

Commission, Committees and Boards Policy

Preamble:

This Policy helps implement the general and specific statutes creating and governing commissions, committees and boards by setting out criteria and procedures for selection of commissioners and procedures for stipends.

Criteria for Selection of Commissioners:

1. Minimum requirements

The minimum requirements for eligibility are stated in the individual commission statutes.

2. Other factors

In addition to such minimum eligibility requirements, Council will consider the experience, education or skills of persons seeking appointments pertinent to the particular commission. However, LTBB members lacking experience in the field the commission deals with will not automatically be excluded from consideration if a sufficient number of commissioners already seated are experienced.

3. Availability

Persons appointed to commissions must generally be available to conduct commission business, including meetings and trainings.

Procedure for selection of commissioners:

1. Uniform term expiration date

Following the effective date of this policy, all commission terms shall expire on LTBB Sovereignty Day, September 21, of the final year of their term. To put this system in place, current commission terms shall be extended until September 21 after they would have originally been scheduled to expire.

2. Vacancy notification

A commission chairperson shall notify the Tribal Council Executive Assistant annually by July 31 of terms that will expire on their commissions, and at such other times as unexpected vacancies occur (appointees to unexpected vacancies fill out the remainder of the departed commissioner's term).

3. Posting

Available positions on commissions shall be published in the Odawa Trails and posted in the main Tribal administrative building at least 30 days prior to appointments.

4. Letters of Interest

Persons interested in commission appointments should send letters of interest and resumes to the Tribal Council.

5. Pre-selection interview

The Tribal Council may interview persons interested in appointment at Tribal Council work sessions.

6. Appointments

Tribal Council will make appointments to commissions at the first meeting following the expiration of the thirty day posting or as soon thereafter as practicable, and will notify the appointees of the date, time and locations of their oath of office before the Tribal Court.

7. Incumbents

Tribal Council shall not automatically re-appoint incumbents, but may do so at its discretion.

Expense Reimbursement and Stipends:

1. Commission members who attend any hearing, conference, training, or meeting, directly related to their duties, or attend any event where their attendance is required, shall be compensated by stipend of \$75.00 per day to include travel days, through December 31, 2003 and then change to \$100.00 per day, beginning January 1, 2004. Expense reimbursement for mileage, lodging, and per-diem for meals and miscellaneous expenses shall also be provided at the current Federal rate subject to the availability of funds per the commission's approved budget.
2. Request forms signed by the commissioner shall be submitted to the commission chairperson on the day of the meeting or event for which stipend and reimbursement is requested. The Commission Chairperson shall countersign such requests as authorizing officer. The Commission Treasurer or Commission Secretary shall countersign the Commission Chairperson's request.
3. The stipend reimbursement requests shall be attached to the Attendance record of the commission meeting and submitted to the Tribal Council Executive Assistant.