

Squaxin Island Tribal Enrollment Committee By-Laws

Purpose of the Enrollment Committee. The Enrollment Committee is established to provide advice and recommendations to the Council in consultation with the Enrollment Department concerning policies and procedures related to enrollment matters. The Committee shall ensure compliance with the membership requirements outlined in Article II of the Constitution.

Commission and Committees Policy Ordinance. The Committee shall abide by the provisions of the Squaxin Island Commissions and Committees Policy Ordinance, except as expressly set forth in these Enrollment Committee By-Laws.

Authority of Committee. The Committee is authorized to provide advice and recommendations to the Tribal Council and the Enrollment Department concerning policies and procedures related to enrollment matters.

The Committee is not authorized to give direction to any staff members or independently establish policy.

Committee Membership. The Committee shall consist of seven (7) members as appointed by the Tribal Council for a term of two (2) years. Four (4) members shall constitute a quorum.

An attempt should be made to fill vacancies immediately after they occur. Committee members choosing to resign must give 30 days prior notice to Tribal Council before such resignation will take effect.

A Committee member is deemed to have relinquished his or her membership by, among others, failing to attend three (3) consecutive committee meetings or missing at least four (4) meetings in a calendar year.

All Committee members shall be subject to removal by the Tribal Council for failure to fulfill their responsibilities and or failure to use discretion in confidential matters outside committee meetings.

Vacancies on the Committee due to resignation, relinquishment, or removal shall be filled in the same manner as the original appointment and shall be for the remainder of the unexpired term.

Nepotism. Committee members shall recuse themselves from providing recommendations and advice if the applicant is an immediate family member. An immediate family member includes any of the following persons: parents, spouse, brother, sister, son, daughter, grandparents, aunts, uncles, and cousins.

Confidentiality. Enrollment Committee members may have access to confidential information related to current and prospective tribal members. Committee members shall not divulge, publish, or otherwise make known to any unauthorized third party, orally, in writing, or by electronic or other means, any information concerning any and all

information contained in an applicant's enrollment packet other than to another Committee member or the Enrollment Department.

Officers. At its first regularly scheduled meeting, after appointment of the committee membership, the committee will elect a Committee Chairperson, Vice Chairperson, and a Secretary for a one (1) year term. Election of officers will be conducted each February thereafter.

The Chairperson shall preside at all meetings. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence. The Secretary shall record the minutes from the meetings and record all recommendations to be made to Tribal Council.

Decision Making Authority. The decisions of the Enrollment Committee shall be based on a consensus model. Consensus means the lack of disagreement from any one of its members. Effective consensus depends on active and full participation of the members to ensure that each member's concerns are addressed.

The Committee shall strive for consensus. If, however, consensus cannot be obtained, a vote shall be taken. A vote shall be considered to be official if passed by a simple majority. The Enrollment Officer shall report the Committee's recommendations to Tribal Council, including majority and minority positions.

Committee Meetings. Committee meetings shall occur once a month, with the exception of extenuating circumstances. Committee members will be notified of the meetings by written notice or by documented phone calls. Emergency meetings may be held when necessary.

Meeting Procedure. Prior to the Committee meetings, the Enrollment Officer shall receive and coordinate all matters to be reviewed by the Committee. At the meetings, the Enrollment Officer shall provide the Committee with each applicant's enrollment packet and any other necessary and relevant information related to each applicant's enrollment. The Enrollment Officer shall prepare and organize the applicants' enrollment packets into two categories: 1) applicants who appear to be eligible; and 2) applicants who do not appear to be eligible.

The Committee shall review the materials presented by the Enrollment Officer, including the Officer's recommendations and shall thereafter consider its recommendations.

Committee members shall wait 15 minutes past the scheduled meeting time for a quorum to be present.

Minutes and Reporting Requirements. Minutes shall be recorded at each meeting. The Secretary shall record the minutes. A clear handwritten or typed signed copy of the meeting minutes and consensus (or vote, including majority and minority positions) reached shall be sent to the Enrollment Officer within forty-eight (48) hours after the meeting, to be filed in the Enrollment Committee Minutes folder in the Enrollment Department. All minutes shall reflect who attended the meeting.