

**WAGANAKISING ODAWAK STATUTE 2012-017**  
**TRIBAL SECRETARY RESPONSIBILITIES**

**SECTION I. PURPOSE**

This Statute is hereby enacted to define the Tribal Council Secretary's responsibilities that are not explicitly enumerated in the Constitution.

**SECTION II. DEFINITIONS**

- A. "LTBB" or "Tribe" means the Little Traverse Bay Bands of Odawa Indians.
- B. "Secretary" means the Tribal Council Secretary.

**SECTION III. CONSTITUTIONAL DUTIES OF THE SECRETARY**

The Secretary shall:

- A. At each Tribal Council meeting, submit the minutes of the previous meeting to the Tribal Council for approval;
- B. Acquire a surety bond, in an amount and with a surety company satisfactory to the Tribal Council;
- C. Post minutes approved by the Tribal Council in the Tribal administrative office within seven (7) days of approval;
- D. Maintain and protect the Tribal Seal;
- E. Preside over meetings of the Tribal Council in the absence of the Legislative Leader; and
- F. Perform such other duties as required by Tribal Council

Tribal Secretary Responsibilities

**SECTION IV. OTHER DUTIES REQUIRED BY THE TRIBAL COUNCIL**

- A.** Upon a vacancy of the Legislative Leader, the Secretary shall assume the responsibilities of the Legislative Leader until there is no longer a vacancy, not to exceed thirty (30) days.
- B.** Upon a vacancy of the Treasurer, the Secretary shall assume the responsibilities of the Treasurer until there is no longer a vacancy, not to exceed thirty (30) days.
- C.** A vacancy occurs under the following conditions:

  - 1. An emergency vacancy occurs when the Legislative Leader is unavailable or unresponsive by phone, electronic communications, or other means for a period of not less than twenty-four (24) hours and the matter needs to be addressed within forty-eight (48) hours or the matter needs immediate attention within a twenty-four (24) hour period to prevent the Tribe from suffering detrimental harm.
  - 2. A temporary vacancy occurs when the Legislative Leader is unavailable or unresponsive by phone, electronic communications, or other means for a period of less than thirty (30) days.
- D.** If a permanent vacancy occurs there shall be a motion by Tribal Council to declare an Officer position vacant and shall not be considered a temporary vacancy. “Permanent Vacancy” means a vacancy by reason of death, resignation, removal from office, or an inability or incapacity that is for more than thirty (30) days.

**SECTION V. SEVERABILITY**

If any section, subsection, paragraph, sentence, phrase or portion of this Statute is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Tribal Secretary Responsibilities

**SECTION VI. EFFECTIVE DATE**

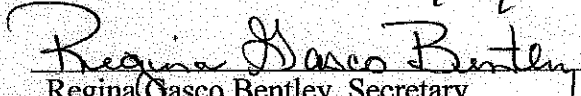
Effective upon the signature of the Executive or 30 days from Tribal Council approval whichever comes first or if the Executive vetoes the legislation, then upon Tribal Council override of the veto.

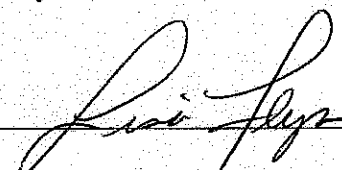
## CERTIFICATION

As the Tribal Council Legislative Leader and Tribal Council Secretary, we certify that this Statute was duly passed by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held on October 07, 2012 at which a quorum was present, by a vote of 9 in favor, 0 opposed, 0 abstentions, and 0 absent as recorded by this roll call:

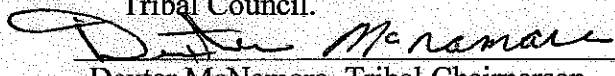
	In Favor	Opposed	Abstained	Absent
Belinda Bardwell	X			
Bill A. Denemy	X			
Kevin Gasco	X			
John Keshick	X			
Aaron Otto	X			
Winnay Wemigwase	X			
John Bott	X			
Regina Gasco Bentley	X			
Melvin L. Kiogima	X			

Date: 10/9/12   
 Legislative Leader Melvin L. Kiogima

Date: 10-8-12   
 Regina Gasco Bentley, Secretary

Received by the Executive Office on 10-9-12 by 

Pursuant to Article VII, Section D, Subsection 1 of the Little Traverse Bay Bands of Odawa Indians Constitution adopted on February 1, 2005 the Executive concurs in this action of the Tribal Council.

Date: 10-26-12   
 Dexter McNamara, Tribal Chairperson