

SQUAXIN ISLAND TRIBE

POTLATCH COMMITTEE BY-LAWS

The purpose of the Potlatch Committee: The Potlatch Committee is established by the Squaxin Island Tribal Council to provide advice and recommendations concerning issues relating to the annual potlatch of the Squaxin Island Tribe. The purpose of the Potlatch Committee is to involve the tribal community in planning and raising funds to support the annual potlatch.

The Authority of the Potlatch Committee: The Potlatch Committee is authorized to provide advice and recommendations to the Tribal Council and the Heritage and Culture Department. The Potlatch Committee is authorized to raise and expend funds to support the annual potlatch. An account will be set up through Island Enterprise with two authorized signatures, one being the Chairman of the Tribal Council the other the Chairperson of the Potlatch Committee. 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 policy.

ARTICLE I.

Membership.

Section 1. Eligibility. Each member of the committee shall be an enrolled Squaxin Tribal Member, Spouse or Community Member.

Section 2. Appointments. The Council shall approve the elected executive officers of the committee.

Section 3. Terms. Terms are not necessary because anyone who attends a meeting is considered a member.

ARTICLE II.

Officers.

Section 1. Election of Officers. The committee will, by secret ballot, elect a Committee Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. Election of officers will be conducted each February or at the first scheduled meeting thereafter.

Section 2. Terms of Office. The officers' terms will be one (1) year.

Section 3. Duties of Officers.

A. Chairperson

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

B. Vice-Chairman.

- 1) Shall serve when the chair person is unavailable

C. Secretary.

- 1) Responsible for coordination of minutes with the Heritage and Culture Department Representative.

D. Treasurer.

- 1) Shall keep track of funds.
- 2) Shall report at least quarterly on income from fundraisers.

ARTICLE III

Decision Making Process.

The Potlatch 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 or phone notice. Emergency meetings shall be called by the Potlatch Committee Chairperson, Director of Heritage and Culture Department or the Tribal Council. Emergency meetings require phone calls to every member of the Potlatch Committee.

Section 2. Meeting Structure. Quorum – There shall be 3 members present to constitute a quorum. The Chairperson will wait a reasonable time (15 minutes) 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 issues, discussions and decisions.

ARTICLE V

Minutes.

Minutes will be recorded at each meeting. Draft minutes will be presented to the Potlatch Committee of the 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 Potlatch Committee Chairperson to the Tribal Council through the Council Secretary. A member is considered to have vacated his/her seat when they have failed to attend three consecutive meetings without good cause.
- Section 2. Notice of Vacancy. Any notice of resignation shall be submitted in writing to the Potlatch Committee Chairperson and forwarded by the Chairperson to the Council Secretary. Any vacancy caused by the death, disability or any circumstance shall be reported in writing by the Potlatch Committee Chairperson to the Council Secretary.
- Section 3. Filling Vacancies. 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

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.