

POKAGON BAND OF POTAWATOMI INDIANS  
BCCC Procedures Handbook

Table of Contents

Chapter 1 General Provisions .....	4
Section 1.01 Title .....	4
Section 1.02 Purpose.....	4
Section 1.03 Scope.....	4
Chapter 2 Definitions .....	4
Section 2.01 Definitions.....	4
Chapter 3 BCCC Composition.....	5
Section 3.01 BCCC Membership.....	5
Section 3.02 Appointment .....	5
Section 3.03 Terms .....	5
Section 3.04 BCCC Size .....	5
Section 3.05 BCCC Officers.....	5
Section 3.06 Tribal Council Chairperson as BCCC Member .....	6
Section 3.07 Tribal Council Member as BCCC Member .....	6
Section 3.08 Governmental Instrumentality .....	6
Chapter 4 BCCC Responsibilities.....	6
Section 4.01 BCCC Purpose .....	6
Section 4.02 BCCC Authority .....	6
Section 4.03 Work Plan .....	6
Section 4.04 BCCC Budgets and Funding.....	7
Section 4.05 Reports .....	7
Section 4.06 Confidential Information .....	8
Section 4.07 BCCC By-Laws .....	8
Chapter 5 BCCC Meetings .....	8
Section 5.01 Open Meetings .....	8
Section 5.02 Regular Meetings .....	9
Section 5.03 Special Meetings.....	9
Chapter 6 Meeting Quorum; Agenda; Notice, and Attendance .....	9

Section 6.01 Quorum .....	9
Section 6.02 Meeting Agenda.....	9
Section 6.03 Meeting Notice.....	10
Section 6.04 Meeting Attendance .....	10
Chapter 7 Meeting Procedures.....	11
Section 7.01 Conducting a Meeting.....	11
Section 7.02 Action by the BCCC .....	11
Section 7.03 Deliberation.....	11
Section 7.04 Voting .....	12
Section 7.05 Alternate Members.....	13
Chapter 8 Initial Meeting and Orientation .....	13
Section 8.01 Initial BCCC Meeting.....	14
Section 8.02 New BCCC Member Orientation.....	14
Chapter 9 Duties .....	14
Section 9.01 Duties of the Chairperson .....	14
Section 9.02 Duties of the Vice-Chairperson.....	15
Section 9.03 Duties of the Secretary.....	15
Section 9.04 Duties of the Treasurer.....	15
Section 9.05 Additional Officer Positions .....	15
Section 9.06 Duties of all BCCC Members .....	15
Section 9.07 Prohibited Activities .....	16
Chapter 10 Removal; Resignation and Vacancies .....	16
Section 10.01 Removal .....	16
Section 10.02 Resignation .....	16
Section 10.03 Vacancies .....	16
Chapter 11 Records.....	17
Section 11.01 Meeting Records to be Maintained.....	17
Section 11.02 Meeting Minutes .....	17
Section 11.03 Records of a Closed Meeting.....	18
Section 11.04 Pokagon Band Property .....	18
Chapter 12 Compensation; Reimbursement and Assistance .....	18

Section 12.01 Compensation .....	19
Section 12.02 Reimbursement .....	19
Section 12.03 Assistance by Pokagon Band Employees .....	19
Chapter 13 Ad Hoc BCCCs .....	20
Section 13.01 Ad Hoc BCCCs.....	20
Exhibits	
Exhibit A Annual Report Template .....	21
Exhibit B BCCC Member Rules Regarding the Protection of Pokagon Band Confidential Information .....	23
Exhibit C Sample Meeting Agenda .....	25
Exhibit D Sign in Sheet / Meeting Stipend Form.....	26
Exhibit E Sample Motion Form and Sample Resolution Form.....	27
Exhibit F BCCC Member Commitment Pledge .....	29
Exhibit G Code of Ethics Verification Form.....	30
Exhibit H Acknowledgement of Receipt and Understanding of Handbook.....	31
Exhibit I Notice of Open Position.....	32
Exhibit J Recording Meeting Minutes .....	34
Exhibit K Travel Request Form.....	36

## **Chapter 1 General Provisions**

**Section 1.01 Title.** This policy shall be known as the BCCC Procedures Handbook.

**Section 1.02 Purpose.** This BCCC Procedures Handbook establishes procedures and guidelines that are intended to improve the efficiency and effectiveness of Pokagon Band BCCCs and ensure the preservation of BCCC records and information in carrying out each BCCC's purpose and accomplishing its Work Plan.

**Section 1.03 Scope.** This BCCC Handbook shall apply to all Pokagon Band BCCCs, excluding the Tribal Council, the Executive Committee of the Tribal Council, and the Pokagon Gaming Authority, whether created by the Tribal Council pursuant to Article IX, Section 2(i) of the Constitution, established by the Constitution, or Pokagon Band Law, to the extent this Handbook is not inconsistent with any provision of the Constitution or Pokagon Band Law that establishes a specific BCCC.

## **Chapter 2 Definitions**

**Section 2.01 Definitions.** The following terms, whenever used or referred to in this BCCC Procedures Handbook, shall have their respective meanings stated below, which shall apply regardless of whether such terms are used in their singular or plural form:

- (a) "Alternate Member" means a person appointed by the Tribal Council to fulfill the duties of a BCCC Member at regular or special meetings, in the absence of a BCCC Member, but only after being recognized and seated by the BCCC Chairperson.
- (b) "Band" or "Pokagon Band" means the Pokagon Band of Potawatomi Indians.
- (c) "BCCC" or "Pokagon Band BCCC" means any committee (excluding the Executive Committee of the Tribal Council), board (excluding the Pokagon Gaming Authority), council (excluding the Tribal Council), or commission of the Band, whether created by the Tribal Council pursuant to Article IX, Section 2(i) of the Constitution, established by the Constitution, or established by Pokagon Band Law.
- (d) "BCCC Member" means a duly appointed member of a BCCC.
- (e) "Constitution" means the Constitution of the Pokagon Band of Potawatomi Indians.
- (f) "Council" means the Youth Council and the Elders Council.

- (g) “Fiscal Year” means the period beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup> each year.
- (h) “Handbook” or “BCCC Handbook” means the BCCC Procedures Handbook.
- (i) “Immediate Family Member” means the term as defined in the Pokagon Band Code of Ethics.
- (j) “Pokagon Band Citizen” means an enrolled member of the Pokagon Band.
- (k) “Pokagon Band Law” means all acts, codes, statutes, ordinances, resolutions, motions, other legislative action, or judicial decisions of the Band.
- (l) “Tribal Council” means the governing body of the Pokagon Band, established pursuant to Article X of the Constitution.

### **Chapter 3 BCCC Composition**

**Section 3.01 BCCC Membership.** Membership on a BCCC shall consist of Pokagon Band Citizens, and may include, at the sole discretion of the Tribal Council and in accordance with Pokagon Band Law, non-Pokagon Band Citizens.

**Section 3.02 Appointment.** Persons are appointed to a BCCC by the Tribal Council in accordance with the requirements of Pokagon Band Law, including the Tribal Council Procedures Act.

**Section 3.03 Terms.** In accordance with the Tribal Council Procedures Act, the initial terms of office for the initial appointment of the BCCC Members shall be staggered terms of between one (1) and three (3) years and shall commence upon appointment and end after the prescribed number of years. After the initial appointment, subsequent terms shall be three (3) years. There is no limit to the number of terms a BCCC Member may serve. As provided in the Tribal Council Procedures Act, a BCCC Member may, at the discretion of the Tribal Council, continue to serve in his or her position, with full authority, after the completion of his or her term of office until such time as a replacement is appointed.

**Section 3.04 BCCC Size.** Each BCCC shall have five (5) members and up to two (2) Alternate Members.

**Section 3.05 BCCC Officers.** The Tribal Council selects the BCCC Chairperson. The BCCC shall select from among BCCC Members a Vice Chairperson, Secretary and, if necessary, a Treasurer. No BCCC Member shall hold more than one office on the same BCCC at one time.

**Section 3.06 Tribal Council Chairperson as BCCC Member.** As mandated by Article X, Subsection 5(c)(iv) of the Constitution, the Tribal Council Chairperson, or a Tribal Council member designated by the Tribal Council Chairperson, shall serve as a non-voting ex-officio member of all BCCCs of the Tribal Council, whose presence at any BCCC meeting shall not be counted in meeting a quorum requirement.

**Section 3.07 Tribal Council Member as BCCC Member.** The Tribal Council may, unless otherwise prohibited by Pokagon Band Law, appoint a member of the Tribal Council to serve as a BCCC Member.

**Section 3.08 Governmental Instrumentality.** BCCCs are instrumentalities of the Pokagon Band government and shall be vested with all the rights, privileges, and immunities of the Band, including but not limited to the sovereign immunity of the Band from suit absent express consent from Tribal Council. BCCC Members are appointed representatives of the Band government and, as such, are immune from suit when acting within the scope of their authority to the fullest extent permitted by law.

#### **Chapter 4 BCCC Responsibilities**

**Section 4.01 BCCC Purpose.** When establishing a BCCC, the Tribal Council will specify the purpose, authority, duties, number of BCCC Members, the qualifications for serving as a BCCC Member, and the duration of the BCCC. If the BCCC requires clarification regarding any of these items, the BCCC shall explain in writing to the Tribal Council what specific clarification is needed. The Tribal Council shall, as soon thereafter as practicable, provide such clarification and, if necessary or desired, the Tribal Council may meet with the BCCC to provide such clarification on the record. The Tribal Council may modify or change the purposes, objectives, authority, or duties of the BCCC at any time with or without prior notice to the BCCC; provided, that if the Tribal Council does make such modification or change, the Tribal Council shall provide the BCCC with written notice of the modification or change.

**Section 4.02 BCCC Authority.** The BCCC shall have only such authority as is delegated to it by Pokagon Band Law, or as provided in this Handbook.

**Section 4.03 Work Plan.** Within sixty (60) calendar days of the initial appointment of the BCCC Members, the BCCC shall prepare a Work Plan and the BCCC Chairperson shall submit a copy of the Work Plan to the Tribal Council. The Work Plan shall include:

- (a) The scope of responsibility and purposes of the BCCC (as established by the Tribal Council);
- (b) The goals the BCCC has identified to accomplish its purposes; and
- (c) The actions the BCCC intends to take to achieve its goals, the target date for completion of each action, and the estimated financial cost, if any, for the BCCC to carry out its actions.

#### **Section 4.04 BCCC Budgets and Funding.**

- (a) Initial Appointment. Each BCCC shall submit a budget to the Finance Board with a copy to the Tribal Council, within sixty (60) days of the initial appointment of the BCCC Members. Such budget shall be submitted on a form provided by the Director of Finance.
- (b) Annually. Annually, the BCCC shall submit a budget to the Band's Finance Board, with a copy to the Tribal Council. Such budget shall be submitted by August 31 of each year and shall be submitted on a form provided by the Band's Director of Finance.
- (c) Funding. All funding for BCCCs shall be provided by the Band. No BCCC may solicit funds from any source other than the Band, unless expressly provided otherwise by Tribal Council resolution. All requests from a BCCC to the Tribal Council for authorization to solicit funds from a source other than the Band shall include, at a minimum, the BCCC's proposed time, date, location, and method of solicitation. All BCCCs authorized to solicit funds shall, within thirty (30) days following the conclusion of any authorized solicitation, provide the Tribal Council with an accounting of any such funds received and disbursed.

#### **Section 4.05 Reports.**

- (a) Monthly Reports.
  - (1) The BCCC Chairperson shall ensure that the approved meeting minutes and sign-in sheets for the prior month are delivered to the Administrative Assistant to the Tribal Council no later than noon on the first Thursday of each month.
  - (2) If the BCCC took significant action in the prior month, then in addition to providing approved meeting minutes and sign-in sheets:
    - (i) The BCCC Chairperson shall prepare a written summary (not to exceed one (1) page in length) of the significant action of the BCCC in the prior month, which must be delivered to the Administrative Assistant to the Tribal Council by no later than noon on the first Thursday of each month; or
    - (ii) The BCCC Chairperson, or any Tribal Council member appointed as a BCCC Member, may provide a brief oral report to the Tribal Council at a regular meeting of the Tribal Council, which shall summarize the significant action of the BCCC in the prior month.
- (b) Annual Report. No later than January 31 of each year, the BCCC Chairperson shall prepare and provide a written annual report for the Tribal Council. The

annual report shall be delivered to the Administrative Assistant to the Tribal Council. The annual report shall be prepared using a form provided by the Tribal Council. Attached hereto as Exhibit A is an annual report template. The annual report shall contain the following information:

- (1) The BCCC Name;
- (2) The BCCC's purposes;
- (3) The names and titles of its BCCC Members;
- (4) The date of appointment and time remaining for each BCCC Member's term of office;
- (5) Changes, if any, to the BCCC Work Plan, including new goals for the next year;
- (6) Any significant problems encountered or anticipated that would hinder the BCCC from achieving its purposes, including problems with the structure, composition, or operation of the BCCC, any other problems, and proposed solutions to those problems;
- (7) An explanation of any target dates missed or goals not accomplished, including the likely reasons and the BCCC's proposed response(s);
- (8) Any recommendations the BCCC has for Tribal Council that will assist the BCCC in accomplishing its goals and achieving its purposes for the following Fiscal Year or beyond;
- (9) An annual income statement for the prior Fiscal Year and the proposed budget for the next Fiscal Year; and
- (10) A candid assessment of the BCCC's performance during the prior year.

**Section 4.06 Confidential Information.** No BCCC Member shall use or disclose, for any purpose other than the performance of such person's official duties relating to the BCCC, confidential information obtained as a result of such BCCC Member's participation on the BCCC. Annually, each BCCC Member shall execute and return to the Administrative Assistant to the Tribal Council, the BCCC Member Rules Regarding the Protection of Confidential Information attached hereto as Exhibit B.

**Section 4.07 BCCC By-Laws.** If authorized by the Tribal Council, the BCCC may adopt and amend by-laws for the administration and regulation of its affairs; provided, however, that the by-laws shall not be inconsistent with this BCCC Handbook, or with Pokagon Band Law.

## **Chapter 5 BCCC Meetings**

**Section 5.01 Open Meetings.** All BCCC meetings shall be open to all Pokagon Band Citizens unless a closed meeting is required or authorized pursuant to the Band's Open Meetings Act. To the fullest extent possible, BCCC meetings shall be held on Pokagon Band land, utilizing Band government administration meeting areas. A BCCC may, with prior approval by the Vice Chairperson of the Tribal Council, schedule and hold a meeting outside of Pokagon Band land. If the Vice Chairperson of the Tribal Council is unavailable, the Chairperson of the Tribal Council may provide such approval. Non-



Pokagon Band Citizens may attend all open meetings of the BCCC; provided that the non-Pokagon Band Citizens are:

- (a) Asked by the BCCC to attend the meeting; or
- (b) Have a purpose at the meeting recognized by the BCCC.

**Section 5.02 Regular Meetings.** Each BCCC shall conduct a regular meeting no less frequently than quarterly. BCCCs shall, by resolution, establish the day, time, and place for regular meetings. The BCCC shall provide this information for publication in the Band newsletter.

**Section 5.03 Special Meetings.** The BCCC may hold special meetings as necessary to carry out its official duties. Special meetings shall be called by the BCCC Chairperson. The business to be conducted shall be limited to that stated in the agenda. No other business shall be conducted at a special meeting unless stated on the agenda or unless the agenda is amended.

## **Chapter 6 Meeting Quorum; Agenda; Notice; and Attendance**

**Section 6.01 Quorum.** A quorum of the BCCC is required in order for the BCCC to conduct business. A majority of all BCCC Member positions, whether occupied or vacant, shall constitute a quorum of the BCCC. Once a quorum is established, it shall continue throughout the meeting, even though one or more BCCC Members leaves, provided that the number of BCCC Members remaining is not less than quorum minus one (1).

### **Section 6.02 Meeting Agenda.**

- (a) Preparation. The Chairperson shall be responsible for preparation of the agenda. All requests to place an item on the agenda shall be directed to the Chairperson and shall include a complete description of the issue or question, the action requested, and to the fullest extent possible, any necessary documents the BCCC may need for consideration of the issue or question.
- (b) Contents. The meeting agenda shall include a beginning time for the meeting, the meeting location, and shall list all agenda items to be addressed or discussed at that meeting. Every item placed on an agenda shall include an adequate description of the issue and the action, if any, requested. The agenda should identify the person presenting or responsible for placing the item on the agenda. The business to be conducted at any BCCC meeting shall be limited to that stated in the notice or added to the agenda on the day of said meeting upon affirmative vote of at least two-thirds (2/3) of the BCCC Members in attendance at said meeting. When considering whether to add an item or items to the agenda on the day of the meeting, the BCCC shall decide the addition of each item to the agenda separately from the addition of any other item to the agenda. However, adding

items to the agenda of a meeting on the day of the meeting undermines the purpose and intent of public notice and is therefore disfavored.

- (c) Closed Agenda Item. If a BCCC intends to address an agenda item in a closed session, the agenda shall clearly indicate which portion of the meeting is closed and the description of the issue(s). The action to be addressed in the closed meeting shall be sufficiently limited so as to maintain the confidentiality of the matter, consistent with the Constitution and the Open Meetings Act.
- (d) Sample Agenda. Attached hereto as Exhibit C is a sample meeting agenda.
- (e) Sample Sign-In Sheet / Meeting Stipend Form. Attached hereto as Exhibit D is a sample sign in sheet used for identifying BCCC Members that attend a meeting.

### **Section 6.03 Meeting Notice.**

- (a) Method of Delivery. Notice may be delivered to a BCCC Member by hand delivery, first class U.S. mail, or private courier. A BCCC Member may receive meeting notices via email; provided, he or she provides written or electronic notice of such to the BCCC Chairperson.
- (b) Contents. Notice of a meeting shall include BCCC name, any address and telephone number of the BCCC, the date, time and location of the meeting, a description of the agenda items to be considered, and the proposed action to be taken.
- (c) Persons to whom notice shall be delivered. Notice of the meeting, its agenda, and all materials submitted for review or action with regard to items on the agenda shall be distributed to all BCCC Members and the Administrative Assistant to the Tribal Council. In addition, the Administrative Assistant to the Tribal Council shall cause notice to be posted in accordance with the requirements of § 1.09(a)(2) of the Open Meetings Act.
- (d) Timing. Notice shall be delivered to BCCC Members and the Administrative Assistant to the Tribal Council not less than three (3) calendar days in advance of the meeting.

**Section 6.04 Meeting Attendance.** All BCCC Members are expected to attend and participate in all BCCC meetings. All BCCC Members should, to the fullest extent possible, attend all BCCC meetings in person. Attendance by alternate means is discouraged, however, BCCC Members may attend meetings via telephone, video conference, or other electronic means, if available, provided that all BCCC Members are able to hear and be heard clearly by one another. If a BCCC Member attends a BCCC meeting via telephone, video conference, or other electronic means, he or she shall be

counted as present for purposes of quorum, voting, and payment of any meeting stipend. When presiding over a BCCC meeting in which a BCCC Member attends via telephone, video conference, or other electronic means, the BCCC Chairperson shall, from time to time or upon the request of another BCCC Member, confirm the BCCC Member is still in attendance. The BCCC Meeting minutes shall reflect that the BCCC Member attended the meeting via telephone, video conference, or other electronic means. It is the responsibility of the BCCC Chairperson to provide call in information prior to the meeting and to ensure that any necessary equipment needs are met. Any information technology assistance needed for a meeting shall be requested via the Band's Department of Information Technology's electronic request system.

## **Chapter 7 Meeting Procedures**

**Section 7.01 Conducting a Meeting.** The BCCC Chairperson or, in the Chairperson's absence, the BCCC Vice-Chairperson, shall conduct all BCCC meetings. If the BCCC Chairperson and the BCCC Vice-Chairperson are both absent, the Treasurer (if the Committee has selected a Treasurer) may conduct the meeting. If the BCCC Chairperson, Vice-Chairperson, and Treasurer are absent, the Secretary may conduct the meeting. Any question regarding the conduct of a meeting shall be resolved by the BCCC Chairperson, whose ruling may be overruled by a motion to appeal the decision of the BCCC Chairperson. All questions regarding BCCC meeting procedures that are not addressed in this BCCC Handbook or Pokagon Band Law, may be resolved by consulting the most current available edition of Robert's Rules of Order. The preferred authority is the official version of Robert's Rules of Order as recognized by the National Association of Parliamentarians.

**Section 7.02 Action by the BCCC.** Official BCCC action shall occur only at a BCCC meeting that is duly called and conducted in accordance with the requirements of applicable law and this BCCC Handbook. The BCCC shall act only by resolution or motion.

### **Section 7.03 Deliberation.**

- (a) Introduction. The BCCC Chairperson shall introduce each item on the agenda, summarize the item, and describe any supporting documentation provided. Following the BCCC Chairperson's introduction of an agenda item, the Chairperson will open the agenda item up for discussion or questions from the BCCC or audience members.
- (b) Motion or Resolution. A BCCC Member may propose a motion or resolution regarding the agenda item at any time following the introduction of the agenda item, subject to the requirements provided in this Section.
- (c) Recognition. BCCC Members who wish to ask questions or make statements must first be recognized by the Chairperson. The Chairperson shall provide an

equal opportunity for all BCCC Members to be heard without the imposition of arbitrary time limitations.

- (d) Relevance. All questions or statements must be germane to the matter currently before the BCCC and presented in a respectful manner, without shouting or engaging in personal attacks, or profanity.
- (e) Call for Motion or Resolution. At the conclusion of deliberation, if a motion or resolution has not been presented to the BCCC, the BCCC Chairperson shall call for a motion or resolution on the agenda item; provided, however, that if the Tribal Council has delegated contracting authority or authority to expend funds to a BCCC, then any BCCC action that involves approval of a contract or the expenditure of funds shall be approved by resolution.
- (f) Specificity. The BCCC Member making the motion shall specify the action to be taken in the context of the motion or resolution.
- (g) Support. Once a motion has been made, the BCCC Chairperson will ask if there is support for the motion or resolution on the floor. A motion or resolution must have support to be acted upon by the BCCC.
- (h) Reading. If a motion or resolution has been presented to the BCCC, upon the conclusion of deliberation, the BCCC Chairperson shall direct the BCCC Member that made the motion or resolution to read the motion or resolution on the floor; provided, however, that the BCCC Member making a resolution that is in writing, and has been presented to the BCCC, shall not be required to read the motion or resolution into the record in its entirety.
- (i) Methods of Voting. Following the conclusion of deliberation and the reading of the motion, the BCCC Chairperson shall call for a vote by any of the following methods: voice vote, a show of hands, or he or she may direct the BCCC Secretary to conduct a roll call vote; provided, however, that the method of voting on resolutions shall be by a roll call vote.
- (j) Additional Separate Document. In addition to appearing within the meeting minutes, any motion or resolution voted on by a BCCC shall also be attached to the approved meeting minutes as a separate document. Attached hereto as Exhibit E is a sample Motion form and sample Resolution form.

#### **Section 7.04 Voting.**

- (a) Informed. Each BCCC Member shall be responsible for being informed about the issues before the BCCC.

- (b) Requirement for action. BCCC action shall be determined by a majority vote of the BCCC members present and voting at the BCCC meeting, unless a greater vote is required by Pokagon Band Law; provided, however that items added to the agenda on the day of a meeting shall require the affirmative vote of at least two-thirds (2/3) of the BCCC Members in attendance at the meeting.
- (c) Abstaining. BCCC Members, including the BCCC Chairperson, shall vote for each matter up for vote while in attendance at a BCCC meeting; provided, however that a BCCC Member shall abstain from voting if a conflict of interest arises as defined by the Pokagon Band Code of Ethics and may abstain from voting if he or she was absent from previous relevant BCCC meetings.
- (d) Notice. A BCCC Member who is required to or who chooses to abstain from voting on a matter shall notify the BCCC in advance of BCCC deliberations on the matter and shall not participate in the deliberations, but may remain in attendance at the meeting.

#### **Section 7.05 Alternate Members.**

- (a) Recognition. If a BCCC Member is absent from any regular or special meeting at the time roll call is taken, the BCCC Chairperson shall recognize and seat an Alternate Member who is present at the meeting.
- (b) Authority. Once recognized and seated by the BCCC Chairperson at any regular or special meeting, the votes and actions of the Alternate Members during such meeting shall have the same authority as if they had been made by a BCCC Member.
- (c) No Replacement. If a BCCC Member arrives at any regular or special meeting after an Alternate Member has been recognized and seated, the BCCC Member shall not replace the Alternate Member for that meeting.
- (d) Minutes. All actions regarding recognition and seating of Alternate Members shall be noted in the meeting minutes.
- (e) Rights and Obligations. Alternate Members shall have the right to attend regular and special meetings and to receive information to the same extent as BCCC Members; shall be bound by, and subject to, all requirements, obligations and limitations of BCCC Members; shall be immune from suit to the fullest extent permitted by law; and may be compensated in accordance with Section 12.01.

### **Chapter 8 Initial Meeting and Orientation**

**Section 8.01 Initial BCCC Meeting.** At a BCCC's initial meeting following the establishment of the BCCC, the BCCC shall:

- (a) Elect from among the BCCC Members, a Secretary, and if necessary or desired, a Treasurer;
- (b) Establish a meeting schedule for regular meetings;
- (c) Review the BCCC's purposes to ensure that all BCCC Members understand them;
- (d) Review the BCCC Handbook to ensure that all BCCC Members understand their individual responsibilities;
- (e) Establish responsibilities for the preparation of the Work Plan;
- (f) Establish responsibilities for the preparation of the BCCC budget; and
- (g) Review the Band's Code of Ethics.

**Section 8.02 New BCCC Member Orientation.** Upon the appointment of a new BCCC Member, the BCCC Chairperson shall ensure that the new BCCC Member receives and completes all required forms, including those forms at Exhibit B, F, G, and H of this Handbook, and shall provide the new BCCC Member a copy of the following:

- (a) The BCCC Handbook;
- (b) The BCCC Work Plan;
- (c) A description of the BCCC's progress in achieving the goals in the Work Plan;
- (d) The by-laws of the BCCC, if applicable;
- (e) The BCCC's most recent annual report;
- (f) The BCCC's most recent monthly report;
- (g) Contact information for each of the BCCC Members;
- (h) The Band's Code of Ethics.

## **Chapter 9 Duties**

**Section 9.01 Duties of the Chairperson.** The BCCC Chairperson provides the leadership and direction for the BCCC. The Chairperson shall:

- (a) Attend and preside over all BCCC meetings;
- (b) Develop the meeting agenda (including soliciting input from other BCCC members regarding agenda items);
- (c) Prepare and deliver the annual report and monthly reports to the Administrative Assistant to the Tribal Council;
- (d) Ensure that the BCCC Members understand their individual roles and responsibilities;
- (e) Ensure the BCCC performs its work in accordance with the Work Plan and budget;
- (f) Keep the work of the BCCC focused on its goals as described in the Work Plan;
- (g) See that the Work Plan is prepared in a timely manner and present the Work Plan to the Tribal Council;
- (h) See that BCCC reports are prepared in a timely manner and present those reports to the Tribal Council; and

- (i) Perform such other duties as may be specified by the BCCC, required under Pokagon Band Law or as expressly directed by the Tribal Council.

**Section 9.02 Duties of the Vice-Chairperson** The BCCC Vice-Chairperson shall:

- (a) Perform the duties of the Chairperson in the absence of the Chairperson; and
- (b) Perform such other duties as may be specified by the BCCC, required under Pokagon Band Law or as expressly directed by the Tribal Council.

**Section 9.03 Duties of the Secretary.** The BCCC Secretary shall:

- (a) Prepare and maintain minutes of all BCCC meetings;
- (b) Record all votes of the BCCC;
- (c) Maintain and protect the BCCC meeting records;
- (d) Perform the duties of the BCCC Chairperson in the absence of the Chairperson, Vice-Chairperson, and the Treasurer; and
- (e) Perform such other duties as may be specified by the BCCC, required under Pokagon Band Law or as expressly directed by the Tribal Council.

**Section 9.04 Duties of the Treasurer.** If the BCCC has selected a Treasurer, the Treasurer shall:

- (a) Ensure that accurate records of accounts are maintained;
- (b) Prepare a statement of accounts for the BCCC and Tribal Council when requested;
- (c) Prepare financial statements for the BCCC and the Tribal Council;
- (d) Prepare the BCCC's annual budget;
- (e) Perform the duties of the BCCC Chairperson in the absence of the Chairperson and Vice-Chairperson; and
- (f) Perform such other duties as may be specified by the BCCC, required under Pokagon Band Law or as expressly directed by the Tribal Council.

**Section 9.05 Additional Officer Positions.** The Tribal Council may, on its own, or at the request of the BCCC, establish additional officer positions for a BCCC.

**Section 9.06 Duties of all BCCC Members.** All BCCC Members shall:

- (a) Read and review all documents and other information provided to BCCC Members;
- (b) Attend BCCC meetings;
- (c) Actively participate in the work of the BCCC;
- (d) Provide thoughtful input to the deliberations of the BCCC;
- (e) Work towards fulfilling the BCCC's purpose and Work Plan;
- (f) Read, execute and return to the Administrative Assistant to the Tribal Council, the BCCC Member Commitment Pledge attached hereto as Exhibit F;

- (g) Read the Pokagon Band Code of Ethics and execute and return, to the Administrative Assistant to the Tribal Council, the Code of Ethics Verification form attached hereto as Exhibit G;
- (h) Read, execute, and return to the Administrative Assistant to the Tribal Council, the Acknowledgement of Receipt and Understanding of Handbook attached hereto as Exhibit H
- (i) Perform such other duties as may be specified by the BCCC, required under Pokagon Band Law or as expressly directed by the Tribal Council.

**Section 9.07 Prohibited Activities.** The BCCC and BCCC Members in carrying out their responsibilities shall not:

- (a) Engage in any activity that violates the Pokagon Band Code of Ethics;
- (b) Express opinions or represent opinions or positions in the name of the Pokagon Band without express authorization from the Tribal Council;
- (c) Consume or be under the influence of alcohol or any controlled substance, other than pursuant to a valid prescription, while on active duty; or
- (d) Solicit funds from any source other than the Band, unless expressly provided otherwise by the Tribal Council.

## **Chapter 10 Removal; Resignation; and Vacancies**

**Section 10.01 Removal.** All BCCC Members serve at the pleasure of the Tribal Council and may be removed at any time with or without notice.

**Section 10.02 Resignation.** BCCC Members may resign from a BCCC by submitting a signed and dated letter of resignation to the BCCC Chairperson or Secretary. The resignation shall be effective as of the date tendered unless provided otherwise in the resignation letter. The BCCC shall forward a copy of the resignation letter to the Tribal Council Chairperson.

**Section 10.03 Vacancies.**

- (a) Creation of a Vacancy. The office of any BCCC Member who is removed, resigns, or dies shall automatically be deemed to be vacant.
- (b) Notice. The BCCC Chairperson shall provide written or electronic notice to the Administrative Assistant to Tribal Council of a vacancy on the BCCC, within seven (7) business days of a vacancy.
- (c) BCCC Position Announcement. The BCCC shall, within seven (7) business days of a vacancy, provide the Tribal Council with a BCCC position announcement for the Tribal Council to utilize in publicizing the BCCC vacancy. The BCCC Position Announcement shall be no more than two pages in length and shall include the following information:



- (1) A brief summary of the purpose of the BCCC;
- (2) The responsibilities of the vacant BCCC Member position;
- (3) Any required or preferred qualifications;
- (4) The date the unexpired term will conclude;
- (5) The anticipated time commitment, including meeting preparation and attendance time;
- (6) The date, time, and location of regular BCCC meetings;
- (7) How one may be considered for appointment, including any deadline for the submission of written statements of interest; and
- (8) Contact information if someone has additional questions about serving as a BCCC Member.

Attached hereto as Exhibit I is a sample template of a BCCC Position Announcement.

- (d) Appointment. Vacancies in the BCCC are filled by Tribal Council appointment for the balance of the unexpired term.
- (e) Alternate Member. If a willing, able and qualified Alternate Member is available when filling a vacancy on a BCCC, the Tribal Council will first fill the vacancy with an Alternate Member.

## **Chapter 11 Records**

**Section 11.01 Meeting Records to be Maintained.** The BCCC records to be maintained for each meeting shall consist of the following:

- (a) Meeting notice;
- (b) Agenda;
- (c) Approved meeting minutes;
- (d) Original certified and signed motions and resolutions, if any;
- (e) The materials submitted for review or action with regard to the items on the agenda; and
- (f) Any other records the BCCC designates should be maintained as part of the meeting record.

**Section 11.02 Meeting Minutes.**

- (a) Official Record. The meeting minutes serve as the official record of what took place at a BCCC meeting, and should, therefore, be prepared in a manner that serves as a permanent reference for the BCCC and others.

- (b) Responsibility. The BCCC Secretary shall ensure that a report of the minutes of all BCCC meetings is recorded, maintained, and submitted to the BCCC for approval.
- (c) Contents. The meeting minutes shall include:
- (1) The date, time, and place of the meeting;
  - (2) The BCCC Members present at the meeting;
  - (3) Any Alternate Members seated and recognized by the BCCC Chairperson;
  - (4) All formal actions, which shall include:
    - (i) The substance of the agenda item under consideration;
    - (ii) The vote taken, including the names of the BCCC Member who introduced and seconded the motion, the names of BCCC Member supporting, opposing, or abstaining, unless the vote was a voice vote, show of hands or unanimous consent, in which case the BCCC Secretary shall record only whether the action was passed or failed to pass; and
    - (iii) If applicable, the resolution number.
  - (5) A brief summary of the main points of discussion without attributing individual comments to a specific BCCC Member.
  - (6) Attached hereto as Exhibit J is an explanation of the minimum recommended elements of meeting minutes.
- (d) Timing. The BCCC Secretary shall endeavor to prepare the meeting minutes of the BCCC and have them ready for approval by the BCCC at its next regular meeting.
- (e) Submission. Approved meeting minutes, including all resolutions and motions, and sign-in sheets for such meetings shall be submitted to the Administrative Assistant to the Tribal Council.

**Section 11.03 Records of a Closed Meeting.** When meeting in a duly authorized closed session, the BCCC may, in its discretion, determine not to keep a record of all or any part of its discussion in closed session; provided that the general reason for such determination shall be recorded. All votes of the BCCC shall occur in an open session.

**Section 11.04 Pokagon Band Property.** Any meeting records, as defined in Section 11.01, shall be maintained as the exclusive property of the Pokagon Band, with originals kept at the official offices of the Band. All meeting records of the BCCC shall be available to the public as provided by the Pokagon Band Freedom of Information Act.

## **Chapter 12**

### **Compensation; Reimbursement; and Assistance**

**Section 12.01 Compensation.** No BCCC Member shall be compensated for service as a BCCC Member unless such compensation has been approved by Tribal Council resolution. If such compensation approved by the Tribal Council is paid based on meeting attendance, no BCCC Member shall receive compensation for a meeting, unless he or she: (a) attended, whether physically or via telephone, video conference, or other electronic means, at least one-half (1/2) of the meeting, as determined by the BCCC Chairperson based upon the length of the meeting and (b) is identified on and signed the sign-in sheet for such meeting (or if the BCCC Member attending via telephone, video conference, or other electronic means, the sign-in sheet shall identify such). The Tribal Council may require by resolution that the compensation for one or more BCCCs be approved only upon recommendation of the Band's Salary Commission. Compensation shall not be paid:

- (a) To any BCCC Member unless the BCCC's approved meeting minutes, including any motions or resolutions, and sign-in sheets for such meeting are submitted to the Administrative Assistant to the Tribal Council. Any approved meeting minutes and sign-in sheets submitted later than 60 days of the meeting date must be approved by the Vice-Chairperson of the Tribal Council in order for any such BCCC Member to receive any compensation.
- (b) To a BCCC Member, if the BCCC's annual report is overdue and shall not be paid unless and until the BCCC's annual report is delivered as provided in Subsection 4.05(b).
- (c) To a BCCC Member if the BCCC holds a meeting in violation of the Open Meetings Act.

**Section 12.02 Reimbursement.** BCCC Members shall be entitled to reimbursement for actual, reasonable and necessary expenses incurred in the discharge of their duties, provided that the request for reimbursement is approved by the Chairperson or Secretary of the BCCC and that reimbursement is made in accordance with the Band's Travel Policy. Requests for reimbursement made more than thirty (30) days after the expense is incurred, must also be approved by the Band's Finance Director. The preceding notwithstanding, reimbursement for BCCC Members shall be withheld if the BCCC is overdue in providing its annual report, or Work Plan to the Tribal Council. Requests for payment of certain travel expenses shall be made utilizing the Travel Request Form, attached hereto as Exhibit K. Completed Travel Request Forms should be returned to the Administrative Assistant to the Tribal Council.

**Section 12.03 Assistance by Pokagon Band Employees.** Upon request of the BCCC and approval by the Government Manager, the BCCC may obtain assistance from a Pokagon Band department, program, agency or office, which may be in the nature of one-time assistance or may consist of on-going assistance. In making the request, the BCCC shall provide specific details concerning the matter for which assistance is sought, the department, program, agency or office that would provide such assistance, the anticipated

time required to provide such assistance, and any time limits concerning the needed assistance. The BCCC shall direct its request to the Government Manager, who shall provide a copy to the head of the department, program, agency or office (in the absence of a Government Manager, or for any department, program, agency or office not under the authority of the Government Manager, such request shall be provided directly to the director of the department, program, agency or office), who shall determine whether the request can be fulfilled with minimal interference with current priorities and responsibilities of the department or program. If the Government Manager or the head or the department, program, agency or office not under the authority of the Government Manager approves the BCCC's request, it shall do so in writing which shall describe the nature of the assistance.

### **Chapter 13 Ad Hoc BCCCs**

**Section 13.01 Ad Hoc BCCCs.** If the Tribal Council establishes an *ad hoc* or other BCCC whose existence may be less than one year, the Tribal Council may adjust or eliminate the due dates or requirements of a Work Plan, annual reports, and BCCC evaluations for such BCCC.

#### **POLICY HISTORY**

---

This BCCC Procedures Handbook was adopted on September 13, 2010, by Tribal Council Resolution 10-09-13-01; On October 7, 2013, by Tribal Council Resolution 13-10-07-02, amendments throughout the BCCC Procedures Handbook were adopted; On May 22, 2017, by Tribal Council Resolution 17-05-22-02, amendments to Sections 6.04 and 12.01 regarding BCCC Member compensation when attending meetings by telephone, video conference, or other electronic means were adopted, on July 23, 2019, by Tribal Council Resolution 19-07-23-01, amendments throughout the BCCC Procedures Handbook were adopted.

**EXHIBIT A**  
ANNUAL REPORT TEMPLATE



**Pokégnek Bodéwadmik ❖ Pokagon Band of Potawatomi**

---

[INSERT BCCC NAME]

DATE

BCCC Name: \_\_\_\_\_.

BCCC's purposes: As provided by the Tribal Council, the BCCC was formed for the purposes of [INSERT PURPOSES].

BCCC Members and Terms: Provided below is a list of the BCCC Members and the expiration of their term.

Name	Title	Term Ends
[INSERT NAME],	[INSERT TITLE, IF ANY]	[INSERT DATE TERM ENDS]

Changes to the Work Plan. [INCLUDE A DESCRIPTION OF ANY CHANGES MADE TO THE WORK PLAN.]

**Goals for the following year.** The BCCC adopted the following goals for the next year: [INCLUDE GOALS]

Goals not met.

[INCLUDE DESCRIPTION OF GOALS NOT MET. FOR EACH GOAL NOT MET, INCLUDE AN EXPLANATION WHY THE BCCC BELIEVES THE GOAL WAS NOT MET AND HOW THE BCCC WILL RESPOND TO ACHIEVE THE GOAL.]

Problems/Concerns.

[INCLUDE A DESCRIPTION OF ANY SIGNIFICANT PROBLEMS/CONCERNS THE BCCC IS EXPERIENCING OR ANTICIPATES EXPERIENCING THAT WILL HINDER THE BCCC FROM ACHIEVING ITS PURPOSES. FOR EACH PROBLEM LISTED, INCLUDE THE BCCC'S PROPOSED SOLUTION.]

Recommendations for Tribal Council.

[INCLUDE ANY RECOMMENDATIONS THE BCCC HAS FOR TRIBAL COUNCIL THAT WILL ASSIST THE BCCC IN ACCOMPLISHING ITS GOALS AND ACHIEVING ITS PURPOSES FOR THE FOLLOWING FISCAL YEAR OR BEYOND.]

Annual Income Statement. Included with this report is the annual income statement for the prior Fiscal Year.

Proposed Budget. Included with this report is a proposed budget for the following Fiscal Year.

Assessment of BCCC Performance.

[INCLUDE A CANDID ASSESSMENT OF THE BCCC'S PERFORMANCE DURING THE PRIOR YEAR.]

## Exhibit B

### BCCC MEMBER RULES REGARDING THE PROTECTION OF POKAGON BAND CONFIDENTIAL INFORMATION

1. **Scope of This Pledge.** These rules (“Rules”) are intended to supplement any other applicable requirements concerning Confidential Information, provided that if there is any conflict between these rules and any applicable law or contractual requirements concerning Confidential Information, the applicable law or contractual requirements shall govern.
2. **Definition of Confidential Information.** As used herein, "Confidential Information" shall mean any information, whether in written, electronic, oral, or other form, that is (i) exempt from disclosure under Chapter 2 of the Pokagon Band Freedom of Information Act; (ii) disseminated at or otherwise made part of the record of any meeting of a “Public Body“ that is closed to the “Public“ pursuant to subsection 2.03 (f) of the Pokagon Band Open Meetings Act; (iii) designated as "Confidential Information" by the Tribal Council or any agency, board, committee, council ,or commission of the Pokagon Band; (iv) is required to be treated as Confidential Information under any applicable law or contractual requirement. The term "Confidential Information" shall not include information that is or becomes available to the public other than as a result of a disclosure made in violation of these rules or the express requirements of the Tribal Council or any agency, board, committee, council, or commission of the Pokagon Band. Confidential Information shall, to the extent practicable, be prominently identified as Confidential Information by marking, stamping, or labeling documents as such in a conspicuous location or by providing another suitable type of notice that clearly identifies other forms of information as Confidential Information.
3. **Authorized Disclosures of Confidential Information.** The disclosure of Confidential Information is authorized under the following circumstances: (i) when authorized by the Tribal Council or any agency, board, committee, council, or commission of the Pokagon Band; (ii) when authorized by applicable law or contractual requirements; or (iii) when required by applicable law, court order, or other legal authority in the determination of the Pokagon Band General Counsel's Office. All authorized disclosures of Confidential Information shall be limited to only such Confidential Information as is specifically necessary to fulfill the requirements or objectives for which the disclosure is being made.
4. **Requirement to Return Confidential Information.** All Confidential Information shall remain the property of the Pokagon Band. Members of a Pokagon Band board, committee, council, or commission shall within thirty (30) days of the conclusion of their term of office return all Confidential Information to the Secretary of their respective board, committee, council, or commission and shall sign a certification form supplied by the Pokagon Band verifying that all Confidential Information received by the member while in office has been

returned. If the board, committee, council, or commission member whose term of office has concluded is the Secretary, he or she shall return all Confidential Information to the Chairperson of the board, committee, council, or commission. The Secretary of the board, committee, council, or commission shall promptly report to the respective board, committee, council, or commission any instance of non-compliance with these rules by a member whose term of office has concluded.

5. **Violations of These Rules.** Any violation of these Rules shall constitute grounds for enforcement pursuant to applicable provisions of Pokagon Band Law or policies.

BY MY SIGNATURE BELOW, I acknowledge that I have read and understand these Rules and I agree to comply with these Rules throughout my term of office and for such additional period of time thereafter that any Confidential Information may remain in my possession.

---

Signature Date

---

Printed Name



**Exhibit C**  
**Sample Meeting Agenda**



**Pokégnek Bodéwadmik \* Pokagon Band of Potawatomi**  
**[INSERT BCCC NAME]**

---

POKAGON BAND OF POTAWATOMI INDIANS  
(INSERT NAME OF BCCC)  
REGULAR MEETING  
Elders Hall, 53237 Townhall Road, Dowagiac, MI  
January 8, 20XX  
5:30 PM

- I. MEETING CALLED TO ORDER:
- II. INVOCATION:
- III. ROLL CALL:
- IV. SEATING OF ALTERNATE MEMBERS:
- V. ALSO IN ATTENDANCE:
- VI. APPROVAL OF AGENDA:
- VII. NEW BUSINESS:
  - 1. Approval of meeting minutes. (Secretary B)
  - 2. Approval of proposal to purchase Meeting Planner Software. (BCCC Member C)
  - 3. Approval of consulting agreement with ABCD Company for consulting assistance in the development of the BCCC's Work Plan. (BCCC Member D)
- VIII. DISCUSSION ITEMS:
  - 1. Date and time of the special meeting.
  - 2. BCCC training opportunity on topic of conducting effective meetings.
- IX. MEETING ADJOURNED:

**Exhibit D  
Sign-In Sheet / Meeting Stipend Form**



**Pokégnek Bodéwadmik ❖ Pokagon Band of Potawatomi**

[INSERT BCCC NAME]

NAME: -----

LOCATION:-----

DATE:----- TIME (start/end):-----

Title	Name	Signature	Mileage	Miles
Chair			Y/N	
Vice Chair			Y/N	
Treasurer			Y/N	
Secretary			Y/N	
Member			Y/N	
Member			Y/N	
Member			Y/N	

By signing below, I verify that the attendees listed above did attend the meeting listed above meeting at the date, location and for duration as described above.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature

**Exhibit E**  
**SAMPLE MOTION FORM AND SAMPLE RESOLUTION FORM**



**Pokégnek Bodéwadmik ❖ Pokagon Band of Potawatomi**

[INSERT BCCC NAME]

**MOTION**

[INSERT MEETING DATE]

**Motion** proposed by [INSERT BCCC MEMBER NAME], seconded by [INSERT BCCC MEMBER NAME].

Move to [INSERT DESCRIPTION OF ACTION]

ALL IN FAVOR: \_\_\_\_\_ [INSERT NUMBER OF BCCC MEMBERS VOTED IN FAVOR]

ALL OPPOSED: \_\_\_\_\_ [INSERT NUMBER OF BCCC MEMBERS VOTED IN AGAINST]

ABSENT: \_\_\_\_\_ [INSERT NUMBER OF BCCC MEMBERS ABSENT FROM VOTE]

ABSTAIN: \_\_\_\_\_ [INSERT NUMBER OF BCCC MEMBERS WHO ABSTAINED]

\_\_\_\_\_  
[INSERT NAME]  
[INSERT BCCC NAME], Chairperson

\_\_\_\_\_  
[INSERT NAME]  
[INSERT BCCC NAME], Secretary

**Exhibit E**  
**SAMPLE MOTION AND SAMPLE RESOLUTION FORM**



**Pokégnek Bodéwadmik ♦ Pokagon Band of Potawatomi**

---

[INSERT BCCC NAME]

[INSERT BCCC NAME]

**RESOLUTION NO.** [INSERT YEAR]--[INSERT MONTH]--[INSERT DAY]--  
[INSERT THE SEQUENCE OF THE NUMBER OF THE RESOLUTIONS  
APPROVED THIS MEETING]

**NOW, THEREFORE BE IT RESOLVED THAT:** [INSERT A STATEMENT OF  
THE BCCC ACTION TAKEN OR APPROVED].

**AND BE IT FURTHER RESOLVED THAT:** [IF NECESSARY, INSERT A  
STATEMENT OF ANY FURTHER BCCC ACTION TAKEN OR APPROVED FOR  
THIS SPECIFIC RESOLUTION].

**CERTIFICATION**

We do hereby certify that the foregoing Resolution was presented and voted upon with a quorum present at a duly convened [INSERT REGULAR OR SPECIAL] Meeting of the [INSERT NAME OF BCCC] held on the [INSERT DAY OF MEETING] day of [INSERT MONTH OF MEETING], [INSERT YEAR OF MEETING], by a vote of [INSERT NUMBER OF BCCC MEMBERS IN FAVOR] in favor, [INSERT NUMBER OF BCCC MEMBERS OPPOSED] opposed, [INSERT NUMBER OF BCCC MEMBERS ABSENT] absent, and [INSERT NUMBER OF BCCC MEMBERS ABSTAINING] abstaining.

\_\_\_\_\_  
[INSERT NAME]  
[INSERT BCCC NAME], Chairperson

\_\_\_\_\_  
[INSERT NAME]  
[INSERT BCCC NAME], Secretary

**Exhibit F**  
**BCCC Member Commitment Pledge**

I will exercise the duties and responsibilities of this office with integrity, collegiality, and care. I pledge:

1. To establish as a high priority my attendance at all BCCC meetings.
2. To come to BCCC meetings prepared to discuss the issues and business to be addressed at scheduled Committing meetings, having read the agenda and relevant background material.
3. To work with and respect the opinions of my peers who serve this BCCC.
4. To display courteous conduct in all BCCC meetings.
5. To refrain from intruding on administrative issues that are the responsibility of the Band's management.
6. To abide by the Pokagon Band Code of Ethics.
7. To support in a positive manner all actions taken by the BCCC, even when I am in a minority position on such actions.
8. To actively participate in the development of the BCCC's Work Plan, Annual Reports, and BCCC evaluations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title

**Exhibit G**  
**Code of Ethics Verification Form**

I acknowledge that I have received, read, and understand the Pokagon Band’s Ethics Code (“Ethics Code”). I understand that as a BCCC Member it is my responsibility to read and adhere to the Ethics Code.

---

Signature

---

Date

---

Print Name

---

Print BCCC

**Exhibit H**

**ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF HANDBOOK**

The undersigned BCCC Member or Alternate Member (“Member”) of the Pokagon Band of Potawatomi Indians (“Pokagon Band”) hereby acknowledges and agrees as follows:

This BCCC Procedures Handbook (“Handbook”) is intended to acquaint the Member with the related policies and procedures of the Pokagon Band’s BCCC, and nothing in this Handbook is intended to or shall create any contractual or legally enforceable obligation on the part of the Pokagon Band.

The Pokagon Band, in its sole discretion, retains the right to amend, modify, delete or repeal any Pokagon Band laws, policies, procedures, practices and benefits, including without limitation, this Handbook, at any time. All amendments to this Handbook require the approval of the Tribal Council. The Pokagon Band will distribute amendments to this Handbook to the Member.

The Member must carefully read this Handbook and must comply with this Handbook and all applicable laws.

The Member hereby acknowledges that he or she: (a) received and is responsible for reading and understanding this Handbook; (b) must promptly contact the BCCC Chairperson with any questions concerning this Handbook, or if the BCCC Chairperson has questions concerning this Handbook, then the Vice-Chairperson of the Tribal Council; and (c) must comply with this Handbook.

\_\_\_\_\_  
BCCC Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print BCCC

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Exhibit I**  
**NOTICE OF OPEN POSITION**  
**[INSERT NAME OF BCCC]**

**POSITION DESCRIPTION.** The Pokagon Band Tribal Council is seeking letters of interest from Pokagon Band Citizens to fill a vacancy on the Pokagon Band [INSERT NAME OF BCCC]. The [INSERT TITLE OF VACANT BCCC POSITION] position is vacant. The [INSERT NAME OF BCCC] is responsible for [INSERT BCCC PURPOSE]. The [INSERT NAME OF BCCC] meets [INSERT MEETING SCHEDULE] at [INSERT MEETING LOCATION]. Including meeting preparation, other [INSERT NAME OF BCCC] business, and time spent at meetings, members will spend approximately [INSERT NUMBER] hours per month to fulfill their responsibilities. The responsibilities of the [INSERT TITLE OF BCCC POSITION] include:

(a) [INSERT RESPONSIBILITIES OF VACANT POSITION]

**COMPENSATION.** [INSERT NAME OF BCCC] members are compensated as independent contractors in the amount of [INSERT AMOUNT OF COMPENSATION]. In addition, [INSERT NAME OF BCCC] members are entitled to reimbursement for mileage when using personal vehicles to attend meetings and for other [INSERT NAME OF BCCC] business.

**ELIGIBILITY.** To serve as a member of the [INSERT NAME OF BCCC], a Band member must:

(a) [INSERT REQUIREMENTS]

**APPOINTMENT PROCESS.** [INSERT NAME OF BCCC] members are appointed to office by the Tribal Council. There is currently one vacant seat on the [INSERT NAME OF BCCC] that will be filled by Tribal Council appointment for a [INSERT TERM LENGTH] year term of office.

Please note that if you have previously sought appointment to the [INSERT NAME OF BCCC] pursuant to any previous posting announcing a vacancy, and you are still interested in seeking appointment to the [INSERT NAME OF BCCC], you must reapply as provided in this notice.



**HOW TO APPLY.** Please submit letters of interest along with a current résumé to:

Mail: Pokagon Band of Potawatomi Indians  
Jessica Swisher, Administrative Assistant to the Tribal Council  
P.O. Box 180  
Dowagiac, Michigan 49047

Fax: (269) 782-9625, Attn: Jessica Swisher

Email: Jessica.Swisher@pokagonband-nsn.gov

Questions concerning the [INSERT NAME OF BCCC] or this Notice may be directed to [INSERT BCCC CONTACT NAME, PHONE, AND EMAIL]

This position shall be open until filled.

**ETHICS REQUIREMENTS.** As a Public Official, [INSERT BCCC NAME] members are subject to the Pokagon Band Code of Ethics. A copy of the Code of Ethics may be obtained by contacting Jessica Swisher, Administrative Assistant to the Tribal Council at (269) 3782-6323 or by visiting the Band's website, [www.pokagonband-nsn.gov](http://www.pokagonband-nsn.gov).

## **Exhibit J**

### **Recording Meeting Minutes**

**1. Heading of Minutes.** Minutes should have headings for ease of reference and identification. For example:

Meeting of \_\_\_\_\_ BCCC  
MINUTES OF JANUARY 8, 20XX.

**2. Opening Paragraphs.**

A. The opening paragraph of the minutes should reflect (1) the type of meeting (regular or special), (2) the name of the BCCC, (3) the date the meeting was held, (4) the time the meeting was held, and (5) the location of the meeting. For example:

A regular meeting of the \_\_\_\_\_ BCCC was held on January 8, 20XX at 5:30 p.m. at the Pokagon Band's Elders Hall.

B. The opening paragraph should be followed by a listing of the names and titles of the BCCC Members and others present at the meeting and of those BCCC Members absent. For example:

The meeting was called to order by Chairman A. The following BCCC Members were present: Secretary B and BCCC Members C and D. Absent: BCCC Member E, ill.  
The following persons also were present: Ms. H, Executive Director of ABCD Company.

**3. Approval of Minutes of Previous Meeting.** The next step should be the recording and approval of the minutes of the previous meeting. For example:

Motion by BCCC Member C supported by Secretary B for approval of the minutes of the December X, 200X meeting. Voice vote approval with no objections and one (1) BCCC Member absent.

**4. Resolutions and Motions.**

A. The business of the meeting should be recorded.  
B. A brief summary of statements regarding an issue before the BCCC should be placed in the meeting minutes, without attributing any statement to any particular BCCC Member. For example:

ABCD Company Proposal - Members discussed the qualifications of ABCD Company to provide consulting assistance to the BCCC in the development of its Work Plan. Concerns about the cost of ABCD Company's proposal was also discussed. Resolution number one was moved by BCCC Member D and seconded by BCCC Member C to approve the consulting agreement with ABCD Company for consulting

assistance in the development of the BCCC's Work Plan, as presented at this session of the BCCC. The resolution was adopted with the following vote:

In Favor: BCCC Members A, B, C, and D.

Opposed: None

The Chairperson declared the motion carried and the resolution adopted.

- C. Documents should be incorporated in the minutes by reference and by attachment, instead of reproducing the text of the document into the minutes.

5. **Closing.** Closing of the meeting may be recorded as follows:

There being no further business to come before the meeting, it was moved, seconded, and carried that the meeting adjourned. The Chairperson declared the meeting adjourned at 7:00 PM.

**Exhibit K  
Pokagon Band Travel Request Form**

First Name	Last Name	B.C.C. to be Charged
Conference Title:		
Conference Agenda:		
Conference Start Date:		Conference End Date:
Location of Conference:		
Vendor Name:		Vendor Phone Number:
Vendor Address:		
Vendor Email Address:		Vendor Website:
Registration Required: DYes DNo	Registration Payment Needed? DYes DNo	Registration Cost:
Mode of Transportation: D GSA D Flight D Other	Preferred Departure Airport:	
	Departure Date:	Departure Time:
	Return Date:	Return Time:
Name (as it appears on your driver's licenses):		Date of Birth:
Hotel Requested:		Hotel Telephone Number:
Hotel Address:		Special Needs/Requests:
Travelers Signature:		Chairperson/Directors Signature: