

## **TRIBAL COUNCIL PHONE POLL POLICY**

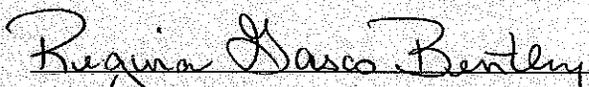
- I. Title:** “Tribal Council Phone Poll Policy”
  
- II. Purpose:** To establish a policy on how Tribal Council or Committees of Tribal Council use, conducted, and recorded phone poll results into Meeting Minutes.
  
- III. Scope:** This policy applies to all Tribal Council and Tribal Council Committee phone polls.
  
- IV. Use of Phone Polls:**
  - A.** A phone poll is authorized by the Tribal Constitution for use by Tribal Council. Recognizing that Tribal Council meets generally two times a month, occasionally there are matters that need to be addressed between meetings. Such matters may include time sensitivity, deadlines, immediate actions, or action so as not to create undue delays. Tribal Council needs to have the flexibility to conduct official Tribal action in order to meet the needs of the Tribe and its Tribal Citizens.
  
- VI. Conducting Phone Polls:**
  - A.** For phone polls conducted by Tribal Council, a phone poll must have the approval of the Legislative Leader before the phone poll is conducted. In the absence of the Legislative Leader, the Secretary may approve a phone poll to be conducted, or the Treasurer in the absence of both the Legislative Leader and the Secretary may approve a phone poll to be conducted.
  
  - B.** For phone polls conducted by a Tribal Council Committee, a phone poll must have the approval of the Committee Chairperson or a majority vote of the remaining Committee members.

- C. Once a phone poll is approved the Legislative Office Manager or the Legislative Office Administrative Assistance shall conduct the phone poll in the following manner:
1. Each Tribal Council Member, or Committee Member, must be contacted and provided the action for approval within the phone poll and any accompanying documents. If a the Tribal Council Member, or a Committee Member, is unavailable then Legislative Office Manager or the Legislative Office Administrative Assistance shall try at least 2 more times to reach the Tribal Council, or Committee Member, by either another method or by waiting an appropriate amount of time between attempts, before concluding the phone poll.
  2. Acceptable alternative means is by telephone, fax, e-mail, or in person.
  3. At the conclusion of the phone poll, the Legislative Office Manager or the Legislative Office Administrative Assistance shall certify the results of the phone poll and sent the results to Tribal Council or the Committee.

**VII. Recorded:**

- A. The action approved, the Tribal Council Member's vote, and the results of the vote of the phone poll shall be announced by the Secretary at the next meeting and recorded in the Minutes.
- B. The Minutes will reflect such announcement made by the Secretary and the Legislative Office shall maintain the certified record of the phone poll on file.

This Policy was approved by Tribal Council on:

  
Regina Gasco Bentley, Tribal Council Secretary

5-6-12  
Date