

CONFEDERATED TRIBES OF SILETZ INDIANS
ELDERS COUNCIL RULES OF PROCEDURE

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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.

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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, Sergeant at Arms and two Treasurers.

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- E. The monitoring of the Elders Council Tribal budgets is the responsibility of the Elders Staff. 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 Section XII: Staff Responsibilities and Section XIII: Elders Council Responsibilities for future details.

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Section III: Meetings

- A. Meetings will be held each month, generally the 2nd Saturday of the month from 1pm-4pm. January and September meetings will be on the third week of the month and there will not be a meeting scheduled for the month of August. The meeting schedule 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.
- 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

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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 Elder Staff who will then contact the 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 1st Monthly Meeting on 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 way 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.

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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 Representative 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 Staff 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-

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committees for the Budget Requests and for planning the annual Circle of Wisdom. They shall make the decision when meetings must be rescheduled or canceled and inform the Elder Staff, 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. The Vice Chairman will keep meetings on task and to assist with voting processes during meets when voting occurs, with assistance provided from the Sergeant at Arms.
- 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 Staff 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 Staff office. A copy of the unapproved minutes will be submitted to the Elders Staff, within one week following the monthly meeting in order for the Staff to have written confirmation of decision made in the meeting. After the meeting minutes are approved all recorded tape must be disposed of and/ or erased in a timely manner.
- 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 Treasurers 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.

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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 service area. They shall be nominated or self-declared and voted in by a majority of the Elders Council at a proper meeting. Area Representatives will be responsible for coordinating transportation to Elder functions and events for which transportation has been approved.

F. **Sergeant at Arms:** Assist the Vice Chairman with keeping meetings on task and to assist with voting process during meetings when voting occurs.

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Section V: Motions *The following steps shall be followed in make 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. The Elders Staff will write down the motion on the board.

D. Without re-wording, the Presiding Officer restates the motion to the Elders Council.

E. 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.

F. Presiding Officer asks for the affirmative votes and then the negative votes. Secret ballots can be used when requested.

G. The Presiding Officer then announces the result of the voting.

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- H. In case there is a tie in the vote, the motion will be re-opened for discussion and a re-vote taken.
- I. 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.

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Section VI: Elder Activities

The Elders Council will decide all Elder Activities

- A. 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.
- B. All Activities will be announced in the Monthly Elder Newsletter.
- C. Elders not attending the meeting can sign-up by contacting the Elders Staff 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 a lottery beginning with the first name on the waiting list.
- G. Elders are required to cancel by calling the Elders Staff in a timely manner (timely manner will be considered 48 hours before the day of the activity). This will insure

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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 two activities. 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 pre-approved caregiver will be required to pre-pay the cost of the activity before any tickets will be purchased. The Elders Staff team will obtain elder caregiver and medical forms prior to each event and place on file.
- J. The Elders Staff 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.

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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 Staff 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

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the next time it is available. Without 48 hours notice of cancellation you must pay for the room.

- C. The Elder needs to let the Elders Staff 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. Any other expense incurred by the elder and charged to the room will be the elder's responsibility to pay.
- 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.

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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 different per diem is necessary the amount will be decided by a vote of the Elders Council during a meeting.

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- B. The Elders Staff 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.

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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 Elders Staff and/ or area representative.

- 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 5 minutes (unless the person is handicapped then it is 10 minutes) of time without just cause (medical, emergency, etc.) they will not be permitted to utilize the Tribal/Elder transport services on the next trip. There must be at least one Elder needing transportation for transportation to be authorized for each trip.

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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 | 7. General Council Meetings |
| 2. Elder Gatherings as approved | 8. Culture Camp Dinner |
| 3. Approved Trips | 9. Candidates Fair |
| 4. Chinook Winds Events | 10. Quarterly Officer/Rep Meetings |
| 5. 2 Monthly Group Shopping Trips | 11. Cemetery Cleanup |
| 6. Funeral | 12. Elder Potlucks |
| | 13. Bingo @ Grand Ronde |

Section X: Transporter Responsibilities

A. The Transporter is in charge of the vehicle and all Elders are to adhere to the transporter's requests. All Elders need to wear their seatbelt while being transported. Only Elders that have documented exceptions can be unbelted and they will have a copy of their documented exemption with them.

B. Transporters should be treated with respect and transporters will have the option to not transport those Elders who are not respectful.

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- C. Transporters are not required to transport intoxicated passengers or passengers under the influence of illegal substances.
- D. 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.
- E. 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 Staff and to the Elders Council.
- F. Transporters are responsible to inform their passengers of pick up times, plans during the trip and departure times.
- G. Volunteer drivers must meet the transporter requirements.

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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. This shall be STRICTLY

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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 Staff 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.

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Section XII: Staff Responsibilities

- A. The Elders Staff 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.

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- 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 interest in the vicinity of the trip destination.

- D. The Elders Staff 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 expenditure of the Elders Council, projected expenses and the remaining balance for the budget year.

- E. The Elders Staff 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 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.

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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.

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- 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 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.

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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 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.

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Section XV: Sub-Committees

- A. The Elders Council will form 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.

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- B. The Elders Council will form a sub-committee on an annual basis to handle the fundraising activities.
- C. The Circle of Wisdom committees will be formed each November This is intended so that all Elders wishing to have an active role in events are given the opportunity. Decisions on expenditures and arrangements made by the sub-committees will be presented to the Elders Council so that votes can be taken as needed.
- D. There will be a standing committee to assist with the Budget Requests. The Elders Staff 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. If the Elders vote on an issue that modifies the Rules of Procedure, the revision can be added to the Document. Notice of these changes will be provided in the monthly Elders Newsletter.

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Section XVI: CTSI Elders Arts Enrichment Program

The purpose of this benefit program is to afford CTSI Tribal Elders the opportunity to participate in the for-profit commercial programs hosted by CTSI's Chinook Winds Casino; these have included concerts, dance & gymnastic performances, and lectures. The Tribal Council has provided excess pledge revenue funds in the amount of \$80,000 annually toward the purchase of tickets for scheduled concert performances. The funding is designated for providing up to 20 sets of two tickets per concert or performance for the tribal elder and guest to attend the event. The

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Elders Program administers the distribution of the program tickets, with the assistance of Chinook Winds Box Office.

How the Program Works

- A. Every Tribal Elder (defined as 55 years of age and older) is eligible for the Elders Arts Enrichment program.

- B. An Elder is eligible for the opportunity to receive two tickets per performance on a first come first serve basis, provided that the Elder personally attends the performance. The Elder's guest may be anyone of the Elder's choosing; the guest does not have to be an elder or tribal member.

- C. Prior to the first day of each quarter of each year, the Elders Staff will coordinate with the Chinook Winds Casino Resort Entertainment staff and obtain a list of the upcoming performances for inclusion in the monthly Elder's newsletter. The Elders Staff will include the list of events, along with the date and time that ticket requests may be made.

- D. Elders may request two tickets for each performance that interests them. Requests shall be made directly to the Chinook Winds Casino Resort ticket distribution office. *(The CWCR phone number to call will be provided monthly in the Elder's Newsletter.)* The Elder will provide their name, roll number, event they desire to attend, and contact information.

- E. The distribution of tickets will be made on a first-call/first-serve basis. Elder's included on the list for tickets will be based on time of the calls (only) received from elders after the designated call in time (8:00 am). No early distribution will occur, and no Elder will receive any benefit greater than any other Elder. A waiting list will be retained for each event shall tickets be released for redistribution and the establishment of this list will be based on the first-call/first-

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serve system. No individual selection of designated seats will occur; seats will be assigned based on the first-call/first-receive system.

F. Tickets will be distributed the evening of the event at the designated site (Elite Window) at the box office. Elder's must be present for pick up and use of the tickets the evening of the concert and shall be required to show their Tribal ID verifying eligibility to receive the tickets.

G. The Elders Staff will obtain a list of the ticket recipients quarterly from CWCR and provide a copy to the Elders Council and to the Tribal Council, and upon request to any tribal member.

Attendance of the Elder Ticket Recipient is Required

1. This program is intended to improve Tribal Elders' health and happiness by providing access to Arts and Entertainment performances. The Elder Ticket Recipient must personally attend the performance for which they have requested tickets, or may be sanctioned as detailed in §2 below.
 - a. Failure to personally attend a performance may be excused for good cause (for example, illness of the Elder or an immediate family member, scheduling conflicts arising from unforeseen medical issues, or dangerous travel conditions). To obtain an excuse for good cause, the Elder Ticket Recipient (or their caregiver, if necessary) should make contact with CWCR Ticket office who will distribute the tickets to the next Elders on the waiting list.
2. If the Elder Ticket Recipient fails to personally attend a performance and does not obtain an excuse for good cause, that Elder will not be eligible to receive Elders event tickets for a one year period beginning the date following the date of the performance violated.

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- a. The Elders Staff will send notice of the sanction to the Elder within 2 weeks of learning of the violation, indicating the reason for the sanction and the date that the sanction will end.

 - b. If the Elder disagrees with the sanction (for example, because the Elder believes there is an excuse for good cause), the Elder can submit a written protest within six months to the Elders Council for review as an appeal in accordance with the Tribal Administrative Procedures Ordinance §2.709.¹
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Section XVII: Safety and Security Visitors/Clients/Guest Access and Contacts:

- (1) Physical or Verbal abuse, harassment, the use of foul language or intimidation will not be tolerated in any form (in person, telephone, writings). Bullying, harassment and/or sexual harassment of Tribal Elders.
- (2) Tribal Elders participating in elder's activities under the influence of drugs or alcohol may be excluded from CTSI property or tribal program activities.
- (3) Consequences for Violations:
 - a. Any person engaging in any of the above behaviors may be refused services and, when warranted, will be asked to leave the premises.
 - b. Abusive telephone conversations shall be terminated after one polite warning and the employee should report the incident to their direct supervisor.
 - c. Abusive email or other written correspondence will be closed and immediately forwarded to the program manager for response.
 - d. Violation of this policy may result in an administrative ordinance barring the violator from the Tribes facilities for a period of time.

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Section XVIII: NICOA

According to Budget from Tribal Council, Every two years NICOA occurs in one the regions across the United States. We usually send Tribal elders to this event.

A preliminary list of attendees will be made at the May meeting. A final list will be made by the end of June.

1. All officers will attend NICOA unless unable to attend because of hardship or illness.
2. Remaining positions for other elders. Those elders that did not attend the last NICOA conference will have priority for those positions. If there are still vacancies then there will be a drawing for the remaining positions.
3. Cancellations for the trip will be made at least one month prior to departure. Those that cancel after that time or who don't show up for the departure will be assessed the cost of the trip. The only reason that will be accepted for canceling after that time is due to an extreme emergency. That will be decided by the elder's council.
4. Alternate names for cancellations

Those attending NICOA are responsible to attend workshops and the Regional meeting. Failure to do so will result in not attending the next conference. The only excuse is in case of a serve illness.

¹ The Elders Council has agreed to subject their semi-autonomous tribal organization to the terms of the TAPO for purposes of appeal.