policy or Bylaws until at least two readings of the proposed action has occurred. The First Reading may occur at one meeting and the Second Reading may occur at any subsequent meeting, but both readings shall not occur at a single meeting. The Commission may opt for more than two readings or more than two meetings in their deliberations of a policy or bylaws. Policies and bylaws shall be adopted by Resolution of the Commission. Action on a Resolution of the Commission requires the foregoing two-step procedure, except that if discussion of the topic of the Resolution occurred at a preceding meeting, a First Reading of the Resolution shall suffice. The order of business for meetings shall be:

1. Call to Order
2. Reading and Approval of Minutes
3. Reports of the commission
4. Staff Reports
5. Travel and Training
6. Old Business
7. New Business
8. Adjournment

Commission hearings are quasi-judicial proceedings used to determine compliance with the policies of the Commission or as required by Tribal ordinances. Hearings may be included on the agenda of either a regular meeting or a special meeting; Hearings shall not be heard at an emergency meeting. Robert's Rules of Order do not apply to hearings. The Commission shall develop rules of procedure for hearings.

Minutes and Reporting Requirements: Minutes shall be recorded by staff at each meeting and certified by the Secretary-Treasurer as to their accuracy and completeness. For a hearing, a verbatim transcription is required for the minutes.

Stipends: Commissioners and Alternates shall be paid a stipend of \$40.00 for each regular meeting (2-4 hours) attended consistent with Tribal policy. Stipends shall be paid for attendance at special meeting, meeting that last less than 2 hours, and emergency meetings at the rate of \$10.00/hour for the number of full hours in attendance. The stipend shall not be paid to any entitled person receiving employment compensation from the Squaxin Island Tribe for the same hours as the meeting. Arrival after the Call to Order or departure before Adjournment shall entitle the Commissioner or Alternate for a partial stipend paid at the rate of \$6.25/hour for the number of full hours in attendance. The Department Director and the Secretary-Treasurer shall approve payment of stipends.