

HOH TRIBAL BUSINESS COMMITTEE  
PROCEDURE CODE

HOH INDIAN RESERVATION

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## CHAPTER 1. GENERAL PROVISIONS

### SECTION 1.01. NAME

This document shall be known as the Hoh Tribal Business Committee Procedure Code.

### SECTION 1.02. PURPOSE

The purpose of this Code is to establish the procedures used by the Hoh Tribal Business Committee in conducting its affairs.

### SECTION 1.03. ORIENTATION OF COMMITTEE MEMBERS

In the interest of maintaining orderly transition of authority, the Hoh Tribal Business Committee shall receive an orientation training on this Code as soon as possible after the beginning of each new term of the Hoh Tribal Business Committee.

### SECTION 1.04. DEFINITIONS

- A. Unless context requires otherwise, the following terms shall be defined as indicated.
1. "At-Large Member" means one of the three members of the Hoh Tribal Business Committee who are not elected to specific offices.
  2. "Hoh Tribal Business Committee " or "Committee" means the governing body of the Hoh Indian Tribe, established by Article III of the Hoh Tribe's Constitution.
  3. "Committee hearing" means a gathering of the Hoh Tribal Business Committee, authorized by separate legislation, at which the committee hears testimony, views evidence, determines facts, and/or acts as in an adjudicatory capacity as a part of tribal administrative procedure.
  4. "Committee meeting" means a regular or special meeting of the Committee (as established under Article III, section 3 of the Tribes' Constitution) where the Committee may take official action.
  5. "Committee member", see "Member of the Committee", below.

6. "Hoh Tribal Business Committee resolution" or "Resolution" means a document that records certain official decisions of the Hoh Tribal Business Committee, using a standard format designated by the Hoh Business Committee.
7. "Committee work session" or "work session" means a gathering of the HTBC where the HTBC conducts discussions and/or receives briefings from staff and others, but does not take official action.
8. "Hoh Tribe" or "Tribe" means the Hoh Indian Tribe Indian Reservation.
9. "Constitution" means the Constitution of the Hoh Indian Tribe adopted on July 1, 1969.
10. "Executive session" means a gathering of the Hoh Tribal Business Committee from which the public and non- essential staff are excluded.
11. "Management" and "Managerial" means or refer to the control, direction and supervision of Tribal staff, the implementation of Tribal laws and budgets, and short-term planning.
12. "Member of the Committee", "Committee member" or "member" means an officer, an at-large member, or an ex-officio member of the Hoh Tribal Business Committee.
13. "Member of the General Council" means a Tribal member of the age of eighteen years or older.
14. "Member of the Hoh Indian Tribe" or "tribal member" means a person enrolled in the Hoh Indian Tribe, regardless of age.
15. "Next week" shall mean the week following the week during which action is currently taking place.
16. "Officer" or "Committee Officer" means one of the four members of the Hoh Tribal Business Committee who are elected to specific offices: the HTBC Chairman, the HTBC Vice-Chairman, the HTBC Secretary and the HTBC Treasurer.
17. "Non-member Indian" means a person who is not enrolled in the Hoh Indian Tribe but who is enrolled in a federally recognized American Indian tribe.

18. "Outside Entity" means any government, agency, business, non-profit corporation, citizens' group or other body that is not a branch of the government of the Hoh Indian Tribe.
19. "Policy" means general principles established by the Hoh Tribal Business Committee to guide the management of Tribal affairs. It includes Tribal laws and other guidance promulgated by the Committee. A policy is a rule of committee application, not a decision that is specific to an incident or person. A policy enunciates general principles rather than deciding the outcome of a specific controversy. Such policy-making is a legislative power. Nevertheless, a "policy statement" by the Committee on a matter of external affairs may contain conclusions about how specific controversies should be resolved. Such "policy statements" can be viewed as an exercise of retained executive authority by the Committee.
20. "Polled resolution" means a resolution that is adopted by surveying Committees members outside of any Committee meeting, and which provides an indication of the Board's intent, but is non-binding and does not take effect until ratified by the Committee at a HTBC meeting.
21. "Regular Committee meeting" or "Regular meeting" means the weekly meeting of the Hoh Tribal Business Committee during which the Committee takes official action.
22. "Resolution" means a Committee Resolution: a document that records certain official decisions of the Hoh Tribal Business Committee.
23. "Special Committee meeting" means a meeting of the Hoh Tribal Business Committee which: (1) conforms to the notice requirement of Article III, section 3 of the Constitution, (2) is held on a date and time other than the date and time when the regular HTBC meeting is held, and (3) during which the HTBC takes official action.
24. "Subsidiary Body" means an advisory committee, regulatory commission Committee of directors, ad hoc committee, task force or other entity created by the Hoh Tribal Business Committee to conduct business on behalf of the Hoh Tribal Business Committee.
25. "Tribal member" means a person enrolled in the Hoh Indian Tribe, regardless of age.

26. "Tribe" or "Tribal" refers to the Hoh Indian Tribe Reservation.

## CHAPTER 2. GATHERINGS OF THE HOH TRIBAL BUSINESS COMMITTEE

### SECTION 2.01. REGULAR HOH TRIBAL BUSINESS COMMITTEE MEETINGS

- A. Time and Place. Regular HTBC meetings shall be held on every two weeks on Wednesday in the Hoh Tribal Business Committee Chambers. Regular HTBC meetings shall begin at 9 a.m. and continue until all work is acted upon, although the committee may take breaks for such purposes as lunch, dinner, and other needs.
- B. A regular HTBC meeting may be deferred to the following Wednesday if any of the following occur: 1) the Wednesday falls on a designated holiday, 2) a quorum will not be obtainable, 3) it is impossible to meet due to weather-related closure of the office or other emergency, or 4) other reasons as determined by the HTBC. Whenever possible, the Committee shall authorize such a deferral at a prior regular HTBC meeting. Except in unusual circumstances, the Committee shall not defer consecutive regular meetings. The HTBC shall assure that at least one regular Committee meeting shall occur every month.
- C. Quorum. As provided by Article III, section 4 of the Tribe's Constitution, five members of the Committee constitute a quorum. A HTBC meeting shall not be held if a quorum is not present. Members of the HTBC may meet to discuss and review issues in the absence of a quorum but may not take formal action or make decisions.
- D. Minutes. The Secretary or an officer of the Hoh Tribal Business Committee shall assure that a person who is qualified to take minutes is present and taking minutes for each meeting.
- E. Attendees.
  - 1. On occasion, a Committee member may be absent from a regular HTBC meeting when on authorized leave or work-related travel. If unable to attend due to unforeseen circumstances, a Committee member (or designee) shall call the main switchboard or send electronic notice to the Hoh Tribal Business Committee.
  - 2. Under ordinary circumstances a staff member should only attend a meeting when the topic for discussion falls within the subject area of their work. Staff in attendance may ask and answer questions or otherwise address the Committee when granted permission by the Chair. Staff who wish to attend "as a member of the General

Council" may only do so if they are on annual leave or leave without pay. The staff person who is taking minutes may not otherwise participate in the meeting, except to ask and answer questions about the meeting record, procedure and similar matters.

3. Any member of the General Council may attend a regular or special HTBC meeting.

F. Agenda. Under normal circumstances the meeting shall be conducted according to the following agenda. Nevertheless, the Chair may deviate from this agenda as the need arises.

1. Agenda

- a. Call to Order
- b. Invocation
- c. Ascertainment of Quorum
- d. Agenda Review
- e. Review Minutes
- f. Old Business
- g. New Business
  - i. Proposed Resolutions
  - ii. HTBC/Executive Director and Travel and Leave Requests
  - iii. Other Committee Actions
- h. Executive Director's Report
- i. Other Business
  - i. Legislative Report
  - ii. Scheduled Work Sessions
  - iii. HTBC/Executive Director Travel Report
- j. Executive Session if necessary
- k. Announcements
  - i. Next Meeting – Date and Agenda Items
  - ii. Notes/Comments
- l. Adjournment



- G. Old Business. This portion of the agenda shall be used to ratify polled resolutions, resume work on matters tabled at a prior meeting, and so forth.
1. Although their use is discouraged, polled resolutions may be used by the Hoh Tribal Business Committee to take official action. They shall only be used when circumstances require that an official HTBC decision be taken sooner than a regular or special board meeting can take place. The polling of Committee members shall be conducted by the Secretary of the Hoh Tribal Business Committee, or the Secretary's designee. Polled resolutions shall be ratified by the Hoh Tribal Business Committee at the next HTBC meeting.
  2. On rare occasion, it is necessary for the Committee to informally make and adopt motions between HTBC meetings. As with polled resolutions, this measure shall only be taken when necessary. Such motions shall be ratified by the Committee at the next HTBC meeting.

H. New Business.

1. Submission of Requests. Any person (other than a Hoh Tribal Business Committee Member) requesting an official HTBC action, such as the adoption of a resolution, an appointment to a committee or commission, or other action shall file a request with the Secretary of the Hoh Tribal Business Committee. The Secretary shall require any person submitting a request to file the request in proper form. The Secretary shall retain all requests that have been submitted in proper form and shall present them to the Hoh Tribal Business Committee at the appropriate point in each regular HTBC meeting.

Documents and materials in support of requests must be submitted by 5 pm on the Friday preceding the Council meeting to be placed on the agenda for the next week's Council meeting.

Documents and materials in support of requests for special Committee meeting typically must be submitted at least 24 hours prior to the Special Committee meeting.

2. Action by the Committee. At a HTBC meeting, Committee members shall discuss each proposed resolution or other request for official HTBC action and take one of the following actions:
  - a. Approve the proposal as presented,
  - b. Approve the proposal with specified modifications,

- c. Table (defer) further discussion or decision on the proposal until:
    - i. Certain modifications are made,
    - ii. An additional work session can be held, or
    - iii. A subsequent Board meeting, or
  - d. Deny the proposal.
3. Resolutions. Except as specifically authorized by the Hoh Tribal Business Committee, any proposed resolution (together with any exhibits to the proposed resolution) shall be reviewed by HTBC at a work session prior to being placed on the agenda for a HTBC meeting. At the work session, the format of the resolution will be reviewed for consistency with the standard format established by the Secretary of the Hoh Tribal Business Committee pursuant to section 2.06, below. Any necessary changes to the content or format of the resolution or exhibits may be made during the work session. If, at the work session, the Board authorizes the placement of a resolution on the agenda for a subsequent Committee meeting, the person requesting the adoption of the HTBC resolution shall submit a proposed resolution. If the resolution refers to any exhibits, the exhibits must be submitted along with the proposed resolution. The Committee shall defer consideration of any proposed resolution that comes before them lacking any necessary exhibits or attachments.
4. Committee / Commission Appointments.

A person seeking appointment to a committee or commission must submit a properly completed committee/commission application form. Persons submitting incomplete applications shall not be considered for appointment. The HTBC makes decisions concerning announcing and advertising advisory committee and regulatory commission vacancies.

5. Hoh Tribal Business Committee / Executive Director / Travel and Leave Requests. Hoh Tribal Business Committee members, and the Executive Director, shall use this portion of the meeting to request HTBC authorization for any Committee-related travel, Personal Leave or Administrative Leave that they plan to take during the week or beyond. Travel or Leave that would result in a HTBC member missing a regular HTBC meeting is discouraged. Persons seeking authorization for travel or leave shall complete a Travel / Leave Request Form and submit it to the Committee Secretary or his or her designee.

6. Other HTBC Actions. Other HTBC Actions include any other official action the Committee deems necessary and appropriate to take during the meeting.
  7. Hoh Tribe Executive Director's Report. At this point in the agenda, the Executive Director shall report to Hoh Tribal Business Committee of any new developments that require HTBC consideration. The Executive Director shall use a report format determined by the Committee. He or she may also request direction from HTBC, including official Committee Action, as well as discuss the Committee schedule and other matters. At the Executive Director's direction, senior staff may also participate in this discussion.
  8. Hoh Inc. CEO Report. At this point in the agenda, the Chief Executive Officer of the Hoh Inc. will report to the HTBC on the status of the business activities of Hoh Inc. The CEO will use a report format determined by the Hoh Tribal Business Committee. He or she may also request input from the Committee, including official HTBC Action, as well as discuss HTBC schedule and other matters. At the CEO's direction, other Hoh Inc. staff may also participate in this discussion.
- I. Legislative Report. The state and federal lobbyists shall report on legislative developments in Washington, D.C.; Olympia, Washington that affect tribal interests, as well as political campaign events and contributions.
  - J. Executive Session. This part of the agenda may use this point on the agenda will be used to discuss sensitive and confidential issues that are cannot be discussed in a public session.
  - K. Scheduled Work Sessions. The Secretary of the Hoh Tribal Business Committee shall review with the Committee the work session requests that have been received and the dates and times for which the work sessions have been scheduled. HTBC members who wish to object to the granting of a work session may do so now.
  - L. Hoh Tribal Business Committee and / Executive Director Travel Reports. At this point in a regular HTBC meeting, any Committee member who has traveled during the past week shall report on his or her activities while on travel status, and shall make the disclosures required by chapter 4 of this Code.

## SECTION 2.02. SPECIAL COMMITTEE MEETINGS

As authorized by Article III, section 3 of the Tribe's Constitution, a special meeting of the Hoh Tribal Business Committee may be called by the Chairman of the Committee or by written request of any three (3) Committee members upon at least two (2) days' personal notice of each Committee member of the time, place and purpose of the special meeting. The Hoh Tribal Business Committee may take any action at a special meeting that it could take at a regular meeting. A special meeting may be scheduled for any time, and should use an abbreviated agenda tailored to the purpose for the meeting. The rules listed above concerning quorum, minutes, and attendees of regular HTBC meetings apply with equal force to special Hoh Tribal Business Committee meetings.

## SECTION 2.03. COMMITTEE WORK SESSIONS

A Hoh Tribal Business Committee work session is a gathering of the HTBC where the Committee conducts discussions and/or receives briefings from staff and others, but does not take official action. Consequently, a quorum is not required. When HTBC is considering action on a complex topic, HTBC will ordinarily conduct a work session with staff, committee/commission members and/or others, as appropriate, before taking official action on the matter at a subsequent regular Committee meeting. Nevertheless, there is no general requirement that HTBC conduct a work session on a topic before acting on it.

Work sessions with Tribal staff and Tribal committees generally will be scheduled on the last Thursdays of each month. Tribal staff will be invited to attend work sessions as needed by the Executive Director or HTBC.

## SECTION 2.04. COMMITTEE HEARINGS

A Committee hearing is a gathering of the Hoh Tribal Business Committee, authorized by separate legislation, at which the Committee hears testimony, views evidence, determines facts, and/or acts as in an adjudicatory capacity as a part of Tribal administrative procedure. Examples of Committees hearings include hearings conducted by HTBC under the Code Enactment Ordinance, and hearings for the removal of committee or commission members, authorized by the bylaws of the affected committee or commission. Committee hearings may be held during a regular or special HTBC meeting. Alternatively, a hearing may also be held at a different time. In such a case HTBC shall finalize its hearing findings and conclusions at the next HTBC meeting.

## SECTION 2.05. EXECUTIVE SESSIONS

Whenever necessary, in the judgment of the majority of the Hoh Tribal Business Committee, to protect the confidentiality of sensitive information, the Committee shall hold private deliberations known as executive sessions; provided that the issue to be discussed will be announced. The Committee member making the motion to go into executive session must state the reason for the executive session in his/her motion.

Members of the public, including members of the General Council, are prohibited from attending executive sessions. Staff may only attend if: (1) they have information regarding the issue being discussed, and (2) they receive permission from the Chairman of the Hoh Tribal Business Committee. Because of the unique nature of the attorney-client relationship, at least one Tribal Attorney shall attend executive sessions, except when specifically excluded by the Chairman. Regular and special Board meetings may not be conducted as executive sessions, although the Committee may temporarily recess a meeting to conduct an executive session.

## SECTION 2.06. RESOLUTIONS OF THE HOH TRIBAL BUSINESS COMMITTEE

The Hoh Tribal Business Committee shall designate a standard resolution format which shall be used for all Hoh Tribal Business Committee resolutions. The Secretary may recommend changes to this format from time to time as needed. The Hoh Tribal Business Committee will also designate a standard format for "polled" resolutions. A voting sheet, recording each Committee member's vote, shall be attached to each resolution.

## SECTION 2.07. CANCELLATION OR LIMITATION OF HTBC GATHERINGS DUE TO DEATH OF TRIBAL MEMBER

In response to the death of a Tribal member, gatherings of the Hoh Tribal Business Committee shall be cancelled or limited as follows.

1. No HTBC meetings or tribal committee shall be conducted on the same day as the burial of the Tribal member, except for time-critical gatherings that are held after the conclusion of the burial services.
2. During the period after the death is announced but prior to the burial:
  - a. Hoh Tribal Business Committee meetings shall only address action items,

- b. Committee hearings shall be rescheduled and time requirements established by other tribal statutes or bylaws shall be waived.

### **CHAPTER 3. AUTHORITY OF INDIVIDUAL COMMITTEE MEMBERS**

#### **SECTION 3.01. FINDINGS OF THE HOH TRIBAL BUSINESS COMMITTEE**

The Hoh Tribal Business Committee makes the following findings.

- A. As the governing body of the Hoh Indian Tribe the powers of the Hoh Tribal Business Committee, as listed in Article IV, section (1) of the Constitution, include the power to represent the tribe, to manage the affairs of the tribe, to establish committees, enact statutes and to exercise any other powers of the Hoh Indian Tribe.
- B. The Hoh Tribal Business Committee has enacted management policies which delegate certain managerial powers of the Committee to subsidiary bodies, the Executive Director and other staff.
- C. Individual Committee officers or members have no independent authority other than those specified in the Constitution or those delegated by the Hoh Tribal Business Committee.
- D. The Committee's authority to establish Tribal policy includes Committee responsibility to monitor the implementation of its policy direction and to revise Tribal policy as events or Tribal needs dictate. Performing these HTBC functions requires Committee members to have access to information and reports so that Committee policy is informed and benefits from the work of Tribal programs and employees.

#### **SECTION 3.02. HTBC MEMBERS' INTERACTION WITH STAFF**

Consistent with the Committee's constitutionally delegated powers, and with the need to avoid disruption of Tribal programs and staff by individual Committee member requests for information and reports, the Hoh Tribal Business Committee hereby establishes the following rules governing the conduct of individual Committee members and the Hoh Tribal Business Committee:

- A. To facilitate the efficient operation of tribal affairs, Committee members and staff are generally encouraged to communicate openly with each other.

- B. The exercise of the constitutionally delegated powers of the Hoh Tribal Business Committee shall be exercised by the Committee as an entity; no individual Committee member shall attempt to exercise any power delegated to the committee unless authorized by the Constitution or by action of the Hoh Tribal Business Committee.
- C. The Hoh Tribal Business Committee the affairs of the Tribe and oversees the implementation of Committee policy direction. Hoh Tribal Business Committee members shall not attempt to dictate lower-level managerial decisions, whether supervisory, budgetary or disciplinary.
- D. If requests by an individual Committee member for staff information or reports become excessive, senior enterprise management, governmental management or other HTBC members may ask the Committee to review the requests.

### SECTION 3.03. TEMPORARY DELEGATION OF OFFICER AUTHORITY

The Hoh Tribal Business Committee recognizes that from time to time individual Hoh Tribal Business Committee officers will be temporarily unavailable to carry out their constitutional duties due to travel, illness, personal leave, or other obligations. To maintain the continuity of necessary governmental functions, the following order of delegation of officer authority shall apply:

- A. Chair. Generally, in the absence of the Chair, the Vice-Chair shall act in full capacity of the Chair, including but not limited to signatory authority. If the Vice-Chair is unavailable, the line of succession shall be the Treasurer, the Secretary, and then the at-large members in order of seniority on the Committee.
- B. Treasurer. The Hoh Indian Tribes' Fiscal Management Policies delegates certain day-to-day functions of the Treasurer, including certain signatory authority, to the Executive Director and Finance Officer under the oversight of the Treasurer. For those functions that have not been delegated, including but not limited to applicable signatory authority, the following line of succession shall apply: the Chair, the Vice-Chair, the Secretary, and then the at-large members in order of seniority on the HTBC.
- C. Secretary. The Hoh Indian Tribes' Committee Secretary Procedures Policy delegates certain day-to-day functions of the Secretary to administrative staff. For those functions that have not been delegated, including but not limited to signatory

authority, the following line of succession shall apply: the Vice-Chair, the Treasurer, and then the at-large members in order of seniority on the HTBC.

#### SECTION 3.04. OFFICER VACANCIES

If a vacancy occurs in a Hoh Tribal Business Committee officer position, the Hoh Tribal Business Committee shall, by official action at the next HTBC meeting after the vacancy arises, promptly designate one of its members to carry out the constitutional duties of that officer position until the next regular election to fill the vacancy. If the vacancy is in the Chair position, the Vice-Chair shall serve in full capacity as the Chair, and the Board shall appoint one of its at-large members to serve as acting Vice-Chair

### **CHAPTER 4. TRAVEL REIMBURSEMENT PAYMENTS, HONORARIA, STIPENDS AND GIFTS**

#### SECTION 4.01. THIRD PARTY REIMBURSEMENT FOR TRAVEL BY COMMITTEE MEMBERS

- A. Hoh Tribal Business Committee members are encouraged and authorized to seek third party reimbursement for their travel expenses relating to their travel to a meeting. At no time shall a Committee member seek reimbursement from the Hoh Tribe for travel related expenses that have been or will be directly reimbursed by a third party, or for travel expenses that have been or will be paid to vendors on the traveler's behalf (motel, airfare, etc.). If a third party reimburses a Committee member for travel expenses for which the Hoh Tribe has already advanced funds to the Committee member, then the Committee member shall submit to the Finance Office the exact amount of the duplicate reimbursement. The Finance Office will then credit the amount received to the Committee member's travel expense line item that was used for that travel.
- B. When it is known that a third party is only going to reimburse a portion of a Committee member's travel, the Committee member shall direct the third party to remit the reimbursement directly to the Finance Office. The Committee member may then submit a Travel Advance or Reimbursement request to the Finance Office for the full amount of the travel. If the third party is unwilling to make the reimbursement directly to the Finance Office and insists on paying it directly to the traveler, then the traveler shall either sign over the reimbursement check or remit funds to the Finance Office in the amount of the reimbursement. Travel reimbursement payments made directly to the Hoh Tribe (either by third parties or by Committee members) shall be



credited to the travel line item of the Committee member whose travel is being reimbursed.

#### SECTION 4.02. HONORARIA AND STIPENDS

Hoh Tribal Business Committee members shall not accept honoraria or stipends for work performed for entities to which the Committee member has been appointed by the Hoh Tribal Business Committee. When an organization to which a Committee member has been appointed pays an honorarium or stipend for such work, the organization shall be asked to pay the honorarium or stipend directly to the Hoh Tribe, for use by the Hoh Tribal Business Committee.

#### SECTION 4.03. REPORTING OF REIMBURSEMENTS, HONORARIA, STIPENDS AND GIFTS RECEIVED

- A. Reporting by Hoh Tribal Business Committee Members. When reporting on completed travel at a Committee meeting, Board members shall disclose the amount of any travel reimbursements they have received (or anticipate receiving) from any outside entities associated with that travel. Hoh Tribal Business Committee members shall also disclose any travel related services that were paid directly by the outside entity.
- B. Reporting by Finance Office. On a monthly basis, the Finance Office shall report to the Committee concerning all HTBC-related travel reimbursements, honoraria and stipends that the Office has received in the prior month.
- C. Reporting Requirement. Hoh Tribal Business Committee members may accept gifts so long as the Committee member reports the gift at the next HTBC meeting. The Committee will determine the disposition of the gift. Personal gifts unrelated to Committee service (birthdays, Christmas, family) do not have to be reported.

#### SECTION 4.04. DISCLOSURE OF COMMITTEE, COMMISSION AND BOARD MEMBERSHIP

- A. By November 15 following a General Election, the HTBC Secretary shall publish a list containing the following information:
  - 1. Membership of each Committee member on committees, commissions and boards of the Hoh Tribe,

2. Membership of each Committee member on all committees, commissions and boards of outside entities, and
  3. The frequency of meetings for each committee, commission or board.
- B. The list shall be available for review by the Hoh Tribal Business Committee and tribal membership, and shall be updated monthly.

## **CHAPTER 5. HOH TRIBAL BUSINESS COMMITTEE RECORDS POLICY**

### **SECTION 5.01. HOH TRIBAL BUSINESS COMMITTEE MINUTES**

- A. Following the approval of the minutes of a Hoh Tribal Business Committee meeting, the Secretary of the Hoh Tribal Business Committee shall insure that copies of the approved minutes Of Hoh Tribal Business Committee meetings are available in the Tribal office for review, and that copies are available at no cost for Tribal members at the Tribal office;
- B. The Secretary of the Hoh Tribal Business Committee shall, upon request by a Tribal member, provide copies of approved Hoh Tribal Business Committee minutes in the same calendar year at no cost;
- C. The Secretary of the Hoh Tribal Business Committee shall, upon request by a Tribal member, provide copies of minutes of Hoh Tribal Business Committee meetings in prior calendar years to the extent that and can locate such minutes in its files. Such copies shall be made available to Tribal members who submit written requests for such minutes. The Secretary of the Hoh Tribal Business Committee shall impose and collect a fee in the amount of \$.10 per page for the copying of all such minutes that are requested. If Tribal staff are required to research files to locate minutes of prior Hoh Tribal Business Committee meetings, such research time shall also be charged at the rate of \$25 per hour. Such reproduction and research fees shall be collected from the person requesting the Hoh Tribal Business Committee minutes prior to the release of the minutes.

### **SECTION 5.02. HOH TRIBAL BUSINESS COMMITTEE RESOLUTIONS**

- A. Following approval of a resolution by the Hoh Tribal Business Committee, the Secretary of the Hoh Tribal Business Committee shall insure that copies of the approved resolution are available in the Tribal office for review, and that copies are available at no cost for Tribal members at the Tribal office.

- B. The Secretary of the Hoh Tribal Business Committee shall, upon request by a Tribal member, provide copies of any Hoh Tribal Business Committee resolutions in the current year at no cost.
- C. The Secretary of the Hoh Tribal Business Committee shall, upon request by a Tribal member, provide copies of approved Hoh Tribal Business Committee resolutions from prior calendar years to the extent the Tribal Records Management Program possesses and can locate such resolutions in its files. Such copies shall be made available to Tribal members who submit written requests for such resolutions. The Secretary of the Hoh Tribal Business Committee shall impose and collect a fee in the amount of \$.15 per page for the copying of all such resolutions that are requested. If Tribal staff are required to research files to locate resolutions approved by the Board of Trustees in prior calendar years, such research time shall also be charged at the rate of \$25 per hour. Such reproduction and research fees shall be collected from the person requesting the Hoh Tribal Business Committee resolutions prior to the release of the resolutions.
- D. Reproduction and distribution of any Hoh Tribal Business Committee resolution shall be governed by this policy unless the Hoh Tribal Business Committee expressly restricts or prohibits reproduction or distribution of a resolution within the body of a resolution. In such event, the specific instructions restricting or prohibiting release of such resolution shall supersede this policy.

**SECTION 5.03. ATTACHMENTS TO HOH TRIBAL BUSINESS COMMITTEE RESOLUTIONS**

- A. Attachments to resolutions shall be governed by the same policy that applies to the availability and release of Hoh Tribal Business Committee resolutions set forth in section 5.02, above, except that the following attachments shall not be released:
  - 1. The attachment is a contract or commercial agreement;
  - 2. The attachment is a document involving Tribal finance, investments or enterprises;
  - 3. The attachment is a document involving confidential or sensitive personnel, social services, medical, law enforcement or related protected information;

4. The Hoh Tribal Business Committee has expressly restricted the public release of an attachment within the body of a resolution approving the attachment; and

B. The Hoh Tribal Business Committee is prohibited by Tribal or other applicable law from release of information contained in the attachment.

#### SECTION 5.04. INDICES OF HOH TRIBAL BUSINESS COMMITTEE RESOLUTIONS

The Recording Secretary and Secretary of the Hoh Tribal Business Committee shall establish and maintain an index of Hoh Tribal Business Committee resolutions as they are enacted on a year-by-year basis. The index shall identify the resolution number, date of enactment, and summary of the subject matter of the resolution. An Index of Hoh Tribal Business Committee resolution enacted in the previous calendar year shall be made available to members of the Hoh Tribe at the Administrative Office in January of each year at no cost. To the extent indices for prior years have been developed and are maintained by the Tribal Records Management Program, such indices shall be made available, upon request by a Tribal member, under the same financial terms as are copies of prior year Hoh Tribal Business Committee minutes set forth in section 5.01(c), above.

#### SECTION 5.05. TRIBAL COMMITTEE OR COMMISSION ACCESS TO HOH TRIBAL BUSINESS COMMITTEE DOCUMENTS

Any Tribal Committee or Commission possessing policy guidance or regulatory authority in connection with a Tribal program or project shall have access to any Hoh Tribal Business Committee meeting minutes, resolutions and associated attachments that pertain to the Tribal program or activity within the Commission or Committee's jurisdiction at no cost. Such requests shall be filed with the Tribal Records Management Program.

#### SECTION 5.06. TRIBAL EMPLOYEE ACCESS TO HOH TRIBAL COMMITTEE DOCUMENTS

Tribal employees working on a Tribal program or project that is directly affected by an official action of the Hoh Tribal Business Committee, may have access to any relevant Hoh Tribal Business Committee minutes, resolution and associated attachments at no cost. Such requests shall be filed with the Tribal Records Management Program.

SECTION 5.07. ADMINISTRATION OF HOH TRIBAL BUSINESS COMMITTEE  
RECORDS POLICY

The Secretary of the Hoh Tribal Business Committee shall be responsible for the administration of this Hoh Tribal Business Committee Records Policy. The Tribal Records Management Program shall assist in such administration as directed by the Secretary.