

# YUROK TRIBAL COUNCIL

## AGENDA ITEM SUBMISSION POLICY

### Section 1. Purpose

The purpose of the policy is to ensure that items for inclusion on the Yurok Tribal Council meeting agenda are submitted in a proper and orderly manner. This policy is applicable to all employees of the Yurok Tribe and members of the Yurok Tribal Council.

### Section 2. Action Items

**2.1** Action items will be submitted on the Agenda Information Sheet entitled Action Item.

**2.2** All supporting documentation must be attached to the Action Item sheet or it will not be listed on the agenda. Supporting documentation includes but is not limited to, copies of minutes showing previous action, memorandums detailing the history of the issue and estimated travel cost forms, meeting notices, training announcements, etc.

**2.3** It is the responsibility of the individual submitting the Action Item to acquire the signatures of the Personnel Officer, Finance Director before the item is submitted or it will not be listed on the agenda.

**2.4** Action Items submitted without the Department Directors signature will not be listed on the agenda.

**2.5** Action Items are due as indicated on the Council Calendar as published by the Recording Secretary, items that are not submitted on time will be placed on the following agenda.

### Section 3. Discussion Items

**3.1** Discussion items will be submitted on the Agenda Information Sheet entitled Discussion Item.

**3.2** All supporting documentation must be attached to the Discussion Item sheet or it will not be listed on the agenda.

**3.3** Discussion Items submitted without the Department Directors signature will not be listed on the agenda.

**3.4** Discussion Items are due as indicated on the Council Calendar as published by the Recording Secretary, items that are not submitted on time will be placed on the following agenda.

3.5 Items that are submitted for discussion shall not lead to action by the Yurok Tribal Council until they are submitted to the agenda for action.

#### **Section 4. Special Presentations**

4.1 Special Presentations shall be scheduled with the Recording Secretary prior to the deadline indicated on the Council Calendar.

4.2 A written description of the Special Presentation will be submitted for inclusion in the Council meeting packet.

4.3 Special Presentations shall be limited to no more than thirty (30) minutes.

#### **Section 5. Department Reports**

5.1 Department Directors shall submit a written report to the Yurok Tribal Council at the first meeting cycle of each month.

5.2 The report shall detail the activities of the department for the previous month and indicate the progress of programs that are overseen by the department.

5.3 Department Directors shall include a written summary of federal policy changes that could effect the administration of tribal programs in their departments.

5.4 A report on travel or training by department staff members will be included in the following months department report.

#### **Section 6. Grant/Proposal Applications**

6.1 Departments submitting applications for funding from outside agencies will submit a draft proposal at least two council meeting cycles before the application is due as a Discussion Item.

6.2 Council will review and make recommendations for changes to the proposal for incorporation by the department.

6.3 All agreed upon changes will be incorporated into the final draft for Council approval and submitted as an Action Item with a resolution.

#### **Section 7. Resolutions**

7.1 Resolutions will be submitted in draft form with the appropriate Action Item or Discussion Item form.

7.2 Each Department will be responsible for submitting a complete Resolution to the Recording Secretary.

7.3 Resolutions will have all information typed. Resolutions without typed information will be returned to the department for corrections.

7.5 Once a Resolution has been signed Council Support will make one copy for Council files and forward the original to the department. The department is responsible for forwarding the original to the appropriate destination.

## **Section 8. Tribal Member Comment**

8.1. The Yurok Tribal Council shall not act on issues that have been introduced during Tribal Member Comment

8.2 The Chairperson, with no objection from any Council Member present, may refer the issue to the appropriate department for response. Absent an order of the Chair, no further action is required.

## **Section 9. Review and Approval**

All items submitted for inclusion on the agenda of the Yurok Tribal Council are subject to the review and referral of the Tribal Chairperson as set forth here:

9.1. The Tribal Chairperson shall review all items submitted for inclusion on the Yurok Tribal Council agenda.

9.2. The Chairperson shall sign, indicating approval, all Action and Discussion Items for inclusion on the agenda.

9.3. The Chairperson shall have the authority to refer items that have been submitted at the Chairperson's discretion to standing committees and departments for review and recommendation.

## **Section 10. Additions to the Agenda**

10.1. Council Members and staff needing to submit emergency action items will have them prepared and ready for submission at the start of the first day of the meeting cycle.

10.2. Items to be added to the agenda must be of an emergency nature and will be added contingent upon review and approval of the Tribal Council.

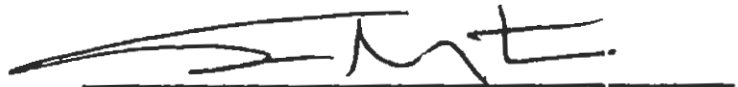
10.3. "Emergency" shall defined as having a direct impact on the legal, economic or social interest of the Tribe.

C\*E\*R\*T\*I\*F\*I\*C\*A\*T\*I\*O\*N

This is to certify that this Agenda Item Submission Policy was adopted by the Yurok Tribal Council at a regularly scheduled meeting on July 23, 1997, with a vote 7 Yes, 0 No, 0 Abstentions.

This is to certify that this Agenda Item Submission Policy was amended by the Yurok Tribal Council at a regularly scheduled meeting on January 8, 1998, with a vote 4 Yes, 2 No, and 1 Abstention.

This is to certify that this Agenda Item Submission Policy was amended by the Yurok Tribal Council at a regularly scheduled meeting on January 22, 1998, with a vote 4 Yes, 3 No, and 1 Abstention.



Susan Masten, Chairperson  
Yurok Tribe

ATTEST:



Cynthia Carlson, Recording Secretary  
Yurok Tribal Council