

**MENOMINEE INDIAN TRIBE OF WISCONSIN
MENOMINEE TRIBAL LEGISLATURE**

BUDGET & FINANCE COMMITTEE

BYLAWS

ARTICLE I. NAME:

The name of this Committee of the Legislature shall be the “Budget and Finance Committee”.

ARTICLE II. PURPOSE AND DUTIES:

This committee shall be responsible for –

1. Periodically monitoring the revenues and expenses of the Tribe’s departments and programs including updates from program directors as requested.
2. Periodically monitoring the revenues and expenses associated with the Tribe’s investments.
3. Developing the Tribal, Restricted Use, Indirect Cost, and other budgets to recommend approval from the Menominee Tribal Legislature.
4. Analyzing and/or developing policies governing the Tribe’s budgets and finance.
5. Providing research, investigation and advisory assistance to the programs as it pertains to the above items.
6. Conduct budget hearings.

ARTICLE III. MEMBERS:

1. Members of the Committee shall be appointed by the Tribal Chairperson subject to the approval of the Menominee Tribal Legislature and shall serve at the pleasure of the Legislature.
2. Members of the Committee may be removed from the Committee by the Menominee Tribal Legislature for any reason or by a majority vote of the Committee on the grounds of violation of the standards of committee members. Subject to the approval of the Menominee Tribal Legislature.
3. 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: a Chairperson, Vice-Chairperson, and a Secretary.
2. The Chairperson shall preside at all the Committee meetings and ensure the meetings are conducted in a business like fashion.
3. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence.
4. The Secretary shall perform the duties of the Vice-Chairperson in his/her absence.
5. The Chairman’s Office shall ensure that the meetings are properly posted, recorded and that Committee members receive the information they require for the meeting.
6. The Committee shall elect these officers by majority vote. The Menominee Tribal Chairman selects the Chairperson of the Budget & Finance Committee. A Committee member other than a member of the Menominee Tribal Legislature may perform the duties of the Chairperson in the absence of the elected Chairperson.

ARTICLE V. 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 do indirectly that which is improper for them to do directly.
5. Committee members shall focus their efforts through cooperation and positive interaction with each other through open communication and trust with each other.

ARTICLE VI. MEETINGS:

1. The date and time of regular Committee meetings shall be held on the 1st Tuesday of each month, beginning at 4:00 p.m.
2. The Committee shall conduct its business in accordance with Robert's rules of Order.
3. Special meetings may be called by the Chairperson of the Committee or the Tribal Chairperson.
4. All meetings shall be posted in the same manner as meetings of the Tribal Legislature.
5. 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 (I) (c) of the Constitution and Bylaws of the Menominee Indian Tribe. Which states No business shall be transacted at any special meeting of the Tribal Legislature unless such business has been stated in the notice of such meeting. However, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of the Legislature consent in writing.

ARTICLE VII. QUORUM:

A majority of the Committee shall constitute a quorum for the transaction of business at any meeting of the Committee. In the absence of a quorum, the Committee may only (1) recess until such a time as a quorum is present, or (2) adjourn.

ARTICLE VIII. MANNER OF ACTION:

The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

ARTICLE IX. SUB-COMMITTEES:

The Committee may create any sub-committees which it deems necessary to carry out its duties.

ARTICLE X. REORGANIZATION:

The Committee shall review and approve the By-laws at every organizational meeting each year.