

**BY-LAWS**  
**Of the**  
**Community Development Committee**

**ARTICLE I –NAME**

The name of this committee shall be the Menominee Tribal Community Development Committee.

**ARTICLE II –PURPOSE**

The Community Development Committee shall be responsible for (a) receiving and examining reports of departments assigned to it; (b) studying and reviewing, on a comprehensive basis, matters relating to community and limited economic development issues; and (c) reviewing and making recommendations to the Legislature on requests for use of tribal lands and resources; (d) reporting its findings and recommendations to the Legislature as it deems necessary.

The Community Development Committee shall be responsible for developing and overseeing a vast array of programs and services aimed at developing community infrastructure, addressing solid waste disposal needs of the community, maintaining land use assignments, and conducting short and long term planning in the development of the community.

**ARTICLE III - MEMBERS:**

1. Two legislative members nominated by the Tribal Chairperson.
2. Community Development Director, Historic Preservation Director, Utilities Director, Housing Director, Finance Representative and a community member.
  - a) Limitation on Committee Membership. A person who is not enrolled in the Menominee Tribe may not serve on a main committee. In the event an employee identified as a member of the committee is not enrolled with the Menominee Tribe, the Tribal Chairperson may nominate an alternate employee who is enrolled in the Tribe or may leave the nomination vacant (In accordance with Ordinance 95-04 Tribal Government Plan).
3. Members of the Committee may be recommended for removal by the Committee by a majority vote on the grounds of violation of the standards of conduct as stated in Article V, subject to the approval of the Menominee Tribal Legislature.
4. The Tribal Chairperson is an ex-officio member of the Committee.

**ARTICLE IV – OFFICERS AND DUTIES:**

1. There shall be three officers of the Committee: the Committee Chairperson appointed by the Tribal Chairperson, Vice-Chairperson, and a Secretary.
2. The Committee Chairperson shall preside at all the Committee meetings and ensure the meetings are conducted in a business like fashion.
3. The Vice-Chairperson shall preside at committee meetings in the absence of the Committee Chairperson.

4. The Secretary shall preside in the absence of the Committee Chairperson and Committee Vice-Chairperson.
5. The Committee shall elect two officers by majority vote.

#### **ARTICLE V - MEETINGS:**

1. The date and time of regular Committee meetings shall be held on the ~~2<sup>nd</sup>~~ 4<sup>th</sup> Tuesday every month starting at ~~3:30~~ 4:30 p.m. or at the call of the Committee Chairperson if necessary. The first meeting after the seating of the new Legislature will determine date and time of meeting.
2. The Chairperson's Staff will post all meeting notices, record meetings and transcribe the minutes. All written reports and minutes shall be provided to the Legislature on a timely basis.
3. The agenda is approved by the Committee Chairperson.
4. The Committee shall conduct their business in accordance with Robert's Rules of Order.
5. Special meetings may be called by the Chairperson of the Committee or the Tribal Chairperson.
6. All meetings shall be posted in the same manner as meetings of the Tribal Legislature.
7. All meetings shall be open to Tribal members, except that a meeting, or portion of a meeting may be held in executive session for the purposes listed in Bylaw II Section (1)(c) of the Constitution and Bylaws of the Menominee Indian Tribe.

#### **ARTICLE VI - QUORUM:**

A majority of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee; but if less than a majority of the members are present at said meeting, a majority of the members present may adjourn the meeting from time to time without further notice.

#### **ARTICLE V11 - COMPENSATION**

1. It is understood that a Member of the Committee is fully compensated by virtue of their job duties and that no further compensation will be afforded to them except the community members appointed by the Legislature.
2. Subcommittees created by the main committee are likewise recognized as their appointment is by virtue of their job duties.
3. If an unusual situation arises where compensation becomes an issue for an appointed subcommittee member, the question will be forwarded to the Tribal Legislative body for their action.

### **ARTICLE VIII – ATTENDANCE**

1. Each Committee member is obligated to attend every committee meeting.
2. In the event that a Member will not be able to attend they notify Legislative staff and arrange for a delegate to be available for input but will not be allowed to vote on any subject.
3. Unexcused absence by a Member will be reported to their Supervisor and noted in their personnel file through the Chairperson's Staff. Unexcused absences will be determined by the Chairperson of the committee only.

### **ARTICLE IX – STANDARDS OF CONDUCT:**

1. Committee members shall not engage in criminal, infamous, dishonest, immoral or disgraceful conduct which would be detrimental to the Committee or the Menominee Indian Tribe.
2. Committee members shall avoid conflicts of interest with his/her Committee responsibilities.
3. Committee members shall not use confidential information gained in the course of their appointment for private gain.
4. Committee members shall not disclose confidential information without proper approval.
5. Committee members shall not do indirectly that which is improper for them to do directly.
6. Committee members shall focus their efforts through cooperation and positive interaction with each other through open communication and trust with each other.
7. Committee members shall treat each other with respect and be supportive of department staff that report to the committee.
8. Committee members should not have more than three (3) unexcused absences.

### **ARTICLE X – SUBCOMMITTEES**

1. From time to time the committee may need to create a subcommittee to research and/or investigate a specific subject. This subcommittee shall be appointed by motion of the main committee listing the specific person(s), the specific area they are to work on, the expected timeline of when the subject is to be completed, and any other conditions that need to be addressed.
2. Issues of what resources the subcommittee needs to address and complete their goals and objective, will be relayed to the Chairperson of the Committee. The Chairperson of the committee will assess their request and act as prudently as possible to fulfill their request.
3. The Chairperson of the Community Development committee may be the "Ex-Officio" of the subcommittee.

**ARTICLE XI – SPECIAL MEETING**

1. A Committee member may request in writing, to the Chairperson of the Committee to have a special meeting. The Committee Chairperson will then confer with the Legislative Chairperson to either approve or disapprove the request.
2. All special meeting requests shall be submitted in writing to the Tribal Chairperson's office and shall identify the specific topic and reason or need to call a special meeting.

**ARTICLE XII – AGENDA TOPICS**

1. Any member of the Committee may request an agenda topic to be discussed at the next meeting.
2. Agenda topics must be submitted to the Chairperson's Staff in writing four (4) days in advance of any meeting.

**ARTICLE XIII – PROCEDURES FOR AMENDMENT TO ADDENDUM BY-LAWS**

1. Committee member(s) must submit in writing the explicit section(s) that they are proposing to amend and the substituting language or deletion.
2. Submitted amendments must be received in the Legislative staff office 7 days before a regular or special meeting.
3. Amendments shall be discussed as an agenda item and any revisions to the amendment shall then be sent to the next meeting for adoption, rejection, or further revisions. In the case of further revisions, the Committee may adopt or reject at that meeting the revised amendment. ALL FINAL COMMITTEE ACTION ON AMENDMENTS MUST HAVE CONCURRENCE FROM THE MENOMINEE TRIBAL LEGISLATORS.

## **SIGNATURE PAGE**

By Menominee Tribal Legislature motion dated: \_\_\_\_\_, 2011, the aforementioned Tribal Community Development Committee Bylaws were adopted.

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Randal Chevalier, Menominee Tribal Chairman/date

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Orman Waukau Jr., Community Development Committee Chairman/date