

CORPORATE CHARTER ASSIGNMENT POLICY

I. PURPOSE

To ensure a standard method for assignments to Little Traverse Bay Bands of Odawa Indians Corporate Charters, by the Tribal Council in accordance with applicable law.

II. POSTING

All openings for Board assignments shall be posted for a minimum of thirty (30) days in at least the Tribal Government Administrative Buildings, on the Tribal web site. In the Odawa Trails Newsletter, as provisions allow. Posted notices shall include the necessary qualifications for the appointment. All term limits and appointments shall be maintained by the Legislative Office managers, and should be posted 90 days in advance of the expiration of the term.

III. ACKNOWLEDGEMENT(S) AND INTERVIEW(S)

Tribal Council shall vote to acknowledge receipt of the Applicant(s) in order to set up an interview for consideration of assignments.

- A. Applicant(s) must submit a cover letter and resume' that shall be forwarded to the Tribal Council for review and placed on the next Tribal Council regularly scheduled meeting agenda for acknowledgment of receipt.
- B. Legislative Office shall arrange for interview(s), preferably at the next scheduled regular Tribal Council work session.
- C. The interview shall be open to the public as defined in the Open Meetings Statute.
- D. A quorum of Tribal Council is not needed for an interview to be conducted.

IV. BACKGROUND CHECK

Individuals for consideration shall sign a Release Form that will include a criminal background check. The Legislative Office shall request the Human Resources Department to conduct the following:

- A. Professional References Report that provides at least three (3) professional references as provided by the Applicant.
- B. Education and Employment Verification Report that shall ensure each listed educational institution, degree(s) and employer(s), along with titles and

dates of employment, are verified and shall be determined to have no discrepancies.

C. The Criminal Background Report that shall provide a statement as to whether a nominee has been found guilty of, or entered a plea of nolo contendere or guilty to, any misdemeanor or felonious offense, under Federal, State or Tribal Law involving crimes of: Violence, Sexual Assault, Molestation, Exploitation, Contact or Prostitution, Offense Committed Against Children, Offenses Against a Person, Homicide, Assault and Reckless Endangerment, Kidnapping and Custodial Interference, Sexual Offense, Robbery, Extortion and Coercion or has been convicted of, or completed a sentence of, or probation, any felony within the last ten (10) years, unless such conviction has been vacated or overturned.

V. REASSIGNMENT

In the event that the Applicant is being considered for reassignment, the Applicant shall sign an affidavit that verifies that there is no material change in the criminal background of the Applicant. If it is later found that there was non-disclosure of a criminal misdemeanor or felonious offense, then the Board member shall be removed by Tribal Council for misrepresentation.

VI. ASSIGNMENT(S) AND VOTING

- A. All assignments of nominees shall be by an affirmative, majority vote of Tribal Council members present in an open session.
- B. Tribal Council members shall recuse themselves from any discussions; abstain from any vote or otherwise participate in any matter regarding any immediate family member as defined in the Constitutionally Mandated Rules of Conduct for Officials of Tribal Government.

VII. NOTICE

The Legislative Office shall issue a letter informing the Applicant(s) of either acceptance or non-acceptance of assignment. Such letter shall include contact information for the Legislative Branch and affiliated Boards members as applicable.

This Policy was approved by Tribal Council on:

Julie Shananaquet 2-2-17
Julie Shananaquet Secretary Date