TRIBAL COUNCIL PHONE POLL POLICY

1. **Title:** "Tribal Council Phone Poll Policy".

2. **Purpose:** To establish a policy on how Tribal Council or Committees of Tribal Council use, conduct, and record phone poll results into Meeting Minutes.

3. **Scope:** This policy applies to Tribal Council and Tribal Council Committees.

4. **Use of Phone Polls:** A phone poll is authorized by the Tribal Constitution for use by Tribal Council. Recognizing that Tribal Council generally meets two (2) times a month, occasionally there may be matters that need to be addressed between meetings. Such matters may include time sensitivity matters, emergencies, deadlines, immediate actions, or actions so as not to create unnecessary delay. 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.

5. **"Emergency"** means situations when immediate official action of the Tribal Council is necessary to preserve or promote essential interests of the Tribe.

6. **Conducting Phone Polls:**

A. Requests to conduct a Tribal Council phone polls must be approved by the Legislative Leader or the majority of Tribal Council.

B. Tribal Council Committee Phone Polls must be approved by Committee Chairperson or a majority vote of the remaining Committee members.

C. Once a request for a phone poll is approved, the Legislative Office Manager or the Legislative Office Administrative Assistance shall post the proposed phone poll language with the accompanying documents to the Tribal Website for a period of at least twenty-four (24) hours prior to conducting the phone poll. Phone polls that meet the definition of an emergency do no need to be posted prior to being conducted but shall be posted to the Tribal website within twenty-four (24) hours after the emergency phone polls has been conducted.

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D. Phone polls will be conducted in the following manner:

1. Each Tribal Council Member or Committee Member must be emailed pertinent information with the action item for approval. If a Tribal Council Member or a Committee Member is unavailable then Legislative Office Manager or the Legislative Office Administrative Assistance shall try at least two (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 send the results to Tribal Council or the Committee.

VII. Record of Phone Poll:

A. The action approved, the Tribal Council Member's vote or Committee Member's vote, and the results of the vote of the phone poll shall be announced by the Tribal Council Secretary or Committee Secretary at the next meeting and recorded into the Minutes.

B. The Legislative Office shall maintain the certified record of the phone poll on file.

This Policy was approved by Tribal Council on:

Tamara Kiogima 06-29-18

Tamara Kiogima, Tribal Council Secretary Date

Secretary Kiogima TK