

Squaxin Island Tribe

Heritage Committee By-Laws

The purpose of the Heritage Committee: The Heritage Committee is established by the Squaxin Island Tribal Council to provide advice and recommendations concerning issues relating to the history, culture, and traditions of the Squaxin Island Tribe.

The Authority of the Heritage Committee: The Heritage Committee is authorized to provide advice and recommendations to the Tribal Council and the Heritage and Culture Department. The committee may hold public hearings as approved by the Executive Director to solicit community comments on topics and issues. The committee is not authorized to give direction to any staff members or independently establish policies.

ARTICLE I

Membership.

- Section 1. Eligibility. Each member of the committee shall be an enrolled Squaxin Island Tribal Member, spouse of Tribal Member, or technical staff advisor.
- Section 2. Appointments. The Tribal Council shall approve all members and alternates of the committee.
- Section 3. Terms. The Heritage Committee shall consist of five (5) members, with seven (7) alternates.
- Section 4. Alternates. Alternates are to serve a three-year term consistent with Officers' terms. Alternates are necessary to ensure meetings continue when there is not a quorum of elected officers.

ARTICLE II

Officers.

- Section 1. Officers. Shall be enrolled Squaxin Island Tribal Members.

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Section 2. Election of Officers. At the first regularly scheduled meeting, after appointment of the committee membership, the committee will, by a majority vote of raised hands, elect a Committee Chairperson, a Vice-Chairperson, Secretary and two Members at large. Elections of officers will be conducted in February of the election year.

Section 3. Terms of Office. The officers' terms will be three (3) year terms.

Section 4. Duties of Officers.

A. Chairperson

- 1) The chairperson will conduct meetings
- 2) Call meetings (establish time and place)
- 3) Set agendas
- 4) Act as Liaison with the Tribal Council
- 5) Call for changes in committee organization and/or functions.

B. Vice-Chairperson

- 1) Shall serve as Chairperson when the Chairperson is absent.

C. Secretary/Treasurer

- 1) Responsible for minutes (Heritage and Culture Department may assist in note taking).

ARTICLE III

Decision Making Process.

Section 1. Decision Making Process. The Heritage Committee will attempt to make every effort to make all decisions by consensus. However, if the committee feels it necessary, voting may be by showing of hands, at which time every vote will be recorded and passing will be by majority vote.

ARTICLE IV

Meetings.

Section 1. Schedule of Meetings. Meetings will be held once a month on a regularly scheduled basis. All scheduled meetings require a mail-out notice. Emergency meetings shall be called by the Heritage Chairperson, Director of Heritage and Culture Department or the Tribal Council. Emergency meetings require phone calls to every member of the Heritage Committee.

Section 2. Meeting structure. Quorum-There shall be 3 members or alternates present to reach a quorum. The Chairperson will wait a reasonable time (15 min.) before canceling the scheduled meeting due to lack of a quorum. The meeting structure will be in a cooperative and respectful manner. Issues will be presented from an agenda. The agenda will be developed by the Chairperson and the Heritage and Culture Department. Discussion will occur, the Chairperson will call for outcome/decision. Minutes will reflect issue, discussion, decision.

ARTICLE V

Minutes.

Section 1. Minutes. Minutes will be recorded at each meeting. Draft minutes will be presented to the Heritage Committee of prior meeting. Upon committee approval, copies of minutes will be given to the Council Secretary and the original files will be maintained in the Heritage and Culture Department.

ARTICLE VI

Vacancy.

Section 1. Vacancy. A vacancy shall exist and shall be reported in writing by the Heritage Committee Chairperson to the Council Secretary, and the member vacating his/her seat whenever a committee member fails to attend three consecutive regular meetings without good cause entered in the minutes.

Section 2. Notice of Vacancy. Any notice of resignation shall be submitted in writing to the Heritage Committee Chairperson and forwarded by the Chairperson to the Tribal Council and the Council Secretary. Any vacancy caused by death, disability or any circumstance shall be reported in writing by the Heritage Committee Chairperson to the Tribal Council and the Council Secretary.

Section 3. Filling Vacancy. Whenever the Tribal Council receives knowledge of a vacancy, from whatever source, it shall proceed to fill the vacancy pursuant to Section 21 of the Commissions and Committees Policy Ordinance.

ARTICLE VII

Reporting.

Section 1. Following the Commission and Committee Policy Ordinance, the Chairperson in cooperation with the Heritage & Culture Department shall submit an annual report. The annual report is due to the Tribal Council Secretary and the Executive Director on or before November 15th of each year.