

Little Traverse Bay Bands of Odawa Indians

Response to a Tribal Citizen's Inquiry Policy: Email or Written Correspondence

Purpose: To provide instruction to the Legislative Office on the procedures to follow upon receipt of an email or written correspondence from a Tribal Citizen.

Section I. The Legislative Office, upon receipt of an email or a written correspondence from a Tribal Citizen, will acknowledge the email or written correspondence with the following reply message either in the form of a reply email or a written letter:

Email response:

Thank you for your email to Tribal Council, dated _____. Each Tribal Council member has received your email and may respond individually to your comment or request. Please note that Tribal Council encourages our Tribal Citizens to participate at a Regularly Scheduled Tribal Council Meeting during a "Public Comment" period. Public Comment period generally occurs at 11:45 am, or at 3:00pm. I have attached a copy of the Public Comment policy for your convenience. The next Tribal Council meeting is scheduled to occur on _____, and is held in the Tribal Council Chamber, 7500 Odawa Circle, Harbor Springs, Michigan. Thank you again for your email. If you would like to submit a written Public Comment, you may do so, but we will need to have the written comment signed and dated.

Written correspondence response:

Thank you for your letter to Tribal Council, dated _____. Each Tribal Council member has received a copy of your letter and may respond individually to your comment or request. Please note that Tribal Council encourages our Tribal Citizens to participate at a Regularly Scheduled Tribal Council Meeting during a "Public Comment" period. Public Comment period generally occurs at 11:45 am, or at 3:00pm. I have attached a copy of the Public Comment policy for your convenience. The next Tribal Council meeting is scheduled to occur on _____, and is held in the Tribal Council Chamber, 7500 Odawa Circle, Harbor Springs, Michigan. Thank you again for your letter. If you would like

your letter to be considered a written "Public Comment" please let me know and we will make it available for public viewing at the Tribal Council's Legislative Office in the Government Building of the Little Traverse Bay Bands of Odawa Indians, in accordance with the Public Comment Policy.

The reply will also include contact information for the office: name of person responding, address, phone number and email address.

Section II. The Legislative Office will retain a copy of Tribal Citizen's email or written correspondence along with the Legislative Office's response as part of the office procedures.

Section III. If the Legislative Office receives any email or written correspondence from a Tribal Citizen that has abusive or threatening language, or any personal attacks on staff will be brought to the attention of the Legislative Leader and the Legislative Leader will respond accordingly.

This Policy was approved by Tribal Council on:


Julie Shananaquet, Tribal Council Secretary

8-24-17

Date