

Tribal Boards and Committees

This Policy Shall Apply to the Boards and Committees of the Port Gamble S’Klallam Tribe as Outlined in The Tribal Council Policy Manual When There Is No Other Source of Authority. Task Forces and Volunteer Teams are Exempt from This Policy.

Boards and Committees Have Established Levels of Authority and Responsibilities as Defined in the Tribal Council Policy Manual and Stipend Rates Will Be Paid Accordingly.

1. Boards are formal bodies with authority delegated to them and shall be created by a legal document such as a charter or code. The stipend rate shall be set at \$300 per official meeting.
2. Standing Committees are created either in code or by formal action of the Tribal Council and are advisory only. The stipend rate shall be set at \$100 per official meeting.
3. Ad Hoc Committees are created on a temporary basis for a specific issue and limited term by formal action of the Tribal Council. The stipend rate shall be set at \$100 per official meeting for the limited term set by Tribal Council.

Port Gamble S’Klallam Tribal Employees Who Are Appointed to a Board or Committee Shall Be Subject to the Employee Handbook Section Pertaining to *Leave for Meetings and Training*.

All Boards and Committees Shall Keep Formal Records and Structure:

1. Agendas and minutes shall be produced by the tribal employee who manages the committee for each meeting held. Minutes shall be filed with the Tribal Records Office by January 30th of each year.
2. Bylaws shall be approved by Tribal Council and define the following information:
 - A. Scope of Authority
 - B. Frequency of official meetings & attendance requirements
 - C. Structure
 - D. Rules of order
 - E. Participation in special meetings, travel, sub-committees
 - F. Training requirements
 - G. Process for tribal member access

Committee Members shall be Subject to the Ethics Section of the Tribal Council Policy Manual.

Vacant Positions Shall Be Advertised for a Minimum of Two Weeks via Standard Communications such as Memo, Facebook and E-mail and Council Shall Appoint Members by Formal Action.

- A. Candidates must submit a letter of interest including their qualifications and other boards or committees they serve on.

Tribal Council Retains the Authority to Disband a Board or Committee If It Is Not Complying with the Requirements of This Policy, or It Has Been Determined the Work Has Been Completed.