

Amended By-Laws for the Tribal Enrollment Committee of the Forest County Potawatomi Community

Article I. Name and Purpose

Section A. The official name of this committee shall be the Tribal Enrollment Committee of the Forest County Potawatomi Community of Wisconsin.

Section B. The above-named committee shall exist only during such times as it may be authorized by the Executive Council.

Section C. The purpose of this committee shall be to:

1. Review Written Applications for Adoptions of Non-members; and
2. Make a recommendation to the Executive Council on the Written Applications of Non-members for the Executive Council's consideration and determination.

Section D. The duties of this committee shall include reviewing each Written Application of Non-members in the following manner:

1. Review of Applications
 - A) Accept and examine applications and documentation presented by Enrollment Staff.
 - B) Determine accuracy and sufficiency of research, requiring additional action by the Enrollment Staff if necessary.
2. Make Recommendations
 - A) Decide to recommend acceptance or rejection of applicants.
 - B) Document decisions with Committee resolutions.
 - C) Forward recommendations to the Executive Council.
 - D) Direct the staff to notify applicants or tribal members of the Tribal Enrollment Committee's action. The Chair or Vice Chair of the Tribal Enrollment Committee must sign the notice letter.
 - E) Direct the staff to notify eligible applicants of the action and the initial date their application will be considered by the General Council.
 - F) The Tribal Enrollment Committee shall complete the above actions within thirty (30) working days of its receipt of a complete set of application materials from the staff.
 - G) Resolutions accepting applicants for membership must be signed by the Tribal Enrollment Committee Chair/or co-Chair and Secretary/or acting secretary. A

copy of the resolution will be maintained by the Tribal Enrollment Committee Secretary and a copy forwarded to the Enrollment Staff.

H) Eligible Applications Report:

A list of eligible applicants and resolutions must be submitted to the Executive Council by the first Thursday of the month before each regular quarterly General Council meeting.

Article II. Membership

Section A. The committee will consist of five (5) members, including ex-officio members at the discretion of the Executive Council.

Section B. Appointments and Terms of Office:

1. All Tribal Enrollment Committee members are appointed by the Executive Council.
2. The officers and members of the Tribal Enrollment Committee holding office at the time of approval of these By-Laws shall hold office until their successors are appointed. The Executive Council shall appoint the new Tribal Enrollment Committee members on the first Thursday of the month following the effective date.
3. Three (3) Tribal Enrollment Committee members will be appointed to serve for three (3) years.
4. Two (2) Tribal Enrollment Committee members will be appointed to serve for two (2) years.
5. At the expiration of the two-year term for the two (2) Tribal Enrollment Committee members, two (2) Tribal Enrollment Committee members shall be appointed to serve a three (3) year term. Thereafter, all Tribal Enrollment Committee members shall be appointed for three (3) year terms.
6. Each appointment of committee members shall be for a term of three (3) years, except as provided for in Article II, Section B.4. or when the appointment is to fill an unexpired term. Any appointment made to fill a vacancy shall only be for the remainder of the unexpired term.
7. All committee members' annual term renewal dates shall be based on a May 1st to April 30th Committee Year. If such dates fall on a weekend or holiday, the annual term renewal date shall fall on the tribal business day immediately preceding such weekend day or holiday.
8. At the discretion of the Executive Council, Tribal Enrollment Committee members may be appointed to serve consecutive terms.

Section C. Qualifications:

1. Each member of the Tribal Enrollment Committee must be a currently enrolled member of the Forest County Potawatomi Tribe, must be at least twenty-one (21)

years of age, and may not be serving concurrently on the Forest County Potawatomi Executive Council or in any elected tribal position.

2. Each Tribal Enrollment Committee member must agree to comply with the Tribal Government Drug and Alcohol Policy.
3. Each Tribal Enrollment Committee Member must take an oath of office, swearing allegiance to the tribal membership and pledging to uphold any and all tribal laws, ordinances, regulations and/or policies that pertain to tribal enrollment. The Tribal Court will administer the oath of office to each Tribal Enrollment Committee member before he or she begins serving on the Tribal Enrollment Committee.

Section D. Compensation:

Members of the committee shall receive compensation for meetings per the Executive Council Committee Compensation Policy, provided that the committee member is in attendance at the meeting.

Section E. Telephonic or closed circuit participation in the meeting may be permitted at the discretion of the majority of the committee.

Article III. Officers and Their Duties

Section A. The Forest County Potawatomi Tribal Enrollment Committee shall consist of the following members:

1. Chair
2. Vice Chair
3. Secretary
4. Two Committee Members

Section B. All officers shall be elected annually by a majority vote of the committee members at an annual meeting. The annual meeting shall be held in the month following the committee's annual term renewal date so as to allow participation by newly-appointed members.

1. The Officers of the Tribal Enrollment Committee will serve until their term in office expires, or sooner if they are removed or vacate office. Officers may be reelected to their Officer position and there are no limits on how many times they may serve in an Officer position.

Section C. Role of the Chair: The chair shall be elected by the committee members from among those members who have served on the committee for at least one (1) year. He/she shall not vote except in case of a tie. His/her other duties shall include:

1. To preside over all meetings of the committee, according to Robert's Rules of Order, Revised, and to ensure that all Tribal Enrollment Committee members are in attendance at all Tribal Enrollment Committee meetings. The Chair signs all documentation which requires any action taken by the Tribal Enrollment Committee. The Chair shall only vote in cases of ties.
2. To appoint special subcommittees;
3. To represent the committee before the Executive Council/General Council, at the request of the Council or the committee.
4. With the secretary, prepare an agenda for each committee meeting.
5. Call special meetings of the committee to act on urgent committee matters between regular meetings.
6. Monthly reports will be submitted to the Executive Council Secretary on the first Thursday of each month by the Tribal Enrollment Committee Chair. The report will be a summary statistical report of all action taken and all issues reviewed by the Tribal Enrollment Committee.

Section D. Role of Vice Chair:

If the Tribal Enrollment Committee Chair is not available then the Vice Chair assumes the role of the Chair.

Section E. Role of the Secretary: The Tribal Enrollment Committee Secretary is responsible for the following:

1. Keeping records of the attendance of members at meetings.
2. Recording and distributing Tribal Enrollment Committee minutes to all members of the committee and the Executive Council within ten (10) business days after each official meeting.
3. Creating and maintaining a Desktop Manual for each committee Member. Each Tribal Enrollment Committee member will be furnished with a Desktop manual which shall include the following:
 - A) Tribal Constitution
 - B) Tribal Enrollment Ordinance
 - C) Tribal Enrollment Committee By-laws
 - D) Enrollment Department Policies and Procedures
 - E) A copy of individual Oath of Office
 - F) Agenda and Minutes from previous three meetings
 - G) Tribal Enrollment Committee Correspondence
 - H) Tribal Enrollment Committee Individual Documentation
4. Maintaining a permanent record file of committee activities.

5. Formulating and distributing the proposed agenda for each regular and special scheduled meeting on the day of each meeting.
6. Minutes and Agendas will be inserted into each Tribal Enrollment Committee Desktop manual located at the Tribal Enrollment office which is kept under lock and key.
7. Maintaining all Tribal Enrollment Committee records in a secured environment within the Tribal Enrollment Office.
8. Keeping records of the terms of office for each Enrollment Committee member and submitting a written notice to the Executive Council two (2) months prior to an expiration.
9. Providing an annual report to the Executive Council on the committee's activities by the first Thursday in April. The annual report shall include at a minimum, a list of all meetings during the Committee Annual Year, attendance report for each committee member, a summary of activities, a certification from the Committee Chair that all agendas and minutes have been sent to the Executive Council and a statement on the remaining terms for each committee member.
10. With the Chair, preparing an agenda for each committee meeting.
11. Permanent records of all minutes will be maintained by the Secretary indefinitely in a secured environment both digitally and manually.
12. Minutes must be adopted prior to the conclusion of any Regular or Special Tribal Enrollment Committee meeting and signed by the Tribal Enrollment Committee Chair and the Tribal Enrollment Committee Secretary.

Article IV. Meetings

Section A. Regular scheduled meetings shall be held monthly on the second Tuesday of the month. The first meeting held after the annual term renewal date for the committee shall be the committee's annual meeting.

1. When a regular scheduled meeting is cancelled for any reason, the cancelled meeting must be rescheduled within seven (7) calendar days. Meeting dates may be changed by consensus.

Section B. Special Meetings of the Tribal Enrollment Committee may be called as needed by the Chair of the Tribal Enrollment Committee, or by any three (3) members of the Tribal Enrollment Committee to act on urgent committee matters between regular meetings.

Section C. The secretary shall mail written notices of regular meetings to all members of the committee at least one (1) week before each regular meeting. All members of the Tribal Enrollment Committee must be notified before any Special Meeting may take place. A minimum of a one-day (1) notice must be given to all Tribal Enrollment Committee members in advance of any Special Meeting. Notices shall be made by telephone and email.

Section D. All committee meetings shall be open to adult members of the FCP Community. The committee may go into executive session, by majority vote, to discuss confidential issues. The secretary shall clearly identify each executive session in the minutes. During executive sessions, only committee members, special invitees and such employees/staff as the committee determines are necessary may remain in the committee meeting.

Section E. A minimum of three (3) Tribal Enrollment Committee members must be present at any meeting in order to achieve a quorum. Should Tribal Enrollment Committee Member(s) leave during the meeting and the number of members present falls below three (3) the quorum is lost. A quorum shall be required for any official action of the committee.

Article V. Vacancies

Section A. A vacancy on a committee shall be filled by the Executive Council in a timely manner.

Section B. Resignation from a committee must be in writing and received by the secretary. Upon receipt of such notice, the committee shall immediately notify the Executive Council of the vacancy.

Article VI. Removal

Section A. All Tribal Enrollment Committee members are subject to removal from office for any of the following reasons:

1. Gross negligence of duty.
2. Failure to attend three Regular Scheduled meetings within one calendar year without just cause.
3. Failure to comply with the Tribal Constitution, the Enrollment Ordinance or with the Enrollment Policies and Procedures and the Tribal Enrollment Committee By-Laws of the Forest County Potawatomi Tribe.
4. Violating the oath of office.
5. Failure to disclose any action or information to the Executive Council when requested to do so by a motion of the Executive Council relating to paragraphs 1-4 of this section.

Section B. Any Tribal Enrollment Committee member may be removed by a majority vote of the Executive Council members at a regular or special meeting called for that purpose, providing quorum is present. The affected Tribal Enrollment Committee member will be provided written notice and will be asked in writing to be present at the meeting where the removal will be discussed. As long as such notice is provided, the affected committee member's presence is not required for official action by the Executive Council. If the committee member chooses to attend the meeting, the decision whether to

remove or not remove the committee member will be made after the affected committee member has had an opportunity to address the allegations against him/her and leaves the meeting.

Section C. When the Tribal Enrollment Committee wishes to recommend the removal of a Tribal Enrollment Committee member from the Tribal Enrollment Committee for a violation of Article VI Section A above, they must pass a resolution by a majority vote of the entire Tribal Enrollment Committee (three members must vote for the removal) (quorum present) for the Executive Council to consider the removal. The resolution must state clearly the reason(s) for the recommended removal. The resolution, once adopted by the Tribal Enrollment Committee, will be forwarded to the Executive Council Secretary.

Section D. Should the Executive Council vote in the affirmative to remove the affected Tribal Enrollment Committee member, the Executive Council will notify the Tribal Enrollment Committee member that they are no longer a member of the Tribal Enrollment Committee and will remind the removed member of his or her oath of office in regard to continued confidentiality. The removal decision by the Executive Council shall be final.

Section E. Should the Executive Council vote against removal, the Tribal Enrollment Committee member will remain on the Tribal Enrollment Committee in accordance with the Tribal Enrollment Committee By-laws.

Section F. The Tribal Enrollment Committee may remove an Officer from his/her position, by a three-fifths (3/5ths) vote at a special meeting called for that purpose, provided a quorum is present. A removed Officer will remain a Tribal Enrollment Committee Member. The committee shall notify the Executive Council of its decision to remove an officer from his/her position. The committee decision to remove an officer shall be final. Vacant officer positions shall be filled by the committee at the next regular scheduled meeting.

Article VII. Bylaws Adoption and Amendment

Section A. A majority vote of the Executive Council (quorum present) shall be required for the adoption of all committee bylaws at the time of the committee's creation.

Section B. These by-laws may be adopted and amended by a majority vote of the Executive Council when meeting at a regular scheduled meeting, or a special meeting called for the specific purpose of approving or amending these by-laws, providing a quorum is present.

Article VIII. Conflict of Interest

Any Tribal Enrollment Committee member that is an immediate family member (spouse, father, mother, brother, sister, son or daughter) to the person(s) being reviewed for any enrollment purposes, the Enrollment Committee Member(s) related must recuse him- or herself from any vote regarding the affected person(s).

By-Laws History:

Approved by Executive Council Resolution No. 078-2012 on October 10, 2012.
Amended by Executive Council Resolution No. 094-2012 on November 21, 2012. (Deleting Article VII. Subcommittees)