

EXECUTIVE COUNCIL COMMITTEE COMPENSATION POLICY

It shall be the policy of the Community to compensate those who serve on tribal committees unless such compensation is prohibited by law or contract. Both the General Council and the Executive Council of the Community have exercised their constitutional authorities to establish committees for specific purposes. The purpose of this policy shall be to create a uniform policy for the compensation for such committees, whether the committee in question was already in existence or created after the adoption of this policy. To the greatest extent possible, compensation received for committee service shall be in an amount intended to reflect the amount of time and effort required to serve on the committee in question.

A. Committee Defined

For the purposes of this policy, “committee” shall be defined to include any committee, panel, board or other subordinate organizations established by the General or Executive Council that has historically received meeting compensation or is designated to receive such compensation by the General or Executive Council after the adoption of this policy. For the purposes of this policy, “committees” shall not include committees of any of the Community’s gaming or economic enterprises, or the Forest County Potawatomi Community Gaming Commission.

B. Meeting Compensation

The standard and minimum compensation for every duly called committee meeting shall be established by the Executive Council on a Committee Compensation Schedule (Attachment A) that may be revised as needed. In establishing this compensation schedule, the Executive Council may consider whether members of that committee have historically received a greater amount of compensation, or if the council creating such committee established a greater compensation rate when creating the committee. The Executive Council will be guided by the policy of compensating for service based on the nature of the service and/or the amount of time and effort required to serve on the committee. There will be no compensation under this policy for those who serve in an “ex officio” capacity on any committee.

C. Mileage Reimbursement

Mileage reimbursement shall follow the Tribal Travel Policy.

D. Travel Expenses

- 1) Committee members approved for travel must complete and submit a Travel Request Form (Attachment B, attached hereto), along with committee meeting minutes approving the travel request and an Executive Council motion or resolution approving the travel request, to the Executive Council Member(s) delegated with committee oversight responsibility (or their designee) for processing).

- 2) Committee members approved for travel shall be expected to attend all events, trainings, etc., which are the subject of the travel, and provide a trip summary to the Executive Council within thirty (30) calendar days of return from travel. Failure to provide such a summary may result in a denial of future travel for the respective committee member.
- 3) Committee members will be expected to provide receipts for every authorized expense claimed. Hard copy receipts should be submitted to the Executive Council Member(s) delegated with committee oversight responsibility (or their designee) for electronic scanning and submission (with the actual per diem expense report) through eTravel. All other travel issues shall be resolved in accordance with the Tribe's Travel Policy.

E. Travel Stipend

Committee members on approved travel shall also receive a stipend for each day (or portion thereof) they are on travel. The rate for a travel stipend shall equal the Standard Compensation for Committee Service (per meeting) found at Attachment A of this policy.

F. Quorum

Committee members may only receive compensation for meetings, whether regular or special meetings, if quorum is achieved and official business is transacted at such meeting. However, any committee member entitled to mileage reimbursement pursuant to Section (C) shall receive such reimbursement for travel to and from a regular or special meeting, regardless of whether quorum was achieved.

G. Duties of Committee Secretary

For each committee meeting, the committee secretary (or, in the absence of a secretary, a person designated by the remaining committee members) shall be responsible to forward the request for compensation and mileage reimbursement from each committee member to the Executive Council using the Committee Compensation Request Form (Attachment C, attached hereto) and Mileage Reimbursement Form (Attachment D, attached hereto). The secretary (or designee) shall include meeting minutes with the requests to receive compensation.

H. Method of Payment

Committee meeting compensation, mileage payments, approved per diem travel expenses, and daily travel stipends shall be paid by the Tribal Accounting Department in accordance with established policy.

I. Committee May Limit Compensation

A committee by majority vote (or pursuant to provisions of the bylaws, if applicable) may limit or deny compensation for any committee member who arrives so late, or departs so early from a committee meeting or from the committee's work as to render it unfair to compensate that committee member's attendance at the meeting similarly to those who attended all, or most, of the meeting.

J. Committee Compensation Limited

No person may serve on more than two (2) committees at one time, except to fill a vacancy that would otherwise remain unfilled due to lack of applicants. Committee members may only receive one (1) stipend per day per committee.

K. Prohibition Against Double Compensation

Exempt employees who serve on committees will not be eligible for stipends, including travel stipends unless the meeting is held outside of the employee's normal business hours. Non-Exempt employees who attend committee meetings, or who are on approved committee travel, will be required to either "punch out" for the hours of work required to attend the committee meeting and receive the committee stipend, or refuse the committee stipend and continue to receive regular pay for the hours spent at a committee meeting (not to exceed what the employee would have received for a regular day of work). Any tribal employee who "punches out" of work and receives the applicable committee stipend will also be prohibited from using Personal Time Off (PTO), Administrative, Banked FML, Holiday, Bereavement, or Birthday paid leave for the time served on the committee.

L. Recessed Meetings

Committee meetings that are recessed for a particular day and continued at a later date shall be considered a single meeting for the purposes of committee compensation. Once a committee meeting is adjourned, attendance at any later meeting shall be entitled to compensation, as long as the frequency of the committee meeting is in accordance with the committee's bylaws or pursuant to a special meeting compensation authorized by the Executive Council.

M. Compensation Limited to Tribal Members and Employees

Nothing in this policy shall be construed to *require* the Executive Council or the Community to compensate non-tribal members or non-employees for service on committees, including committees formed between the Community and other governmental units, agencies, and third parties. Provision of such compensation shall be at the discretion of the Executive Council, and shall not prohibit the compensation of

non-tribal members and non-employees serving on a committee whose bylaws require at least one At-Large member.

N. Grant Committees

Prior approval by the Executive Council shall be required for any federal or state grant application that requires the creation of a committee if such grant is awarded. In the absence of such prior approval, the Executive Council shall not be required to provide compensation or mileage to committee members pursuant to this policy.

O. Ex Officio Committee Membership

Committee members who serve in an “ex officio” capacity (including service on one committee because of their job title or because of their membership on another committee) shall not be entitled to compensation or mileage reimbursement pursuant to this policy, but may be entitled to reimbursement pursuant to other tribal or departmental policy. Ex Officio committee members shall not be entitled to vote on matters coming before the committee.

P. Prospective Effect

This policy shall apply to committees in existence and created after the date of its adoption, but nothing in the policy shall be construed to prevent either the General or Executive Council from approving compensation for a committee that has not historically received compensation prior to the adoption of this policy.

Q. Orientation for New Committee Members

Each new committee member (who has not served on any committee within the previous five (5) years) shall be required to attend an orientation as part of the swearing in process. Such orientation will discuss the Uniform Bylaws for Committees, Robert’s Rules of Order, and Committee Compensation Policy, and shall be conducted by the Legal and Finance Departments.

R. Amendments to Policy

The Executive Council shall have the authority to amend this policy at any time.

Policy History:

Approved by Executive Council Resolution No. 091-2012 on November 21, 2012.

Amended version approved by Executive Council Resolution No. 097-2023 on December 13, 2023.

Amended version approved by Executive Council Resolution No. 058-2024 on October 22, 2024.

Attachment A

FOREST COUNTY POTAWATOMI COMMUNITY
COMMITTEE COMPENSATION SCHEDULE

It shall be the policy of the Community to compensate those persons who volunteer their time to serve on tribal committees, boards, etc. To the greatest extent possible, the compensation received for committee service shall be in an amount intended to reflect the amount of time and effort required to serve on the committee in question, or the specialized skills of the committee members.

Standard Compensation for Committee Service (per meeting)	\$200.00
Minimum Compensation Paid for Committee Service (per meeting)	\$200.00
Compensation for Election Associate Judge	\$400.00
Compensation for Election Judge	\$450.00
Compensation for Election Clerks	\$400.00
Compensation for Investment Committee	\$250.00
Compensation for Budget Committee	\$250.00
Color Guard Stipend (including non-committee members)	\$200.00

FOREST COUNTY POTAWATOMI COMMUNITY

Committee Travel Request Form

Must be submitted to Executive Council for approval 15 days prior to your travel dates

Travelers Name: _____

Committee: _____

Purpose of Trip: _____

Destination: _____

Dates of Trip: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Mode of Transportation:

Rental: _____

Rental Company Info: _____

Train: _____

Rental Phone Number: _____

Airplane: _____

Own Vehicle: _____

Fleet Vehicle: _____

Lodging Accommodations:

Hotel Name: _____

Phone: _____

Address: _____

Numbers of Rooms: _____

City/State/Zip Code: _____

Additional Notes: _____

Office Use Only:

Received By: _____

Date: _____

Council Approval/Signature: _____

Date: _____



Forest County Potawatomi Community
P.O. Box 340 • Crandon, Wisconsin 54520

MEETING STIPEND REQUEST

*Must include the Account Number, Tribal ID # or Vendor #

DATE SUBMITTED: _____

COMMITTEE/BOARD _____ *

ACCOUNT #: _____ *

Meeting Date*	Time Begin*	Committee/Board Member Name*	Time Ended*	Stipend Amount	TRIBAL ID # Vendor ID #
	AM or PM		AM or PM	\$ -	
	AM or PM		AM or PM	\$ -	
	AM or PM		AM or PM	\$ -	
	AM or PM		AM or PM	\$ -	
	AM or PM		AM or PM	\$ -	
	AM or PM		AM or PM	\$ -	
				TOTAL	
1. _____ (Committee/Board Secretary Signature)*				\$ -	STIPENDS

2. _____ Committee/Board Chairperson Approval

3. _____ Minutes confirmed*

4. _____ Human Resource Verification *

5. _____ Executive Council Approval *

