

**RINCON BAND OF LUISEÑO INDIANS
RINCON RESERVATION, CALIFORNIA**



**RINCON COMMITTEE POLICY ORDINANCE
RINCON TRIBAL CODE § 2.600**

Adopted on June 5, 2012

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

TABLE OF CONTENTS

§ 2.600	PURPOSE AND INTENT.....	1
§ 2.601	APPLICABILITY AND INTERPRETATION	1
§ 2.602	DEFINITIONS	1
§ 2.603	COMMITTEES DUTIES AND STANDARDS	3
§ 2.604	GENERAL COMMITTEE DUTIES.....	3
§ 2.605	RECOMMENDATIONS TO THE TRIBAL COUNCIL	3
§ 2.606	ETHICS	4
§ 2.607	CONFLICTS OF INTERESTS	4
§ 2.608	CONFIDENTIALITY/CONFIDENTIAL INFORMATION	5
§ 2.609	COMMITTEE ELIGIBILITY	5
§ 2.610	NEW COMMITTEE MEMBERS	6
§ 2.611	COMMITTEE MEMBER TERMS	6
§ 2.612	RESIGNATION.....	6
§ 2.613	REMOVAL.....	6
§ 2.614	COMMITTEE VACANCIES.....	8
§ 2.615	RETURN OF PROPERTY	9
§ 2.616	ELECTION OF OFFICERS	9
§ 2.617	OFFICER DUTIES.....	10
§ 2.618	COMMITTEE MEETINGS	12
§ 2.619	MEETING MINUTES; RECORDINGS AND TRANSCRIPTS	12

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.620	VOTING	13
§ 2.621	REPORTING REQUIREMENTS	14
§ 2.622	COMMITTEE RECORDS	14
§ 2.623	FINANCIAL ACCOUNTABILITY.....	14
§ 2.624	COMPENSATION	15
§ 2.625	REIMBURSEMENT	15
§ 2.626	LIMITATION OF LIABILITY	15
§ 2.627	SEVERABILITY	15
§ 2.628	NO WAIVER OF SOVEREIGN IMMUNITY	16
	ATTACHMENT A:CONFIDENTIALITY AGREEMENT	17
	ATTACHMENT B:REQUEST TO REMOVE COMMITTEE MEMBER	18
	ATTACHMENT C: SAMPLE COMMITTEE MEETING NOTICE	19
	ATTACHMENT D: SAMPLE COMMITTEE MEETING AGENDA.....	20
	ATTACHMENT E: REQUEST FOR TRIBAL COUNCIL ACTION FORM	21
	ATTACHMENT F: SAMPLE COMMITTEE MEETING MINUTES	22

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.600 **PURPOSE AND INTENT**

Pursuant to the Articles of Association, various tribal ordinances and by appointment of the Tribal Council, certain committees are established to execute governmental functions, serve in an advisory capacity and volunteer for community events. This assists the Tribal Council in carrying out its responsibilities, provides quality services to the membership, develops, maintains, and protects the Band's assets and interests. The Tribal Council has identified the need to standardize the organization, internal management, and recordkeeping of the Band's committees. The purpose of this Ordinance is to describe the procedures and requirements that each committee must adhere to in order to achieve the Band's self-governance goals.

§ 2.601 **APPLICABILITY AND INTERPRETATION**

Except as otherwise provided in the Articles of Association, a committee-specific ordinance, resolution or policy, all committees of the Band shall be regulated by this Ordinance. In instances where a conflict or inconsistency exists between the provisions of this Ordinance and the Articles of Association, committee-specific ordinance, resolution or policy, then the Articles of Association or committee-specific ordinance, resolution or policy shall govern and control over any inconsistent or conflicting provision of this Ordinance.

§ 2.602 **DEFINITIONS**

(a) **“Articles of Association”** means that certain organizational document setting forth rules of procedure to govern the operations and recognize the governing body of the Tribe, adopted by the General Membership on February 14, 1960, and approved by the Commissioner of Indian Affairs on March 15, 1960.

(b) **“Band”** means the Rincon Band of Luiseño Indians.

(c) **“Band Member”** means an enrolled member of the Tribe not less than twenty-one (21) years of age.

(d) **“Business Committee”** means the five (5) member committee established under Sections 3 and 4 of the Rincon Band's Articles of Association. “Business Committee” shall be synonymous with “Tribal Council” and “Rincon Tribal Council” as may be used in this Ordinance or any existing or future Tribal Ordinance.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

(e) **“Confidential Information”** means non-public data about Band Members, such as personal identifying information, e.g. dates of birth, social security numbers, addresses, gender, that when combined with other information, e.g., email addresses, can be used in identity theft, reputational damage or financial loss.

(f) **“Conflict of Interest”** means a situation where the perceived or actual personal or familial interests of a committee member conflict with the official responsibilities of the committee member’s position of trust on the committee.

(g) **“Dereliction of Duty”** means the willful, negligent, or intentional failure of a committee member to carry out legal or policy obligations under this Ordinance, including abandonment of responsibilities, refusal to perform assigned functions, or other conduct that unreasonably delays, obstructs, or compromises the integrity of the Tribe’s operations.

(h) **“General Membership”** means all persons on the Membership Roll.

(i) **“Immediate Family”** means grandparents, parent, children, siblings, aunt, uncle, first cousins and spouses.

(j) **“Ordinance”** means this Rincon Tribal Ordinance, as amended from time to time.

(k) **“Tribal Chairman”** means the Chairman of the Tribe.

(l) **“Tribal Council”** means the five (5) member committee established under Sections 3 and 4 of the Rincon Band's Articles of Association, and shall be synonymous with “Business Committee” and “Rincon Tribal Council” as may be used in this Ordinance or any existing or future Tribal Ordinance.

(m) **“Tribal Law”** means laws, Ordinances, policies and procedures enacted by the Tribal Council.

(n) **“Willful Misconduct”** means misconduct that is voluntary and intentional.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.603 **COMMITTEES DUTIES AND STANDARDS**

The Tribal Council has authorized the following committees: Election Committee, Enrollment Committee, Cemetery Committee, Cultural Committee, Grievance Board, Education Committee, Investment Committee, Youth Committee, and Regional Tribal Operations Committee. This Ordinance shall govern and control all committees authorized by the Tribal Council including, but not limited to, the above listed existing committees and all future committees, unless specifically excluded by this Ordinance.

§ 2.604 **GENERAL COMMITTEE DUTIES**

Each committee shall:

- (a) Act in an advisory capacity to the Tribal Council by identifying needs and making recommendations on matters within the committee's mission;
- (b) Conduct business in accordance with this Ordinance and any other applicable Tribal Law; and
- (c) Undertake other duties and responsibilities approved by the Tribal Council.

§ 2.605 **RECOMMENDATIONS TO THE TRIBAL COUNCIL**

Committees may make recommendations to the Tribal Council in accordance with the following procedures:

- (a) A committee may present a recommendation to the Tribal Council in writing, or in person at a regular Tribal Council meeting during open session; provided, however, that if the subject matter of a recommendation is protected by confidentiality, the recommendation shall be presented during closed session.
- (b) The Tribal Council shall have the sole authority to approve or reject a committee recommendation. Committee recommendations that are rejected by the Tribal Council or for which no action was taken by the Tribal Council shall not be implemented.
- (c) A Band Member may submit a recommendation to a committee for its review and consideration. The committee must inform the Band Member, in writing within sixty (60) days, whether or not the committee presented the recommendation to the Tribal Council, and the committee's reasons for its decision.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.606 **ETHICS**

Committee members shall adhere to the following ethical requirements:

- (a) To exercise the authority delegated to the committee with wisdom, restraint, and the interests of peacemaking in mind;
- (b) To represent equally all Band Members residing on and off the Reservation, and not favor special interests on or off the Reservation;
- (c) To approach all committee issues/matters with an open mind, in order to make informed decisions in the best interests of all;
- (d) To uphold the trust and confidence of the Tribal Council and the membership;
- (e) To maintain Confidential Information imparted to the committee;
- (f) To focus individual and collective efforts to advance the Band's mission and interests, not personal or family interests; and
- (g) To be of service to the Band and to not use committee service for financial gain, political influence, personal advantage or to benefit friends, family or supporters, or in any manner that violates the duties to avoid Conflicts of Interest and maintain Confidential Information.

§ 2.607 **CONFLICTS OF INTERESTS**

Committee members are expected to perform their duties and responsibilities free from Conflicts of Interest. A Conflict of Interest arises when the personal or familial interests of a committee member conflict with the official responsibilities of the committee member's position of trust on the committee. All committee members shall exercise good faith and avoid participating in any committee business or activity where an actual or perceived Conflict of Interest exists.

- (a) Committee members shall not participate in, influence, or attempt to influence any deliberation, decision, or action of the committee if he or she, including his or her Immediate Family, has an actual or perceived Conflict of Interest. Any conflicted committee member shall disclose the Conflict of Interest and recuse themselves from all committee activities or business for so long as the conflict exists. Any member's failure

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

to disclose the conflict and recuse constitutes a violation of this Ordinance, and any other applicable Tribal Law.

§ 2.608 CONFIDENTIALITY/CONFIDENTIAL INFORMATION

(a) Committee members shall hold Confidential Information and documents obtained during committee service in the strictest confidence. This means safeguarding any personal identifying information about Band Members, their families, their family ties, as well as any other information otherwise marked or known to be confidential from intentional and unintentional disclosure.

(b) Each committee member shall execute a Confidentiality Agreement (Attachment A). Committee members shall use Confidential Information for official use only. Use of Confidential Information for personal benefit, financial gain or for political purposes is absolutely prohibited.

(c) The duty not to disclose the Confidential Information gained during committee service remains in effect after a committee member leaves office.

(d) Any unauthorized release, carelessness, or misuse, in the handling of Confidential Information, including removal and/or possession of confidential records, is a breach of the duty to maintain confidentiality. Any breach of the duty to maintain confidentiality constitutes grounds for removal from the committee and may result in legal liability, damages, fines and other penalties pursuant to applicable Tribal Law.

§ 2.609 COMMITTEE ELIGIBILITY

Unless designated otherwise in the specific resolution or Ordinance governing the committee:

(a) Each committee shall be composed of a minimum of three (3) members.

(b) Committee members shall be at least twenty-one (21) years of age.

(c) Staff members may serve on committees; provided, however, that a staff member shall not serve on a committee playing an advisory role to the program in which the staff member is employed.

(d) Committee members must be in “good standing” with the Band as that standard is defined under Tribal Law or policy.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

(e) No person having been convicted of a crime against a child shall serve on a committee that provides activities for children.

(f) Committees may utilize the assistance of non-Band Members subject to Tribal Council approval. Non-Band Members assisting a committee shall not have the right to vote on committee business.

§ 2.610 NEW COMMITTEE MEMBERS

Following the appointment or election of a new committee member, the new member shall complete an orientation and sign a Confidentiality Agreement (Attachment A).

§ 2.611 COMMITTEE MEMBER TERMS

Unless another Tribal Law or policy dictates otherwise, committee members may serve for an unlimited period of years to the extent reappointed by Tribal Council.

§ 2.612 RESIGNATION

Any committee member wishing to resign shall submit written notice to the Tribal Council, with a copy to the committee chair; provided that if the committee Chair resigns, he or she shall provide notice to the Vice Chair, or other designee.

§ 2.613 REMOVAL

(a) Any committee member appointed by the Tribal Council, serves at the pleasure of the Tribal Council and may be removed at any time with or without cause upon written notice from Tribal Council.

(b) Any committee member elected by the general membership may be removed pursuant to Special Election under § 2.406(b) of the Election Ordinance, RTC § 2.400, in accordance with the following procedures:

- (1) **Initiation of Removal Process.** Any Band Member, including any Business Committee member or committee member, may submit a completed Request to Remove Committee Member Form (Attachment B) to the Business Committee to call for a Special Election under RTC § 2.406(b) of the Election

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

Ordinance to remove a committee member for “cause.” “Cause” may include, but is not limited to:

- A. Willful Misconduct;
- B. Dereliction of Duty;
- C. Disability, illness or injury;
- D. Failure to declare and recuse for a conflict of interest;
- E. Breach of duty of confidentiality;
- F. Violation of any Tribal Law, including the provisions of this Ordinance.

(2) Request to Remove Requirements. A written Request to Remove under RTC § 2.613(b)(1) shall:

- A. Identify the committee member(s);
- B. State the grounds for “cause” with supporting facts; and
- C. Be signed and dated by the requestor(s).

Upon review by the Business Committee, the Request to Remove shall be sent to the committee member(s) to provide ten (10) days to submit a written response. If the Business Committee, upon review of committee member’s written response, determines no “cause” to remove exists under Section 2.613(b)(1), the parties will be notified within ten (10) days of the decision.

(3) Notice of Special Election for Request to Remove. If the Business Committee, upon review of the committee member’s written response to the Request to Remove, determines that “cause” for removal exists, the Chairperson, Vice-Chair or a quorum of the Business Committee shall direct the Tribal Administrator to schedule a special election in accordance with § 2.406(b) of the Election Ordinance. The Tribal Administrator shall issue notice of special election to the committee member(s)

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

at least thirty (30) days before the election date. The notice shall include:

- A. The submitted Request to Remove Committee Member Form and the Business Committee's statement of cause for removal;
- B. The special election date;
- C. The right of the committee member(s) to submit a written response for inclusion in the voter packet; and
- D. A copy of the relevant provisions of this Ordinance.

(4) Due Process for the Special Election.

- A. The committee member(s) subject to the Request to Remove may submit a written response to the Business Committee no later than five (5) days after receiving notice under Section 2.613(b)(3) of this Policy.
- B. The response of the committee member(s) shall be included in the voter packet mailed to eligible voters, along with a copy of the Request to Remove Form and statement of cause for removal.
- C. The Business Committee's statement of cause for removal and the written response of the committee member(s) shall be limited to two (2) pages on 8.5 x 11 paper, with 12-point font and 1-inch margins.

§ 2.614 COMMITTEE VACANCIES

(a) Vacancies may arise when Tribal Council does not re-appoint the member, or upon death, resignation or removal of a committee member. Vacancies created by death, removal or resignation of a committee member established by election of the general membership shall be filled by special election, RTC § 2.406(b). Vacancies for committee members appointed by Tribal Council may be filled upon recommendation of the committee to Tribal Council.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

- (b) Vacancy procedures for committees appointed by Tribal Council:
- (1) Within thirty (30) days after a vacancy arises, the committee shall contact the Human Resources to post a notice of vacancy on the tribal member media, website and prominent locations on the Reservation. The vacancy notice shall include a description of the committee's mission, the application process, and contact information. The notice shall remain posted for at least ten (10) days.
 - (2) The committee shall review all applications, and interview at least three (3) qualified applicants at the next committee meeting.
 - (3) After interviews, the committee shall send a written recommendation for appointment to the Tribal Council.
 - (4) The Tribal Council may appoint the applicant to the committee by resolution or letter.
- (c) For vacancies that arise due to death, removal or resignation of a committee member, the successor appointed shall serve for the remainder of the vacated term.

§ 2.615 RETURN OF PROPERTY

At the end of a committee member's term of service, the committee member shall deliver all committee-related papers, records, books, and other items in the committee member's possession to the Chair.

- (a) It shall be the duty of the Chair, or other designee, to manage the safeguard committee property to ensure it is returned to the committee immediately upon termination of committee service.

§ 2.616 ELECTION OF OFFICERS

Each committee shall elect from within its own membership a Chair and a Vice-Chair and such other officers as may be required by the Tribal Council or otherwise needed to fulfill the committee's duties.

- (a) Officers shall be elected annually, or as otherwise needed.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

(b) A committee member may nominate any fellow member for office. Such nomination must be seconded by another committee member or the nomination will be deemed withdrawn.

(c) Officers shall be elected by a majority vote of a quorum of the committee. All committee members must be present to conduct the vote to elect officers. The vote to elect officers shall be conducted by secret ballot. All committee members, including the acting Chair, may vote for all officer positions, including any position that he or she is nominated for.

§ 2.617 OFFICER DUTIES

- (a) The Chair, or designee, of a committee shall:
- (1) Provide all committee members with written notice (Attachment C) of each committee meeting at least five (5) days prior to the meeting.
 - (2) Post notice of committee meetings in tribal member media, website and prominent locations on the Reservation.
 - (3) Prepare written meeting agendas (Attachment D), which shall include all matters of business to be addressed at each meeting;
 - (4) Distribute an agenda to each committee member at or before each committee meeting;
 - (5) Preside over all committee meetings, in accordance with Robert's Rules of Order where applicable and consistent with this Policy, and any special rules of order adopted by the Tribal Council;
 - (6) Submit reports to the Tribal Council and the General Membership, if applicable;
 - (7) Draft updates on committee business for publication in the Rincon Voice;
 - (8) Act as the representative of the committee in communications with individuals, groups, and organizations and answer correspondence on behalf of the committee;

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

- (9) Notify the Tribal Council of any committee recommendations, including recommendations for the appointment or removal of a member;
 - (10) Where Tribal Council action is requested by the committee, submit a Request for Tribal Council Action form (Attachment E) to the Tribal Council;
 - (11) Each December, submit an annual plan of activities specifying the committee's proposed activities for the next fiscal year; and
 - (12) Undertake other duties and responsibilities, as developed and approved by the committee or Tribal Council.
- (b) The Vice-Chair, or designee, shall:
- (1) Preside over all committee meetings in the Chair's absence;
 - (2) Take attendance at committee meetings;
 - (3) Keep minutes of all committee meetings (Attachment F);
 - (4) Distribute meeting minutes to committee members for review and approval;
 - (5) Provide a copy of approved committee meeting minutes to the Tribal Council Liaison for distribution to the Tribal Council;
 - (6) Maintain copies of approved meeting minutes as provided herein;
 - (7) Coordinate recording and transcription of meeting minutes, where applicable;
 - (8) Compose all resolutions and recommendations agreed upon by the committee;
 - (9) Maintain all official records of the committee;
 - (10) Carry out the committee's additional financial responsibilities, including maintaining an accurate financial statement, conducting all banking activities, and providing the Tribal Council with a quarterly financial report; and
 - (11) Undertake any other duties and responsibilities, as developed and approved by the committee or Tribal Council.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.618 **COMMITTEE MEETINGS**

(a) Each committee shall hold a minimum of four (4) regular quarterly meetings each year unless the Tribal Council has determined that a particular committee need not meet this minimum. Predetermined future meetings must be made a part of the annual plan defined in Section 2.616(a)(11) of this Ordinance. Additional meetings may also be scheduled as needed.

(b) A quorum consisting of a majority of the committee's members shall be required to conduct business.

(c) Committee members shall attend all committee meetings unless they give written or verbal notice to the Chair prior to the meeting; provided, however, that no notice is necessary if the absence is caused by injury to the committee member or sickness, injury, or death of a member of the committee member's family.

§ 2.619 **MEETING MINUTES; RECORDINGS AND TRANSCRIPTS**

Minutes of all meetings committee meetings shall be taken and retained in accordance with the following requirements:

(a) The Vice-Chair, or designee, shall record the minutes of each committee meeting (Attachment F). In the absence of the Vice-Chair, any member of the committee may record the minutes.

(b) Committee meeting minutes shall provide a written record of:

- (1) The name of the committee;
- (2) The date, time, and location of the meeting;
- (3) The names of the committee members in attendance and those who were absent;
- (4) Whether a quorum was achieved;
- (5) A list of any guests in attendance;
- (6) The times of commencement and termination of the meeting;
- (7) The highlights of all discussions; and
- (8) All actions taken during the meeting, including motions made, who proposed and seconded the motions, whether motions

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

passed, failed, or were tabled, and the margin for each vote. The minutes need not specify how each committee member voted.

- (9) Any items identified and reserved for future discussion and/or follow up.

(c) The Vice-Chair, or designee, shall distribute meeting minutes to all committee members for review within ten (10) days following the committee meeting. Approval of the minutes should be the first item on the agenda of the next meeting of the Committee.

(d) Following approval of the meeting minutes by a majority of the Committee, the Vice-Chair, or designee shall provide a copy of minutes to the Tribal Council Liaison for distribution to the Tribal Council.

(e) The Vice-Chair, or designee, shall ensure that approved minutes are maintained for a period of three (3) years, or for such other period as specified in the Band's records retention policy, whichever is longer. Backup copies of all committee documents shall be stored electronically in the Band's IT server.

(f) Committee meeting minutes shall be posted on the Band Member website for review, or provided upon request.

(g) Committee meetings may be recorded and meeting minutes transcribed, if funding permits, at the election of the committee or the Tribal Council.

- (1) Where meetings are recorded and minutes transcribed, the committee Vice-Chair, or designee, shall coordinate the recording transcription, and shall maintain copies of all recordings and transcripts.
- (2) Transcripts of committee meetings shall be made at the request and expense of any Band Member; provided, however, that any portion of a transcript or the minutes involving Confidential Information shall be redacted.

§ 2.620 **VOTING**

Whenever possible, committee voting shall be by consensus; provided, however, that if a consensus cannot be reached, majority vote of a quorum shall prevail. Committee members must be present to vote. The Chair may vote.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.621 **REPORTING REQUIREMENTS**

Each Committee shall comply with the following minimum reporting requirements:

(a) Monthly reports shall be submitted to the Tribal Council. The report shall summarize committee's activities, any problems or issues that have arisen within or in relation to the committee, and other relevant information. In the particular months during which a committee meeting is held, the required monthly reporting shall be no later than 15 days following a committee meeting;

(b) Quarterly reports following each committee meeting on the committee's activities shall be submitted to the General Membership.

(c) Each committee shall develop an annual plan of activities specifying the committee's proposed activities for the coming year. The committee shall submit the annual plan to the Tribal Council in December of each year.

(d) The Vice-Chair, or designee, of each committee shall provide the Tribal Council with a quarterly narrative or financial report as necessary and appropriate for that particular committee.

§ 2.622 **COMMITTEE RECORDS**

The Vice-Chair, or designee, of each committee shall be responsible for compiling and maintaining complete records of all committee action, including but not limited to meeting minutes, records of recommendations, and financial records.

§ 2.623 **FINANCIAL ACCOUNTABILITY**

(a) All committees dealing with Band funds must document all financial transactions, including but not limited to requests, donations, purchases, and travel vouchers. The Vice-Chair, or designee, shall be primarily responsible for the financial accountability of the committee.

(b) Decisions on committee purchases require the prior approval of the committee. All financial transactions exceeding \$250 shall require the prior approval of the Tribal Council; provided, however, that the Tribal Council may waive such approval in writing.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

(c) Committees are prohibited from making donations of any kind from committee funds.

(d) Any donations made to a committee shall be delivered to the Vice-Chair, or designee, and immediately deposited in the Band's account. The Vice-Chair, or designee, shall issue a receipt for each donation received.

§ 2.624 **COMPENSATION**

Committee members may receive compensation for committee service, at the discretion of the Tribal Council. The Tribal Council shall authorize such compensation by resolution.

§ 2.625 **REIMBURSEMENT**

(a) Committee members shall receive reimbursement for expenses consistent with Tribal accounting policies.

(b) Committee members may be required to attend off-Reservation trainings. If such training is required, the cost of the training shall be paid for by the Band. Additional training-related expenses (food, lodging, gas, etc.) shall be paid in accordance with Tribal accounting policies.

§ 2.626 **LIMITATION OF LIABILITY**

No individual Committee member shall be held personally liable for monetary damages arising from any official action taken by a duly authorized committee pursuant to RTC § 2.104. All committees shall be considered agencies of the Band, and committee members shall be considered to be officers or agents of the Band. Nothing in this section shall be construed to bar prospective injunctive relief against a committee member in their official capacity for violations of Tribal Law or duly adopted policies.

§ 2.627 **SEVERABILITY**

If any provision in this Ordinance is held invalid or unenforceable, it is the intent of the Tribal Council that the remaining provisions of this Ordinance shall continue in full force and effect.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

§ 2.628 NO WAIVER OF SOVEREIGN IMMUNITY

All inherent sovereign rights of the Band as a federally recognized Indian tribe with respect to the existence and activities of any committee as authorized in this Ordinance are hereby expressly reserved, including sovereign immunity from suit. Nothing in this Ordinance nor any action of any committee shall be deemed or construed to be a waiver of the Band's sovereign immunity.

[ATTACHMENTS FOLLOW]

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

ATTACHMENT A: CONFIDENTIALITY AGREEMENT

[BAND LETTERHEAD]

CONFIDENTIALITY AGREEMENT

This is to certify that I, _____, a member of the _____ Committee of the Rincon Band of Luiseño Indians, understand that any all Tribal information (written, verbal or other form) and documents obtained during the performance of my duties must be held in the strictest confidence. This includes all information about Band Members, their families, and their family ties, as well as any other information otherwise marked or known to be confidential.

I understand that this information and data may be used for official use only, and that I am prohibited from possessing or utilizing that information for personal benefit or for political purposes.

I understand that my duty to maintain the confidentiality of information gained while I am a member of this committee remains in effect after I leave my position.

I understand that any unauthorized release, carelessness, or misuse, in the handling of Confidential Information, including removal and/or possession of confidential records, is a breach of the duty to maintain confidentiality. I further understand that any breach of the duty to maintain confidentiality constitutes grounds for removal from the committee and may result in legal liability, damages, fines and other penalties pursuant to applicable Tribal Law. If I am found to have violated this Confidentiality Agreement, I understand that I may be banned for life from sitting on any other Band committee or holding any elected office.

Signature of Elected Official, Appointed Board
Member or Appointed Committee Member

Title

Print Name

Date

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

ATTACHMENT B: REQUEST TO REMOVE COMMITTEE MEMBER

REQUEST TO REMOVE COMMITTEE MEMBER FORM



Submitting Member Name: _____ Date: _____

Band Number: _____

Whom do you accuse of misconduct or other improper act(s)?

☐ Mark **ONLY** if directed to **ALL** members of a Rincon Band Committee. _____ [Committee name]

IF directed to individual Committee members, please provide details below:

Name of Committee:	Name of Committee Member(s):

JUSTIFICATION

All allegations of misconduct or other improper act(s) must list the specific section(s) of the Articles of Association, Tribal Law, or Policy violated.

Any Request to Remove that does not list the specific section(s) of alleged violations of Articles of Association, Tribal Law, or Policy will be rejected.

DESCRIPTION OF ALLEGED MISCONDUCT OR OTHER IMPROPER ACT(S) (Please also attach all materials to this form in support of your Request to Remove - e.g., declaration, letters of support, or other documents.)	List the specific section(s) violated by the alleged conduct - e.g., "RTC §2.613(b)(1)(E)" or "§2.1002.3(a)(2)"

(BELOW SECTION FOR BUSINESS COMMITTEE USE ONLY)

- ☐ REQUEST TO REMOVE REJECTED – DOES NOT MEET SUBMISSION REQUIREMENTS UNDER RTC § 2.600.
- ☐ CAUSE ESTABLISHED AND REQUEST TO REMOVE ACCEPTED; RTC § 2.406(b) SPECIAL ELECTION PROCESS APPROVED.

AUTHORIZED SIGNATURE: _____
Name and Title

DATE: _____

RTC § 2.612(a)(1); RTC Form v.1

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

ATTACHMENT C: SAMPLE COMMITTEE MEETING NOTICE

[BAND LETTERHEAD]

Date: [Date]
To: [Committee Name] Committee
From: [Name], Chair
Re: Committee Meeting

Please be informed that the next regular Committee meeting will be held on [date], at [time], at [location and address]. The following tentative agenda will be discussed:

1. Call to order and roll call
2. Approval of minutes and agenda
3. Announcements
4. Financial Report
5. Review of correspondence
6. Review of old business
7. New business:
 - a. [list item of new business]
 - b. [list item of new business]
8. Next meeting and adjourn

For further details, contact: [Name], Committee Chair, [phone], [email].

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

ATTACHMENT D: SAMPLE COMMITTEE MEETING AGENDA

[BAND LETTERHEAD]

**[COMMITTEE NAME]
MEETING AGENDA
[date] [time]
[location and address]**

1. Call to order and roll call – Chair
2. Approval of minutes and agenda – Chair
3. Announcements – Chair
4. Financial Report – Vice-Chair
5. Review of correspondence – Chair
6. Review of old business – Chair
7. New business – Chair
 - a. [describe]
 - b. [describe]
8. Next meeting and adjourn

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

ATTACHMENT E: REQUEST FOR TRIBAL COUNCIL ACTION FORM

[BAND LETTERHEAD]

REQUEST FOR TRIBAL COUNCIL ACTION

Date: [insert date]
To: Tribal Council
From: [insert Committee name] Committee
Re: Request for Tribal Council Action: [describe]

The [insert Committee name] Committee has: [describe]

The [insert Committee name] Committee respectfully requests that the Tribal Council:
[describe]

A draft Tribal Council Resolution: (*check one*) ☐ is ☐ is not enclosed.

Thank you for your assistance with this request. Please contact the following Committee member: _____ at the following number: _____ or email address: _____
if you have any questions about the Committee's request for Tribal Council action.

Sincerely,

[insert name]
Committee Chair

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

ATTACHMENT F: SAMPLE COMMITTEE MEETING MINUTES

[BAND LETTERHEAD]

**[COMMITTEE NAME]
MEETING MINUTES**

[date]

[insert location and address]

Call to Order and Roll Call: [Name] (Chair) called the meeting to order at 5:05PM.
Committee members present: [Name] (Chair), [Name] (Vice Chair), [Name] (Member), [Name] (Member).
Committee members absent: [Name] (Member), excused.
A quorum was established.
The following guests attended the meeting: [names].

Approval of Minutes and Agenda:

1. Motion by [name] to approve the minutes from the [date] Committee meeting. Motion seconded by: [name]. Vote: motion passed 4-0-0. Resolved: The minutes of the [date] meeting are approved and entered into the committee's records.
2. Agenda was distributed and approved by consensus.

Announcements:

1. [Describe announcement #1 (for example, "[Name] reported that the Falmouth Institute is presenting an enrollment training on October 24 in Las Vegas, NV. The cost of the training is \$880. The Committee determined, by consensus, that the cost of the training is too high to permit Committee members to attend this year.")]
2. [Describe announcement #2 and any discussion or action]

Financial Report: [Describe]

Review of Correspondence: [Name] gave an update on the following correspondence:

1. [Brief description of correspondence #1 and any discussion]
2. [Brief description of correspondence #2 and any discussion]

Old Business:

1. [Brief description of discussion (for example, "[Name] provided an update on the Committee's article in the newsletter. He discussed proposed issues that could be addressed in the next newsletter.")]
Motion by [name] to [describe motion]. Motion seconded by: [name]. Vote: Motion failed 1-2-1.

COMMITTEE POLICY ORDINANCE
Rincon Tribal Code § 2.600

2. [Brief description of discussion]. Motion by [name] to [describe motion]. Motion seconded by: [name]. Vote: Motion passed 3-1-0.

Meeting adjourned at [time]. The next Committee meeting is scheduled for [date], at [time] at [location].

Certification of Minutes:

As Vice-Chair, or designee, of the _____ Committee of the Rincon Band of Luiseño Indians, I certify that to the best of my knowledge and belief that the presented minutes for the committee meeting held on [date] are accurate and offer a representation of discussions as they occurred at the meeting.

Should anyone find any discrepancies or omissions or if there is a need to revise these minutes, please call me at [phone] or email me at [email].

Sincerely,

[Name], Committee Vice-Chair (or designee)

Date

MINUTES TRACKING:

	<i>Date</i>	<i>By Whom</i>	<i>Notes</i>
Prepared:			
Distributed:			
Revised:			
Final Approval:			
To TC:			