

# TRIBAL COUNCIL MEMBER CODE OF CONDUCT COMPLAINT

## **INSTRUCTIONS:**

This Complaint Form must be used for filing a Complaint alleging a violation of the Tribal Council Member Code of Conduct (“Code”) of the Pokagon Band of Potawatomi Indians (“Band”). Capitalized terms not otherwise defined in this Complaint Form shall have the meanings assigned by the Code. A copy of the Code is available on the Band’s website. The Petitioner is encouraged to review the Code before completing and filing this Complaint Form. The Petitioner is responsible for ensuring that this Complaint Form is completed in accordance with the Code, including checking all applicable boxes and listing all required information.

**Who may file a Complaint (Petitioner):** A Complaint may only be filed by a Tribal Council Member, Band Employee, or Citizen.

**Who can be the subject of a Complaint (Respondent):** A Complaint may only be filed against a current Tribal Council Member. Additionally, a Complaint must be limited to one Tribal Council Member. If there are substantially similar claims based on the same facts against more than one Tribal Council Member, then a separate Complaint must be filed against each Tribal Council Member.

**Where to file:** A Complaint may only be filed by U.S. mail, private courier, or hand delivery, with the Tribal Council Chairperson at the Band’s main administrative office, 58620 Sink Road, Dowagiac, Michigan 49047. However, if the Tribal Council Chairperson is the Respondent, the Complaint must be filed with the Tribal Council Vice-Chairperson at the same address.

**What to file:** A Complaint alleging a violation of the Code by a Tribal Council Member may only be filed using this Complaint Form and must: (1) include the name, address, telephone number, and email address of the Petitioner, (2) identify the Tribal Council Member who is the subject of the Complaint, (3) identify the date(s) the Tribal Council Member allegedly committed the violation(s) of the Code, (4) identify the specific Sections of Chapter 2 of the Code that were allegedly violated, (5) allege facts, which if true, establish the alleged violation(s) of the Code, (6) identify the evidence to prove the alleged facts, and (7) be signed and dated by the Petitioner.

**When to file:** A Complaint must be filed not more than three years from the date of the alleged violation.

**Non-Confidential:** Any Complaint filed is not confidential.

**COMPLAINT:**

- 1. This Complaint is filed under the Tribal Council Member Code of Conduct (“Code”).
- 2. This Complaint is filed by the below identified person (“Petitioner”) who is a:
  - Tribal Council Member
  - Band Employee
  - Citizen

3. Petitioner’s name, address, telephone number and any email address are:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

4. The following Tribal Council Member (“Respondent”) is the subject of this Complaint:

\_\_\_\_\_  
Name

5. The Respondent is currently:

- Tribal Council Chairperson
- Tribal Council Vice Chairperson
- Tribal Council Treasurer
- Tribal Council Secretary
- Councilperson

6. The Petitioner alleges that the Respondent violated the following Section(s) of Chapter 2 of the Code (each an “Alleged Violation”):

- 2.01 Drugs and Alcohol
- 2.02 Harassment
- 2.03 Bullying
- 2.04 Band Equipment
- 2.05 Smoke Free Environment
- 2.06 Bulletin Boards



