

**Tribal Council Meeting Policy and Procedures
for Electronic Open Meetings**


I. PURPOSE

The purpose of this Policy is to establish policy and procedures governing Tribal Citizens, Tribal employees, appointed officials and the public access to electronic Tribal Council meetings, work sessions, committee meetings, and general citizen meetings that are required to be open to Tribal Citizens pursuant to Little Traverse Bay Bands of Odawa Indians Constitution, Article VII J (8).

II. DEFINITIONS

- A. "Host" means the person(s) that has control over all functions and features in the electronic meeting, including Legislative staff
- B. "Immediate Family" or "Family member" means a person who is related to a Tribal Citizen by one of the following relationships: wife, husband, son, daughter, mother, father, brother, sister, step-mother, step-father, step-brother, step-sister, father-in-law, mother-in-law, child, step-child, grandmother, grandfather, brother-in-law and sister-in-law.
- C. "Legal Name" means the name that identifies a person for legal, administrative and other official purposes.
- D. "Public" means Little Traverse Bay Bands of Odawa Indians Tribal Citizens and their immediate family members.
- E. "Tribal Citizen" means an enrolled member of the Little Traverse Bay Bands of Odawa Indians.
- F. "Tribe" shall mean Little Traverse Bay Bands of Odawa Indians.

III. REQUIREMENTS FOR ELECTRONIC PARTICIPATION

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Secretary Julie Shananaquet 

A. Pursuant to constitutional Article VII, J (8), electronic meetings of Tribal are open to all Tribal Citizens, with the exception for closed sessions which are necessary to protect the interests of the Tribe and fulfill its responsibilities to the Tribal Citizenship.

B. Tribal Council electronic meetings, work sessions, committee meetings, and general citizen meetings shall be open to Tribal Citizens, Tribal employees, appointed officials, and the public as defined by this policy. Any other person who does not meet one of these classifications may be excluded from the meeting by the host of the electronic meeting or may contact a Tribal Councilor who is willing to sponsor the participant. Such requests for sponsorship shall be forwarded to all Tribal Council members. Tribal Council may by motion, remove the sponsored individual from the electronic meeting.

C. Every participant in an electronic meeting, work session, committee meetings, and general citizen meetings shall identify themselves with their legal name, position or tribal enrollment number either at the time on signing into the electronic meeting or upon the request of the host. If the individual refuses to provide the requested information, then the host may remove the individual from the electronic meeting.

IV. HOST RESPONSIBILITIES


A. At the beginning of each electronic meeting the host will ask each participant to identify themselves with their legal name, position or tribal enrollment number.

B. If an individual joins a meeting while in progress, the host shall request the individual's legal name, position or tribal enrollment number, if it is not already provided.

C. Based on the criteria set forth in this policy, the host will determine whether or not the individual may participate in the electronic meeting.

D. The host may change the participants electronic identifier to the person's legal name for identifications purposes only.


V. CONDUCTING MEETING WITH ELECTRONIC COMMUNICATION

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A. Minutes. The meeting minutes shall reflect all participation including electronic participation.

B. 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.

This Policy was approved by Tribal Council on: May 21, 2020



Julie Shananaquet, Tribal Council Secretary 05.22.2020 Date

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