

**Tribal Council Meeting Policy and Procedures  
for Recording, Storage and Posting**

**I. PURPOSE**

The purpose of this Policy is to establish policy and procedures governing the recording, storage and posting of electronic meetings, work sessions, committee meetings, and general citizen meetings recordings pursuant to Tribal Resolution #042920-01, Tribal Council Meeting Protocol During State of Emergency.

**II. DEFINITIONS**

- A. "Host" means the person(s) that has control over all functions and features in the electronic meeting, including Legislative staff.
- B. "Online" means an online meeting platform, such as Zoom or Microsoft Teams.
- C. "Recording" means the audio recording of an electronic Tribal Council meetings, work sessions, committee meetings, and general citizen meetings.
- D. "Tribal Citizen" means an enrolled member of the Little Traverse Bay Bands of Odawa Indians.
- E. "Tribe" shall mean Little Traverse Bay Bands of Odawa Indians.

**III. RECORDING PROCEDURES FOR ONLINE TRIBAL COUNCIL MEETINGS**

- A. Online Tribal Council meetings, work sessions, committee meetings, and general citizen meetings will be conducted following the same procedures as other regular meetings to the greatest extent feasible, including a recording of the meeting.
- B. **Notice of Recording.** The posting of a Notice of an online Tribal Council meeting, work sessions, committee meetings, and general citizen meetings shall include a statement that the meeting will be recorded.

C. The Host shall announce at the start of an online Tribal Council meeting, work sessions, committee meetings, and general citizen meetings that the meeting is being recorded.

D. The Host shall be responsible for recording of online Tribal Council meetings, work sessions, committee meetings, and general citizen meetings.

#### IV. STORAGE OF RECORDINGS

A. The host shall store any recordings of online Tribal Council meetings, work sessions, committee meetings, and general citizen meetings on the Tribal Council "P" drive.


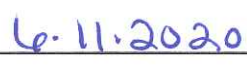
B. Recording shall be assessible to Tribal Council and Legislative staff.

#### V. PUBLIC DOCUMENTS

A. Legislative staff will be responsible to ensure that online Tribal Council meetings, work sessions, committee meetings, and general citizen meetings are available pursuant to WOS 2010-009, Public Documents Statute.

B. Recordings of online Tribal Council meetings, work sessions, committee meetings, and general citizen meetings may also be made available by posting to the "Citizens' Only Portal" on the Tribal website.

This Policy was approved by Tribal Council on June 11, 2020:

   
\_\_\_\_\_  
Julie Shananaquet, Tribal Council Secretary      Date

Tribal Council Tribal Council Meeting Policy and Procedures for Recording, Storage and Posting  
Approved by Tribal Council June 11, 2020      Secretary Julie Shananaquet JS