

**Little Traverse Bay Bands of Odawa Indians  
GAMING ENTERPRISE BOARD APPOINTMENT  
POLICY**

**I. PURPOSE**

To set forth a standard method for appointments to the Little Traverse Bay Bands of Odawa Indians (LTBB) Gaming Enterprise Board (GEB) by the Tribal Council in accordance with WOS 2015-009, Gaming Enterprise Board.

**II. POSTING**

All openings for Board appointments shall be posted by the Legislative Office for a minimum of fourteen (14) days in Tribal Government Administrative Buildings, the Tribal website, and Odawa Trails Newsletter as circumstances allow. Posted notices shall include the necessary qualifications for appointment.

**III. ACKNOWLEDGEMENT(S) AND INTERVIEW(S)**

**A.** Applicants must submit a letter of interest and resume to the Legislative Office that shall be forwarded to the Tribal Council for review. Tribal Council shall either accept or reject the proposed applicant's letter of interest. If Tribal Council accepts the applicant, it shall motion to acknowledge receipt of the Applicant's letter of interest.

**B.** Upon Tribal Council's vote to acknowledge receipt of the applicant's letter of interest, an interview date would be set for the applicant.

**1.** Legislative Office shall arrange for interview preferably at the next scheduled regular Tribal Council work session.

**2.** The interview shall be open to the public as defined in the Open Meetings Statute.

3. A quorum of Tribal Council is not needed.

#### **IV. BACKGROUND CHECK**

To serve on the Gaming Enterprise Board a person must be licensed under the Tribe's Gaming Regulatory Ordinance.

**A.** Prior to appointing a person to the GEB, a background check will be conducted on any proposed applicant. Upon a motion of Tribal Council, the Legislative Office shall request the Human Resources Department to conduct and provide Tribal Council a Background Investigation Report.

**B.** The report shall include Education and Employment Verification report that shall ensure each listed educational institution, degree(s) and employer(s) along with titles and dates of employment are verified and shall be determined to have no discrepancies.

1. Verification of an Associate or Bachelor's Degree in Business Administration, Finance, or Hospitality; or in a related discipline; and
2. Verification of either:
  - a. A minimum of three (3) years successful work experience in a senior management position in the field of business administration, public administration, hotel management, accounting, finance or law, preferably with specialized knowledge and expertise relevant to the gaming industry; or
  - b. A minimum of six (6) years of gaming work experience; and
3. Verification as to whether the applicant is or is not an elected official of LTBB, except in the case of implementing the section on *Transition of Authority*; and
4. Verification as to whether the applicant is or is not employed by any Gaming Enterprise of LTBB; and

5. Verification as to whether the applicant is or is not within seven (7) years of completion of a sentence or probation upon being convicted of a felony in Tribal, State, or Federal Court, unless such conviction has been vacated or overturned; and
6. Verification as to whether the applicant is or is not on a Security Ban from the Gaming Enterprise or who has been banned in the last two (2) years, unless the ban is a self-imposed ban.

C. The report shall also include proof of LTBB Citizenship, if applicable, in order to meet the statutory requirement that majority of the voting members of the Gaming Enterprise Board shall be LTBB Tribal Citizens.

D. A second interview of the applicant may be warranted prior to appointment if there are any issues or concerns that may have arisen as a result of the background investigation.

E. Legislative Office shall arrange for the second interview preferably at the next scheduled regular Tribal Council work session.

#### **V. APPROVAL BY MAJORITY VOTE**

A. All positions filled shall be by an affirmative majority vote of Tribal Council members present in an open session.

B. No person shall be appointed if they do not meet the minimum requirements set forth in the WOS 2015-009.

C. No person shall be appointed if they are in conflict with the WOS 2015-009, Section XII. Nepotism.

D. Tribal Council members shall recuse from any discussions; abstain from any vote or otherwise participating in any matter regarding any immediate family member as defined in the Constitutionally Mandated Rules of Conduct for Officials of Tribal

Government.

## VI. REAPPOINTMENT

In the event that the applicant is being considered for reappointment, the Applicant shall sign an affidavit that verifies that there is no material change in the criminal background of the Applicant. If it is later found that there was non-disclosure of a criminal misdemeanor or felonious offense, then the Official shall be removed by Tribal Council for misrepresentation.

## VII. NOTICE

The Legislative Office shall issue a letter informing the applicant(s) of either acceptance or rejection of their Letter of Interest. Such letter shall include contact information for the Legislative Branch and affiliated Boards members as applicable.

This Policy was approved by Tribal Council on:

Julie Shananaquet                      07-10-15  
Julie Shananaquet, Tribal Council Secretary      Date