

TRIBAL COUNCIL ACT 2-1

**AN ACT RELATING TO
TRIBAL COUNCIL PROCEDURES**

BE IT ENACTED BY THE SNOQUALMIE TRIBAL COUNCIL

SECTION 1.0 – TITLE AND CODIFICATION

This Chapter shall be known as the Snoqualmie Tribal Council Procedures Act and shall be codified as Title 2, Chapter 1 of the Snoqualmie Tribal Code.

SECTION 2.0 – STATUTORY AUTHORIZATION

The aboriginal and inherent sovereign power of the Snoqualmie Indian Tribe to govern is vested in the Snoqualmie Tribal Council. The Snoqualmie Tribal Council has the authority to safeguard and promote the peace, safety, moral and general welfare of the members of the Tribe by regulating the behavior of all persons within the jurisdiction of the Tribe, and to provide for the enactment and enforcement of the laws of the Tribe. This authority includes the authority to adopt laws regulating the procedure of the Council itself. Snoq. Tr. Const. Art. VIII, Sec. 1(j), (o).

SECTION 3.0 – PURPOSE AND SCOPE

The purpose of this Chapter is to enact provisions of law that establish and define the procedures of the Tribal Council.

SECTION 4.0 – DEFINITIONS

There are no words or phrases that require statutory definition as part of this enactment.

SECTION 5.0 – MEETINGS OF THE TRIBAL COUNCIL

The Snoqualmie Tribal Council is authorized to establish its own procedures, but shall meet in regular, special or emergency sessions as follows:

- (a) All meetings of the Tribal Council will be governed by Roberts Rules of Order, Doris P. Zimmerman, Harper Collins, Inc. (1997).
- (b) Regular meetings: The Tribal Council shall meet in official session at least twenty-four (24) times a year, at bi-weekly intervals, at such time and place as shall be established and announced at the preceding Council meeting.
- (c) Notice: Notice of the Council meetings shall be sent by mail ten (10) days before the meeting to all Council members. Notice shall be sent via U.S. mail by the department acting for the Tribal Secretary.

- (d) Prepared Statements/Documents: When any Council member or other speaker makes a formal statement at a meeting by reading from a document or prepared written summary of a statement, the document or summary must be distributed at that meeting to all members.
- (e) In cases where a statement of criticism is made at a Council meeting regarding an agency or individual, no individual shall be mentioned by name unless their designated representative is present.
- (f) Members of the public may speak at the second regularly scheduled Council meeting of the month by notifying the Tribal Secretary in writing of intention to speak at least forty-eight (48) hours before the Council meeting. Such notification shall state the name and institutional affiliation, if any, of the individual wishing to speak as well as the subject of their comments. No member of the public may speak for more than a total of five (5) minutes at a single Council meeting, without the consent of the Council in the form of a two-thirds majority vote. In cases where more than twenty (20) minutes of the Council meeting will have to be scheduled for comments by the public, the Council has the power to postpone the regular meeting and hold a public hearing instead, or to limit the number of speakers to four (4), and then call a public hearing within the week succeeding the regularly scheduled Council meeting.
- (g) Special Meetings: Special meetings of the Tribal Council may be called with twenty-four (24) hours advance notice by the following:
 - (1) The Tribal Chairman;
 - (2) A majority of the Tribal Council; or
 - (3) A Tribal elder.
- (h) Quorum: A quorum for the purposes of transacting official Tribal business shall consist of a majority of the Tribal Council.
- (i) Emergency Meetings: An emergency meeting of the Tribal Council may be called immediately by a Tribal elder if such meeting is necessary for the preservation or protection of the health, welfare, peace, safety, or property of the Tribe. The emergency meeting notice shall state the purpose, time, and place of the meeting. No business other than that stated in the notice or business reasonably related thereto shall be transacted at the emergency meeting.
- (j) Executive Sessions: The Tribal Council may meet in executive session to discuss matters involving personnel, litigation, negotiations, or confidentiality as deemed essential to a free and open discussion. All results of the executive session meetings must be embodied in discussion and votes at a public Tribal meeting.

- (k) Agenda: All agenda items for the regularly scheduled Tribal Council meetings shall be submitted to the Tribal Secretary ten (10) days prior to the scheduled meeting date.
- (l) Phone participation: Phone participation is allowed at all meetings of the Council so long as there is a seated quorum and two-way conference call communication.

SECTION 6.0 – ORDINANCES AND ACTS

All final decisions on matters of permanent interest shall be embodied in ordinances or acts. Such enactments shall be available for inspection by members of the Tribe during normal business hours. Enacted ordinances shall be in substantially the same form as required by the Snoqualmie Tribe Codification Statute.

SECTION 7.0 – RESOLUTIONS

All final decisions on matters of temporary interest where a formal expression is needed shall be embodied in a resolution, noted in minutes, and shall be available for inspection by members of the Tribe during normal business hours. Enacted resolutions shall be in substantially the same form as required by the Snoqualmie Tribe Codification Statute.

SECTION 8.0 – FORM

All acts, ordinances and resolutions shall be dated and numbered, cite the appropriate authority, and include a certificate showing the presence of a quorum and the number of members voting for and against the proposed enactment. All acts, ordinances and resolutions shall be in conformity with the Snoqualmie Tribe Codification Statute.

SECTION 9.0 – RECORDS OF THE TRIBE

The actions of Tribal elected and appointed officials constitute public business and the records created thereby are public records that are open to public inspection according to the following access standards:

- (a) The Tribal Council shall provide access for review by any Tribal member or their authorized representative the records of the Tribe. Review and access to records of the Tribe shall be conducted during normal office hours of the Tribe in accordance with the rules and procedures established by the Tribal Council. Records access procedures shall not be inconsistent with any other provision of this law, Federal law, or individual Tribal members' and Tribal employees' rights to privacy.
- (b) All Tribal records are the exclusive property of the Snoqualmie Tribe and shall not be kept or removed from the Tribal Administrative Offices or such place as may be designated in the future as the official repository of Tribal records. The Tribal Council shall implement this provision of the Act through the enactment of a Tribal records ordinance.

(c) The following types of records are completely or partially exempt from disclosure to the general public:

- (1) Investigatory and criminal records except where released to the individual affected thereby or pursuant to a lawful court order;
- (2) Records protected pursuant to provisions of the Federal Privacy Act or other laws enacted for the privacy protection of individuals;
- (3) Records or systems of records held by the Tribe pursuant to a Federal or Washington state agreement designed to protect the privacy rights of individuals; and
- (4) Enrollment lists.

SECTION 10.0 – PROVISIONS AS CUMULATIVE

The provisions of this Chapter shall be cumulative as to existing law.

SECTION 11.0 – REPEAL PROVISIONS AND CONFORMING AMENDMENTS

Any laws or resolutions found to be inconsistent with this legislative act are repealed to the extent of their inconsistency.

SECTION 12.0 – SEVERABILITY

The provisions of this Chapter are severable and if any part or provisions shall be held void by any court of competent jurisdiction, the decision of the court so holding shall not affect or impair any of the remaining parts or provisions of this Chapter.

ENACTED BY THE SNOQUALMIE TRIBAL COUNCIL ON THE 9TH DAY OF MAY, 2002 IN SESSION DULY MET, WITH 8 FOR, 0 AGAINST, AND 0 ABSTAINING. TRIBAL COUNCIL ACT 06-02.

CODIFIED BY THE SNOQUALMIE TRIBAL SECRETARY ON THE 21st DAY OF October 2008.


Tribal Secretary 10-21-08