

Tribal Council Committees Meeting Policy and Procedures for Electronic Participation
When Conditions do not allow for Physical Presence of Members

I. PURPOSE

The purpose of this Policy is to establish policy and procedures governing the use of electronic communication and participation in Tribal Council Committee meetings when conditions do not allow for physical presence of Committee members and to clarify those procedures for the Tribal citizenship in order to facilitate citizen participation in the legislative and policy-making process.

II. DEFINITIONS

Committee: A committee authorized by Tribal Council.

Conditions: Health related situations.

Electronic Communications: Simultaneous communication that takes place by means of audio or video conference and shall include Adobe Connect or other software that allows all participants to hear each other at the same time.

Quorum: Two (2) committee members present via electronic communication shall constitute a quorum.

Tribal Citizen: An enrolled member of the Little Traverse Bay Bands of Odawa Indians.

Tribal Council: The legislative body described in Article VII, § A of the Constitution.

III. REQUIREMENTS FOR ELECTRONIC PARTICIPATION

1. **Notice.** In order to have Tribal Citizen participate in Committee meetings, the electronic location will be that allows for electronic access to the meeting.

IV. CONDUCTING MEETING WITH ELECTRONIC COMMUNICATION

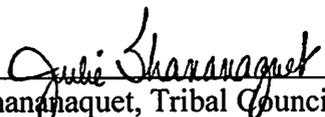
1. **Host.** The Committee Chair shall be the host of the meeting and shall be responsible for setting the agenda on Adobe Connect including uploading any related documents with the assistance of the Legislative staffs.

2. **Guests.** The host shall accept invited guests to the meeting upon verification of their being Tribal Citizens.
3. **Minutes.** The meeting minutes shall reflect all participation including electronic participation.
4. **Notice of Electronic Participation.** A Tribal Council member wishing to attend by electronic communication must give advance notice to the applicable secretary of the committee unless advance notice is impractical.
5. **Confidential Information.** Any and all confidential information and/or documents shall be placed within an electronic secured location with limited access and shall not be open to the public.
 - a. A Tribal Council member electronically participating in a closed meeting shall be bound by the same requirements of confidentiality as if he or she were physically present at the meeting.
 - b. The Tribal Council member shall undertake and shall be responsible to ensure that no unauthorized person is given access to the proceedings or any documents pertaining thereto.
 - c. A Tribal Council member participating electronically in closed meetings shall not record, videotape, or transcribe in any way the proceedings or any part of the closed meeting.
6. **Voting.** All Tribal Council members attending meetings by electronic communication shall be entitled to vote as if they were personally and physically present at the meeting site so long as a quorum is present, but their votes shall be recorded by the Secretary as done by electronic participation.

V. EFFECTIVE DATE

This Policy and Procedures takes effect immediately upon Tribal Council approval.

This Policy was approved by Tribal Council on:



 Julie Shananaquet, Tribal Council Secretary

3/13/2020

 Date

