

2018

KIOWA INDIAN COUNCIL

Approved, July 2018

[KIOWA INDIAN COUNCIL POLICIES AND PROCEDURES]

This Policy and Procedure Manual has been approved by the Kiowa Indian Council in accordance with the Kiowa Tribal Constitution, Article V. It defines the constitutional duties of the KIC Coordinator and other duties necessary to support the Kiowa Indian Council. The manual also defines the rules and procedures for the annual meeting and special meetings of the Kiowa Indian Council

RULES OF ORDER AND PROCEDURES FOR THE KIOWA INDIAN COUNCIL

Article V, Section 3 states the Kiowa Indian Council shall have the power to establish its own rules of order and procedure.

Article V, Section 3, (b) states THE KIOWA INDIAN COUNCIL SHALL HAVE THE FOLLOWING POWERS:

1. The KIC shall have the power to set policy for the Tribe
2. The KIC shall have the power to authorize the Chairman to enter into treaties, compacts, or contracts and such authorization may include the power to waive Sovereign Immunity
3. The KIC shall have the power to initiate the process to amend the Constitution by voting to call A Special Election to place before the voters the text of a proposed amendment along with the question of whether such proposed amendment should be placed before the voters in a subsequent Special Election to be held within one year and following the requirements of Article XIV of the Constitution

Meeting Procedures

1. Annual Meeting

- a. An annual meeting of the KIC shall be held on the First Saturday in April. No other meeting of the Tribe shall be held on the first Saturday of April including a Special KIC meeting or a meeting of the Legislature. **Should for any reason a quorum is unable to be established, a second meeting shall be called within the next sixty days.**
- b. The annual meeting shall be held at the Kiowa Tribal Complex in Red Buffalo Hall.
- c. **A recent financial statement for the Tribal operations, all economic enterprises, including the KCOA shall be submitted for the KIC review and discussion. The financial report shall be in written form with copies for all KIC members in attendance. A Tribal financial staff member/CFO shall be in attendance to present the Financial Statement and explain line items and answer questions.**
- d. **Members of the Executive and Legislative Branch shall be in attendance.**
- e. **Written Annual reports from all programs shall be available for KIC members. Reports from the Executive Branch shall include trip reports, plans for any economic development, and other activities. The Legislative Branch present laws, resolutions or executive orders developed during the previous year.**

2. Special Meeting

- a. Special Meetings may be called upon request of six Legislators; or by petition, signed by 400 Members of the Tribe who are 18 years of age and older. The Election Commission shall validate petitions for Special Meetings.

- b. The purpose of the Special Meeting shall be indicated in the request for the Special Meeting and no other business shall be conducted at the Special Meeting.
- c. All requests for a Special Meeting shall be submitted to the Coordinator of the Office of the Kiowa Indian Council. Requests for Special Meetings shall include proposed resolutions attached in proper format as indicated by the rules of order and procedure of the KIC.
- d. Upon receipt of a request from the Legislature or a validated petition of the tribal members, the Coordinator shall call the Special Meeting

3. Posting and Publishing of Resolutions

All proposed Resolutions shall be posted by the Office of the KIC thirty (30) days prior to the Annual or Special Meetings. Specific posting sites shall be on the Kiowa website, the Kiowa Complex and the Kiowa newsletter (dependent upon timing of resolutions and publication date of newsletter).

4. Notice

Public Notice of all Annual and Special Meetings of the Kiowa Indian Council shall be posted fifteen (15) days before such meetings. Specific public notices should be published on the Kiowa Tribe website, Kiowa Newsletter and local newspapers

5. Introducing a Kiowa Indian Council Resolution

All proposed resolutions shall be submitted to the Office of the Kiowa Indian Council with supporting documents (i.e. written format or on computer disc) 45 days prior to scheduled meeting. All resolutions shall have a statement identifying the specific resolutions, if any, to be superseded, repealed or amended, and all such Resolutions shall be placed on the agenda of the KIC meeting.

After introduction of the resolution at the annual meeting, the author of the resolution shall be given the opportunity to explain and answer questions from the KIC regarding the resolution. After discussion of the proposed resolution, the meeting chairperson shall call for a motion to accept or reject the resolution for submission to the Election Commission to be put on the ballot for a general election

The KIC shall call for volunteers or nominate at least 7 (one from each district) persons to become a resolutions committee to review all resolutions submitted for voting by the KIC for proper wording, adherence to the constitution requirements, and within the powers of the KIC.

6. Placing items for the agenda

All requested agenda items shall be submitted in written form to the KIC Coordinator 45 days prior to an annual meeting

7. Order of Business

The Order of Business at any Annual or Special Meeting of the Kiowa Indian Council shall be as follows:

- a. Call to Order
- b. Invocation
- c. Roll Call
- d. Selection of Chairman, Secretary, and Sgt. of Arms
 - i. Chairman appoints 8 counters
- e. Resolutions
 - i. Introduction of resolution
 - ii. Reading of resolution into Kiowa Indian Council Record
 - iii. Discussion
 - iv. Voting
- f. Financial Report and Other requested reports (Annual meeting only)
- g. Other business for discussion (Annual meeting only)
- h. Announcements
- i. Adjournment
- j. Benediction

7 Procedures for Annual Meetings and special Meetings

- a. The KIC Coordinator shall call the meeting to order
- b. The KIC Coordinator appoints a Kiowa Indian council member to perform the invocation.
- c. The KIC Coordinator shall verify a quorum of at least one hundred and fifty members of the Kiowa Tribal Council has been met.
- d. At the beginning of each KIC meeting, the KIC will select a Chairman to preside at the meeting to facilitate the meeting, a Secretary to record decisions and publish the minutes of the meeting, and a Sgt. of Arms to maintain order. The meeting shall follow Robert's Rules of Order.
- e. Each proposed Resolution shall be read into the KIC record by the chairman or KIC member appointed by the Chairman. The reading of Resolution shall take place between introduction of resolution and discussion of resolution.
- f. Any KIC member may propose an amendment to a resolution during the discussion.
- g. All decisions of the KIC shall be made by majority vote of the KIC present. All KIC members shall be eligible to vote including the Chairman, Secretary and Sgt. of Arms. The KIC shall vote on each individual resolution separately, unless directed by vote of the KIC.
- h. The Secretary shall provide a copy of the decisions and minutes to the Coordinator by the end of five business days.
- i. The Coordinator of the Office of the Kiowa Indian Council shall compile all approved laws and Resolutions within ten days of passage into a code which shall be published and housed in the Office of Records and Management.
- j. The minutes and resolutions shall be made available to an eligible Kiowa Indian Council member with written request.

(8) **Voting.**

The Kiowa Indian Council shall have the right to approve or disapprove proposed resolutions by secret ballot or hand count.

(9) **Proposed Resolutions.**

Proposed resolutions shall include: Meeting Date, time and location resolution will be presented; Resolutions number space for the Office of Kiowa Indian Council Coordinator to apply appropriate number; date posted; date approved space for the Office of Kiowa Indian Council Coordinator to apply appropriate approval date; signature lines for chairman and Secretary (see Attachment A)

(10) **Petitions.**

Petitions for Special Kiowa Indian Council Meetings and petitions for repeal must be filed by close of business

- a. *Petitions to call Special Kiowa Indian Council Meeting* shall include: date, time, and place of proposed Special Meeting site; all proposed resolutions in order of presentations during Special Meeting; and Tribal Members name printed and signed (see Attachment B)
- b. Petitions to call Special Meeting of Kiowa Indian Council to repeal an enacted law or resolution shall include: date, times, and place of proposed Special meeting site; bill or resolution number to repeal; bill or resolution subject; and Tribal Member's name printed and signed (See Attachment A) Repeal petitions must be submitted the day before the Legislative Bill takes effect as law.

(11) **Maintain Order. It is the duty of the Chairperson of the Kiowa Indian Council to conduct the Annual and Special meetings according to Robert's Rules of Order.**