

*Confederated Tribes of  
Siletz Indians of Oregon*



**Siletz Elders  
Council**

- **Rules of Procedure** •

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**● Table of Contents ●**

Section I: Purpose.....	2
Section II: General Provisions.....	2
Section III: Meetings.....	3
Section IV: Duties of Officers and Area Representatives.....	4-5
Section V: Motions.....	5
Section VI: Elder Activities.....	6
Section VII: Lodging.....	7
Section VIII: Per Diem.....	8
Section IX: Transportation.....	8-9
Section X: Transporter Guidelines.....	9-10
Section XI: Travel and Emergency Information.....	10-11
Section XII: Staff Responsibilities.....	11-12
Section XIII: Elders Council Responsibilities.....	12
Section XIV: Fundraising.....	13
Section XV: Sub-committees.....	13

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**Section I: Purpose**

- A. To provide the Siletz Tribal Elders with procedures and guidelines according to the Confederated Tribes of Siletz Elders Council.
- B. To enrich the lives of the Tribal Elders, to provide social interaction and activities that enhance culture and traditions and to become mentors for our Tribal Youth.
- C. Elders Council is to be defined as All Tribal Members 55 years and older.



**Section II: General Provisions**

- A. New officers will be elected at the January meeting every two years. The Chairman position will be elected opposite years of the other officers. The position of Chairman will be elected in the even years, i.e. 2006, 2008, etc.
- B. Should there become a vacancy in an Officer position; there will be a special election for a new officer to complete the term until the next regular election.
- C. The Treasurer position consists of two positions. They are in charge of the Elders Council private account defined as: the account established from the raffles, donations and fundraisers. The rules to be used in the signing of checks will be established in a policy approved by the Elders Council.
- D. Officers include, Chairman, Vice Chair, Secretary and two Treasurers.
- E. The monitoring of the Elders Council Tribal budgets is the responsibility of the Elders Coordinator. A budget report will be provided at each monthly meeting. The Elders Council will vote on how the Elders Council Tribal budget is expended.
- F. Refer to pages 10 - 12 for Section XII: Staff Responsibilities and Section XIII: Elders Council Responsibilities for further details.



**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**Section III: Meetings**

- A. Meetings will be held each month, generally the 2<sup>nd</sup> Saturday of the month, with the exception of April, August and September. This is subject to change due to inclement weather, deaths, etc.
- B. The Chairman will chair the meetings. Should the Chairman not be able to attend or Chair the meeting the Vice Chairman will Chair the meeting.
- C. Officers are required to attend the monthly Elders Council meetings as well as the Quarterly Staffing meetings unless they have notified the Chairman or Vice-Chairman that they will be unable to attend. Officers shall be reimbursed for their travel costs in a personal vehicle at 20¢ per mile from the Elders Council Private Account. Should they carpool with someone or ride/drive a GSA vehicle or Elder Council vehicle, they shall not be reimbursed as there is a cost to the Elders Council for the use of these vehicles.
- D. From time to time, Special Meetings may need to be called in order to conduct required business that is unable to wait until the following Regular Meeting. The Officers of the Elders Council and Area Representatives shall be responsible for contacting the Elders that generally attend the meetings and shall post a notice of the Meeting Agenda in a publicly accessible area with the meeting date, location and time in each of the four Area Offices. Business shall be conducted during a Special Meeting with a minimum quorum of three Officers, two Area Representatives and ten Tribal Elders in attendance.
- E. Cancellations or rescheduling of meetings may be necessary when there is inclement weather, conflicts in meeting space availability or other Tribal functions that a large portion of Elders plan to attend. In the event of this, the Chairman shall make the final decision and contact the other Officers and Area Representatives in order for their assistance in contacting the Elders that regularly attend the meetings.
- F. Quarterly Staffing Meetings will be scheduled and announced annually at the 1<sup>st</sup> Monthly Meeting of the calendar year. These meetings are intended to keep communication open between the Tribal Staff and the Elders to ensure activities are being conducted to the most effective and safest ways possible. All other Elders are welcomed to attend the meeting to voice concerns or may send their questions in writing with an Officer or Area Representative. No votes or minutes will be taken at these meetings.



**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**Section IV: Duties of Officers & Area Representatives**

The Officers and Area Representatives will meet once per quarter with the Staff as well attend the regular and special meetings of the Elders Council unless they have notified the Chairman or Vice-Chairman that they will be unable to attend. At times it may be necessary for the Officers and/or Area Representatives to attend Tribal Council meetings to advocate on behalf of the Elders Council.

- A. **Chairman:** The Chairman will chair the meetings. The Chairman is responsible for keeping in touch with the Elders Coordinator and approves the Agenda for the meetings. The Chairman is responsible for attending additional meetings and trainings that are approved by the Elders Council that are a direct benefit to the Elders Council as a whole. The Chairman will be required to be on the sub-committees for the Budget Requests and for planning the annual Circle of Wisdom. They shall make the decision when meetings must be rescheduled or cancelled and inform the other Officers and Area Representatives so that all Elders generally attending meetings can be notified.
- B. **Vice Chairman:** The Vice Chairman will chair the meetings when the Chairman is absent or unable to chair a meeting. The Vice Chairman will take over the duties of Chairman should the Chairman be unable to continue the duties.
- C. **Secretary:** The Secretary is responsible to record the minutes for the meetings and be responsible for obtaining an attendance sheet. The minutes will be done in a professional manner without personal opinion or bias. The minutes shall be submitted to the Elders Coordinator along with a copy of the attendance sheet. A copy of Approved meeting minutes and attendance sheet shall be kept in a notebook in the Elders Coordinator Office. A copy of the unapproved minutes will be submitted to the Elders Coordinator, within one week following the monthly meeting in order for the Staff to have written confirmation of decisions made in the meeting.
- D. **Co-Treasurers:** There are two positions as Treasurer. Both positions are responsible for the Elders Council Private Account. The account requires two signatures. The Treasures are accountable to the Elders Council for all checks written. A report will be given by one of the Treasurers at the monthly meeting that includes the opening balance, deposits, amounts and reasons for checks written and the ending balance.

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

- E. **Area Representatives:** At least one Elder from each service area (Siletz, Portland, Salem and Eugene) shall serve as a contact person for the Elders residing in their services area. They shall be nominated or self-declared and voted in by a majority of the Elders Council at a proper meeting.



**Section V: Motions**

*The following steps shall be followed in making a motion:*

- A. A member stands up or raises his hand to be recognized; once called upon a motion can be made.
- B. Another member seconds the motion.
- C. Without re-wording, the Presiding Officer restates the motion to the Elders Council.
- D. The motion is open for discussion from the Elders Council. Members need to be recognized to speak for control issues. Discussion needs to be in a controlled manner.
- E. Presiding Officer asks for the affirmative votes and then the negative votes. Secret ballots can be used when requested.
- F. The Presiding Officer then announces the result of the voting.
- G. In the case there is a tie in the vote, the motion will be re-opened for discussion and a re-vote taken.
- H. In cases where there seems to be no opposition in routine business; or on questions of little importance; a Unanimous Consent can be used. This is a time saving procedure.

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**



**Section VI: Elder Activities**

*The Elders Council will decide all Elder Activities*

- A. All Activities will be announced in the Monthly Elder Newsletter.
- B. A sign-up sheet will be made available at the monthly Elder Meeting for attendance of trips and activities. Elders can sign up at the meetings. Initial sign up for all Activities/Trips will be at the Elders meetings first.
- C. Elders not attending the meeting can sign-up by contacting the Elders Coordinator at the office.
- D. All Elders need to sign-up for themselves, either in person or by telephone. Names will not be accepted if written by another Elder.
- E. The Elders Council will set the amount of slots for sign-up per activity. Once the slots are filled, any other requests will be put on a waiting list.
- F. Any cancellations will be filled with the first name on the waiting list.
- G. Elders are required to cancel by calling the Elders Coordinator in a timely manner (timely manner will be considered 48 hours before the day of the activity.) This will insure that another Elder will have the opportunity to attend the activity and so that no funds are lost on deposits or advance payments that may be required.
- H. Should an Elder not cancel or attend, they will not get to attend the next activity. This will be waived if it were because of an emergency. The Elder Council will decide whether or not the reason shall be considered an emergency.
- I. Elders taking a non-Tribal spouse, friend or caregiver will be required to pay the cost of the activity before any tickets will be purchased.
- J. The Elders Coordinator will send out a "Letter of Notification" to the address on file when the arrangements for a trip have been finalized. This will include details of per diem, transport, lodging and other travel arrangements necessary.

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**



**Section VII: Lodging**

- A. The Elders Council will determine when lodging is necessary for an activity and how many rooms will be allowed.
- B. Once an Elder is signed for a room, it will be their responsibility to cancel if they cannot attend. This will allow another Elder to attend and have lodging. In case there are no names on the waiting list, it would also allow the Elders Coordinator to cancel the room so the Elders Council will not get charged for a room that is not being used. Should an Elder not cancel in a timely manner (timely manner will be considered 48 hours prior to the day of the activity), they will not receive lodging the next time it is available.
- C. The Elder needs to let the Elders Coordinator know with whom they would like to share a room at the time of signing up for lodging. Failure to do so will result in being assigned a roommate if no request is made.
- D. Some activities that have limited funding will require Elders to share rooms.
- E. Elders needing handicap access, smoking room or any other special accommodations need to specify this at the time of signing up for the activity and lodging. These will be provided if they are available.
- F. Any fines from SMOKING in a NON-SMOKING room will be the responsibility of the Elder assigned to the room.
- G. If an Elder chooses to cancel and then later decides to attend an activity, they will be responsible for providing their own room, provided there are no rooms available that were paid for by the Elders Council.





**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**Section VIII: Per Diem**

- A. The Elders Council will determine when an activity will allow for per diem. The standard per diem rate for activities involving lodging and out-of-town travel shall be \$50.00 for the trip per Elder. Should it be determined that a higher per diem is necessary the amount will be decided by a vote of the Elders Council during a meeting.
- B. The Elders Coordinator will issue the per-diem at the activity in individual envelopes. The issue time and location will be in the Letter of Notification for the trip.
- C. Each Elder that receives per diem money will sign a log showing they received the money. This log will be returned to the Accounting Department of the Confederated Tribes of Siletz, after the return of the activity.
- D. Once the Elder has received the money, they are responsible for how it is spent.
- E. If an Elder cancels and then decides to attend, they will not get a per diem unless there are funds available.



**Section IX: Transportation**

- A. Transportation is provided for most activities. The Elders Council will determine this. GSA fleet and Elders Council owned vehicles will be utilized in the most cost effective manner by carpooling. The Elder Council travel budget is charged the cost of approved transportation.
- B. Should an Elder want transportation it is their responsibility to call for arrangements. This can be done by calling the local Transporter or by calling the Elders Coordinator.
- C. Should an Elder be traveling in a Tribal/Elder vehicle, it is their responsibility to know what time the vehicle is departing. Should the Elder keep the vehicle waiting for departure for an excessive amount of time without just cause (medical, emergency, etc.) they will not be permitted to utilize the Tribal/Elder transport services on the next trip.

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

- D. Mileage will not be allowed if you choose to bring your own vehicle. Mileage can only be given if it has been approved by the Elders Council prior to the activity.
- E. It is the responsibility of the Elder to have tickets for the same event or show times as the Transporter. If the Elder does not do this, the Elder will need to make arrangements for their own transportation.
- F. Activities in which Transportation is provided are:
  - 1. Monthly Meetings
  - 2. Elder Gatherings as approved
  - 3. Approved Trips
  - 4. Chinook Winds Events
  - 5. Monthly Group Shopping Trips
  - 6. Funerals
  - 7. General Council Meetings
  - 8. Culture Camp Dinner
  - 9. Candidates Fair
  - 10. Quarterly Officer/Rep Meetings



**Section X: Transporter Responsibilities**

- A. Transporters are on an on-call basis, and will be paid from the time they leave home to the event/activity and then from the time they leave the activity/event until they return back home. Transporters charge only the time they are in travel status as a Transporter for the Elders, not while they are participating in the activity and functions of the Elders.
- B. Transporters that are eligible for the Elders Work Experience (WEX) Program will be hired and paid through this service as budget allows. Should there be a time when there is no funding available through Elders WEX; the Elders Council will have to specify another funding source within their authority.
- C. Transporters have the option to attend the Quarterly Staffing meetings to clarify transport issues, receiving reimbursement the same as the Officers and Area Representatives.
- D. The Transporter is in charge of the vehicle and all clients are to adhere to the transporter's requests. All clients need to wear their seatbelt while being transported. Only clients that have documented exceptions can be unbelted and they will have a copy of their documented exemption with them.
- E. Transporters should be treated with respect and transporters will have the option to not transport those clients who are not respectful.

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

- F. Transporters are not required to transport intoxicated passengers or passengers under the influence of illegal substances.
- G. Transporters will follow the rules and guidelines of the Siletz Tribal Operations Manual and Personnel Manual as well as those set forth by the transporter job description.
- H. Any incidents are to be reported immediately to the supervisor and an incident report will be filed and turned in to the Fleet Officer, Supervisor, Elders Coordinator and to the Elders Council.
- I. Transporters will not make changes to their originally assigned passenger list without the approval of all Elders in their vehicle and informing the Staff. The Transporter will follow the travel itinerary given to them by the Staff to ensure the safety of everyone traveling on the trip.
- J. Transporters are responsible to inform their passengers of pick up times, plans during the trip and departure times.
- K. Transporters will submit Transports Logs documenting their drive time and passengers transported upon returning the vehicle keys to the Tribal office. It is the Transporters responsibility to ensure that either the original or fax of the Transport Log has been received by the Elders Coordinator to process their timesheet.
- L. Transporters will meet with or contact the Staff prior to an event in order to arrange Transports for all Elders that have requested a ride to attend.



**Section XI: Travel and Emergency Information**

- A. All Elders that are going on trips that are outside of their immediate area are required to complete an Emergency Information & Medical Form prior to travel. At minimum an Emergency contact must be listed on the form. This will be taken on the trip by the Staff as well as a copy will be with the Programs I Manager while the Elders are in travel status.
- B. Elders that require a caregiver/family member to assist them in their home for meals, medication supervision or their personal safety shall be required to have a caregiver/family member attend functions with them.

**CONFEDERATED TRIBES OF SILETZ INDIANS**  
**ELDERS COUNCIL RULES OF PROCEDURE**

This shall be STRICTLY ENFORCED when traveling overnight. Necessary costs for the caregiver/family member to attend shall not be paid by the Elders Council. A "Caregiver Responsibilities" form must be completed and submitted to the Elders Coordinator prior to the trip.

- C. Elders that have medical requirements such as oxygen and medications necessary to travel shall ensure that they have given specific written instructions to the Staff in order to make the necessary arrangements needed for their health & safety.
- D. If the Elder has suffered an illness or had surgery within 30-days prior to a planned activity, they will be required to submit a note from a Doctor that is says it is safe for them to participate in the event/activity.
- E. Emergency Information & Medical forms shall be updated prior to each trip to ensure all information is accurate in case medical treatment is required.
- F. When the Elders Council travels as a group in separate vehicles the Transporter will be responsible for ensuring that their passengers are all present before leaving any meal or rest stops. Should an Elder choose to move to another vehicle they must inform the Transporter of the change.



**Section XII: Staff Responsibilities**

- A. The Staff (Elders Coordinator & Elders Clerk) are responsible for making the requested travel and meeting arrangements on behalf of the Elders Council for their trips and activities. This shall include: lodging, vehicles, per diem, and any other necessary travel arrangements.
- B. The Staff shall not give the Elders Council directives on the expenditure of their budget, planning of their activities or be a voting member during meetings.
- C. Staff will research requested topics of interest including an estimated cost, if any, to the Elders Council. When making travel arrangements for trips, staff will obtain information on other points of interests in the vicinity of the trip destination.

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

- D. The Elders Coordinator shall monitor the Elders Council budgets that are awarded and approved by the Confederated Tribes of Siletz Indians Tribal Council. They shall give written reports at the meetings as to the expenditures of the Elders Council, projected expenses and the remaining balance for the budget year.
- E. The Elders Coordinator shall write the monthly Elders newsletter for distribution to all Siletz Tribal Elders. It shall include the upcoming meeting date and other pertinent information to the Elders Council.
- F. Staff shall arrange for the meetings packets with agenda, minutes to be approved, Tribal budget reports, upcoming events, sign up sheets and other required documents for the Elders Council to conduct their business.
- G. A copy of all Incident Reports in regards to the Elders Council vehicles and activities that are received or filed by the Staff shall be submitted to the Elders Council for their review in their monthly agenda packets.



**Section XIII: Elders Council Responsibilities**

- A. The Elders Council is responsible for deciding their activities and trips with the set limitations and guidelines of each. They shall make their requests to the Staff and give direction on the necessary arrangements required for them to conduct their meetings, attend to their activities and trips.
- B. The Elders Council shall set the guidelines and travel itinerary they will follow for their functions among themselves and vote as deemed necessary.
- C. The Elders Council shall inform the Staff on topics and issues they have interest in attending.
- D. The Elders Council shall form a sub-committee to assist Staff in the development of the Tribal budget requests.
- E. Elders shall submit requests for articles to appear in the Siletz News as needed.



**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**CONFEDERATED TRIBES OF SILETZ INDIANS  
ELDERS COUNCIL RULES OF PROCEDURE**

**Section XIV: Fundraising**

- A. The Elders Council shall operate fundraising to cover costs for trips, activities, donations to youth activities, get well cards/gifts to Elders and other items as they deem necessary.
- B. From the Fundraising sub-committee, one person shall be selected as the lead person in charge of organizing the function and to be responsible for the monies.
- C. The lead person and one Treasurer shall count out the monies together prior to the conclusion of the function. All monies raised shall be deposited into the Elders Council Private Account by either person.



**Section XV: Sub-Committees**

- A. The Elders Council will form sub-committees as needed. The intent of the sub-committee is to complete necessary tasks/make recommendations as needed to assist in Elders Council and Tribal projects.
- B. The Elders Council will form a sub-committee on an annual basis to handle the fundraising activities. This is intended so that the same people are not continually responsible for the fundraising that goes into the Private Account.
- C. The Circle of Wisdom sub-committees will be formed each year, with Elders signing up for only one sub-committee. This is intended so that all Elders wishing to have an active roll in this event are given the opportunity. Decisions on expenditures and arrangements made by the sub-committees will be presented to the Elders Council a whole so that votes can be taken as needed.
- D. There will be a standing committee to assist with the Budget Requests. The Elders Coordinator will draft the requests and the budget sub-committee will be given the opportunity to give comment before they are submitted to Tribal Administration. These are submitted to the Tribe on an annual basis.
- E. The Rules of Procedure sub-committee will recommend changes or additions to the document, but the Elders Council as a whole will vote on all revisions of the document.