

EXHIBIT A

COQUILLE INDIAN TRIBAL CODE  
CHAPTER 141  
Tribal Council Policy and Procedures

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**141.10 General**

1. Purpose

To state uniform policies and procedures which will promote effective Tribal Council performance, facilitate orderly productive meetings, and establish clear expectations of members of the Tribal Council.

2. Background

The Tribal Council in accordance with the Constitution has established the structure and functions of the Coquille Tribal Government, providing for the delegation of responsibilities and authorities to various work units of Tribal government.

The Tribal Council has determined Tribal laws to guide the Tribal governments to carry out the delegated function and responsibilities.

The Tribal Council has reserved to itself the legislative responsibility and authority and other such responsibilities and authorities not specifically delegated by law.

3. Definitions (reserved)

**141.20 Jurisdiction**

**141.100 Applicability**

The provisions of this ordinance shall apply to all members of the Tribal Council.

**141.120 Officers of the Tribal Council**

The officers of the Tribal council are hereby assigned duties and responsibilities as follows:

1. Tribal chairperson

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The Chairperson of the Tribal Council is the chief spokesperson of the Tribe, represents the Tribe by name and title, provides for correspondence with other governments and entities on behalf of the Tribe and carries out the following duties;

- a) Provides oversight for the management and administration of Tribal operations and government.
- b) Calls for and presides over regularly scheduled meetings of the Tribal council, General Council meetings and such other meetings as are considered necessary for the conduct of Tribal business.
- c) Coordinates with other work units and communicates the direction of the Tribal Council.
- d) Sets the agenda in advance of Tribal Council meetings.
- e) Presents and explains the position of the Coquille Indian Tribe on all matters of importance.
- f) Delegates tasks to members of the Tribal Council or General Council to assist the Tribal Council.
- g) In the event the Chairperson is absent from office or is unable to perform his duties and responsibilities, the Vice Chairperson may assume the assigned duties and responsibilities of the Chairperson until such time the Chairperson returns to office and reassumes his/her duties and responsibilities.

2. Vice-Chairperson

- (a) The Vice-Chairperson of the Tribal Council shall assist the Chairperson in the duties of the office and shall carry out the duties of the Chairperson in his/her absence.
- (b) The Vice-chairperson may assume the assigned duties and responsibilities of the Chairperson when the Chairperson is absent or is unable to perform his/her duties and responsibilities until such time the

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Chairperson returns to office and reassumes his/her duties and responsibilities.

3. Tribal Chief

The Chief of the Coquille Tribe is the chief spokesperson of the Coquille Tribe on cultural, spiritual and historical matters and carries out the following responsibilities;

(a) Represents the Tribe at cultural events and facilitates understanding of the Tribes culture and heritage.

(b) Ensures that the Tribal Council considers the cultural and spiritual needs of the Tribe in its decision making.

(c) Advises all Tribal work units on matters of cultural, spiritual and historical significance, including the conduct of cultural events.

4. Secretary/Treasurer

The Secretary/Treasurer of the Tribal Council ensures the accurate recording of all Tribal Council meetings and decisions, certifies minutes, resolutions, ordinances and other actions of the Tribal Council, and looks after the financial integrity of the Tribe, by carrying out the following responsibilities;

(a) Reviews "draft" minutes of Tribal Council meetings to ensure their accuracy prior to presentation for approval, and certifies approved minutes.

(b) Certifies the content and accuracy of resolutions and ordinances.

(c) Reviews and advises the Tribal organization on record keeping practices.

(d) Is an approved signer of checks.

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(e) Reviews all financial policies and procedures and assists in facilitating an understanding on the part of the Tribal Council and Tribal members on such matters.

(f) Reviews all audit reports and advises the Tribal Council of any concerns or discrepancies.

**141.130 Conduct of Individual Tribal Council Member**

All members of the Tribal Council are encouraged to;

1. Attend all meetings of the Tribal Council and General Council unless excused from such meetings.
2. Provide input into matters coming before the Tribal Council.
3. Support all decisions of the Tribal Council.
4. Diligently carry out assignments on behalf of the Tribal Council.
5. Conduct themselves professionally and ethically in all matters and provide a positive community role model.
6. Promote cooperation and teamwork among Tribal Council, staff, and all other work units and members of the Tribe.
7. Maintain objective attitude in decision making.

**141.140 Tribal Council Meetings**

Meetings of the Tribal and General Council shall be conducted in accordance with the following policies.

1. Tribal Council Meetings Open to Tribal Members

The Tribal Council shall hold meetings at least once during each month to report on Tribal activities and obtain General Council input on important business of the Tribe. The following procedures shall apply to all such meetings.

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(a) Such meetings shall be scheduled in advance to allow members time to attend. Notice of such meetings shall be published in the tribal newsletter and posted in a conspicuous place at the tribal administrative office.

(b) Members wishing to bring topics before the Tribal Council may contact the Chairman and request time during such meeting. Such request will be considered and honored if appropriate to the meeting and time permits.

(c) To permit all Tribal Members the opportunity to speak and present their views, the Chairperson shall schedule time at all such meetings for comment and shall set limits on the time allotted to individuals. Members shall be expected to speak only when recognized by the Chairperson.

(d) All persons attending Tribal Council meetings are expected to address issues and conduct themselves in a courteous and respectful manner.

(e) The Tribal Council may take action on proposed ordinances, resolutions or other actions during open meetings.

2. Notice and Agenda Requirements for Certain Special Tribal Council meetings.

(a) The Tribal Constitution provides that, "[n]o special [Tribal Council] meeting shall be called without at least forty eight (48) hours notice to each member of the Tribal Council, unless each member agrees to waive the notice requirement." The Constitution also authorizes the Tribal Council to augment or diminish the Tribal Council meeting procedures.

(b) If a Special Tribal Council meeting is requested with less than forty eight hours notice, each Tribal Council member will, before waiving their right to forty eight hours notice, be notified of all agenda items and decisions to be made at the proposed Special Tribal Council meeting.

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(c) The Tribal Council Chairperson will be responsible to document and ensure compliance with this subsection 141.140(2), provided that the Chairperson may delegate this responsibility in writing to the Tribal Council Secretary.

(d) Tribal Council actions taken in violation of this subsection will be invalid.

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**3. Working Sessions of the Tribal Council**

The Tribal Council may hold working sessions to provide Tribal Council members the opportunity to express themselves freely in the deliberation of issues and to maximize the use of available time in conducting business. Such meetings shall be conducted in accordance with the following procedures;

- (a) The Chairperson shall keep such meetings orderly and recognize each member of the Tribal Council wishing to speak.
- (b) The Tribal Council may not take final or official action on the matter during the working session.

**4. General Council Meetings**

In accordance with Article III Section 2 of the Constitution, General Council Meetings shall be held semi-annually and at such other times as considered necessary by the Tribal Council. Semi-annual General Council meetings shall be established based on the following standards.

- (a) The Tribal Council shall conduct cultural events and provide reports of Tribal government activities at the regularly scheduled General Council meetings.
- (b) General Council meetings shall be conducted in accordance with procedures for Tribal meetings as established herein.

**141.150 Severability**

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If a court of competent jurisdiction finds any provision of this ordinance to be invalid or illegal under applicable tribal and or federal law, such provision shall be severed from this ordinance and the remainder of this ordinance shall remain in full force and effect.