TITLE 7 – ENROLLMENT, COMMITTEES, ELECTIONS AND REFERENDUMS

CHAPTER 7-5 GENERAL COMMITTEE CODE

7-5-1 General Policy

Committees are established to assist the Tribal Council in carrying out its responsibilities, to provide quality services to the Tribal membership and to develop, maintain and protect the assets and interests of the Tribes. Each committee is to:

(a) Act in an advisory capacity to the Tribal Council in recommending policies and procedures, identifying needs and developing priorities of the Tribes;

(b) Report periodically to the Tribal Council on problems, activities and other relevant information;

(c) Undertake any other duties and responsibilities as directed by the Tribal Council; and

(d) Work efficiently and effectively with Tribal Departments and Staff.

7-5-2 Definitions

(a) "Service Area" means the counties of Coos, Lane, Lincoln, Douglas and Curry in the State of Oregon.

(b) "Tribal Council" means the Tribal Council of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians of Oregon.

(c) "Tribes" means the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians of Oregon.

(d) "Standing Committee" means a committee created to fulfill ongoing functions on behalf of the Tribal Council. The Tribal Council shall create standing committees by ordinance.

(e) "Ad-Hoc Committee" means a committee created to fulfill a specific short-term function on behalf of the Tribal Council and which shall be dissolved upon completion of that function. The Tribal Council may create ad-hoc committees by resolution.

(f) "Unexcused Absence" means an absence from any meeting of the committee for which no written excuse has been given to and accepted by the committee chairperson.

(g) "Donation" means the voluntary transfer of funds or items of material value to a person or other entity for which no goods or services of substantially equal value are received in return.

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7-5-3 Authority

The Tribal Council may establish standing and ad-hoc committees pursuant to CLUSI Const. Art. I, Section 1 and Art. VI, Section 2. All committees established pursuant to this Code are advisory to and shall be accountable to the Tribal Council.

7-5-4 Committee Names

The Tribal Council shall designate a committee name for each committee established pursuant to this Code. All committees must indicate association with the Tribes by including "The Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians of Oregon" in the committee name.

7-5-5 Membership

(a) Each committee shall be composed of five (5) committee members appointed by the Tribal Council. Committee members are appointed by the Tribal Council at its discretion. The Tribal Council may remove any committee member at any time at its discretion, without cause or prior notice.

(b) Tribal members may apply for committee membership by filling out a Letter of Interest form that includes a description of the applicant's interest in the committee and any relevant experience related to the committee and providing it to the staff designated by the Chief Executive Officer. Committee Letter of Interest forms will be kept on file for one (1) year from the date of submission.

(c) Terms of service and committee membership

(1) Committee members serve a term of 4 years, running from January 1 to December 31. At the discretion of the Tribal Council, committee members may continue to serve after the expiration of their term until the member's position has been filled.

(2) Upon the enactment of this Ordinance, the terms of incumbent committee members will be staggered as follows~~: The~~ the most senior member of the committee will serve a term of 1 year ending on December 31, 2012. The next most senior member of the committee will serve a term of 2 years ending on December 31, 2013. The next two most senior members of the committee will serve terms for 3 years ending on December 31, 2014. The least senior member of the committee will serve a term of 4 years ending on December 31, 2015.

(3) Committee members must apply for reappointment to a committee. Committee members may not serve more than two consecutive terms on any committee, unless the Tribal Council concludes that circumstances warrant appointing a member for additional consecutive terms.

(4) Committee members may not serve on more than two ~~three~~ committees at a time.

(5) Tribal Council members may serve on committees but may not serve as Chair unless the Tribal Council specifically determines that having a Tribal Council member serve as Chair of a committee is necessary and appropriate in the circumstances. Subsections (3) and (4) above do not apply to members of Tribal Council.

(6) At the conclusion of a committee member's service for whatever reason, the committee member shall deliver to the committee chairperson all documents or other items in the committee member's possession which were obtained in connection with the committee service.

(d) Qualifications of membership

In appointing committee members, the Tribal Council may consider the following criteria, in addition to any other criteria the Tribal Council deems relevant~~: Whether the~~ including whether the applicant:

(1) Is an enrolled Tribal member;

(2) Demonstrates skills and ability relevant to the committee's work;

(3) Possesses relevant education, training, or work experience;

(4) Represents a particular constituency of the Tribes;

(5) Brings perspective or experience that will contribute to the work of the committee; and

(6) Demonstrates commitment to the committee's work through regular attendance at meetings and active participation.~~; and~~

~~(7) If a background check is required under CLUSITC 9-6-7, is determined to be suitable for the position using the standards in CLUSITC 9-6-6.~~

(e) Attendance

Committee members shall attend all committee meetings unless they give reasonable written or verbal notice of the absence to the committee chairperson prior to the meeting. More than three unexcused absences may be grounds for removal.

(f) Committee members must sign a confidentiality statement in the form provided by the Tribes before they may take the oath of office.

7-5-6 Oath of Office

Committee members shall assume their duties and obligations under this Code upon written appointment by the Tribal Council. At the next scheduled Tribal Council meeting following the written appointment, the Tribal Chief shall administer a Ceremonial Oath of Office to each committee member. The Oath shall be as follows:

> "I (name), do solemnly swear that I will uphold the Constitution and laws of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians of Oregon, that I will serve the Tribes to the best of my ability, that I will work for the entire membership of the Tribes, that I will carry out the directions of the Tribal Council, and that I will declare when a conflict of interest could affect the performance of my duties on behalf of the Tribes."

7-5-7 Vacancies

(a) Any vacancy shall be filled by appointment by the Tribal Council for the duration for the unexpired term.

(b) Vacancies occur upon expiration of a committee member's term, or when a committee member resigns for any reason, is removed or has unexcused absences from three (3) consecutive meetings.

7-5-8 Voting

(a) Each committee member shall have one (1) vote on each matter. Committees may utilize the assistance of non-Tribal member resources. Individuals serving in a resource capacity shall not vote.

(b) Committee members must be present to vote. No proxies will be permitted. A committee member attending by telephone, video, internet connection or other means of live communication is considered present at the meeting.

7-5-9 Quorum

A majority of the committee members must be present to constitute a quorum. A committee member attending by telephone, video, internet connection, or other means of live communication is considered present at the meeting. Committee action is valid only when a quorum exists.

7-5-10 Conflicts of Interest

Committee members will adhere to the same conflicts of interest policies as are applicable to the Tribal Council.

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7-5-11 Appointment of Officers

Each committee shall elect a Chairperson and Vice-Chairperson annually.

7-5-12 Duties of Officers and Committee Staff

(a) The Chairperson shall:

(1) Issue notices of committee meetings;

(2) Preside at all committee meetings; and

(3) Make reports to the Tribal Council and General Council as appropriate.

(b) The Vice-Chairperson shall:

(1) Act as presiding officer in the Chairperson's absence.

(c) The appropriate staff member, or if staff is not provided to the committee, a committee member designated by the Chairperson, shall:

(1) Keep minutes of all regular and special meetings;

(2) Maintain all official records of the committee;

(3) Take attendance at meetings;

(4) Provide typed copies of meeting minutes to the Tribal Council Chairperson for distribution to the Tribal Council members;

(5) Answer all correspondence for the committee;

~~(6) Draft updates of committee business each month for publication in the tribal newsletter; and~~

(6) Keep an accurate financial statement;

7-5-13 Limitations on Authority of Committee Members

(a) The authority of committee members shall be specifically described in the Tribal code.

(b) Unless specifically provided or in the Tribal Code or directed by the Tribal Council, committee members do not have the authority to:

1. Require the production or disclosure of any documents by any Tribal official or employee;

2. Supervise or direct the actions of any Tribal Employee; or

3. Require or otherwise direct the expenditure of any Tribal funds.

7-5-13 Meetings

(a) All meetings shall be open to the General Council, unless the committee, by motion, enters executive session when dealing with confidential or sensitive information or documents. Notwithstanding, meetings of the Enrollment Committee and the Child Protection Team are closed to the public. The committee may invite guests to attend meetings.

(b) All regular and special meetings require 24 hours' prior notice, which shall be posted in a conspicuous place at the Tribal Administration Office. Notice shall include the date, time, place and purpose of the meeting. Meetings shall be scheduled at times and locations which allow Tribal members affected by or particularly interested in the work of the committee to attend.

(c) Each committee shall meet monthly, on dates set by the committee.

(d) Special meetings may be called by the Chairperson or Vice-Chairperson, or at the request of three committee members.

7-5-14 Volunteer Service

(a) Committee members are not paid for their committee service. Committee participation is a voluntary contribution to the Tribes.

(b) Committee members may be entitled to reimbursement for travel and per-diem payments specified by Tribal policy.

7-5-15 Consistency with Other Codes

The provisions in this Chapter apply to all committees, except that where an applicable and specific Code provision differs from the provisions of this Chapter of the Code, the specific Code section shall govern.

7-5-16 Sovereign Immunity

Nothing in this Code shall be construed to have waived the sovereign immunity of the Tribes, any tribal entity, department or program, or any tribal official or employee, except as specifically and explicitly described herein.

7-5-17 Severability

If a court of competent jurisdiction finds any provision of this code to be invalid or illegal under applicable federal or Tribal law, such provision shall be severed from this code and the remainder of this code shall remain in full force and effect.

APPENDIX A

LEGISLATIVE HISTORY AND EDITORIAL CHANGES

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GENERAL COMMITTEE

LEGISLATIVE HISTORY AND EDITORIAL CHANGES

The Tribal Council of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians approved the amendments to Chapter 7-5 General Committee Code for First Reading and 28 – day comment period on May 27, 2026. Vote was 7 (for), 0 (against) and 0 (abstaining).

The Tribal Court Clerk at the direction of the Chief Executive Officer and with the consent of the Tribes' General Counsel is authorized to administratively correct any reference to Tribal Administrator to Chief Executive Officer on October 11, 2020. These changes are technical in nature and do not effect a substantive change to the Code.

The Tribal Council of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians enacted the revisions to the General Committee Code by Ordinance #051A on September 11, 2011. Vote was 6 (for), 1 (against) and 0 (abstaining).

The Tribal Council of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians enacted the General Committee Ordinance in Resolution 03-024 on May 18, 2003, Ordinance #051. Vote was 6 (for), 1 (against) and 0 (abstaining).

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