

ANNA JOHN RESIDENT CENTERED CARE COMMUNITY BOARD BYLAWS
(FORMERLY KNOWN AS ANNA JOHN NURSING HOME BOARD)

Article I. Authority

1-1. *Name.* The name of this entity shall be the Anna John Resident Centered Care Community Board, hereinafter referred to as "Board."

1-2. *Authority.* The Board was established by motion of the Oneida Business Committee on November 16, 1977, and is delegated authority by the Oneida Business Committee pursuant to the authority delegated by the Constitution of the Oneida Tribe of Indians of Wisconsin, under Article IV., Section 1., Subsection (g) and is further recognized by the adoption of these Bylaws on November 16, 1977 and amended on April 11, 1979; December 15, 1980; May 15, 1984; February 9, 2011; and April 27, 2011.

1-3. *Office.* The official mailing address of the Board shall be:

Anna John Resident Centered Care Community Board
c/o Anna John Resident Centered Care Community
2901 S. Overland Road
Oneida, WI 54155

1-4. *Board Membership.*

- (a) *Number of Board Members.* The Board shall be comprised of seven (7) Board members.
- (b) *How Appointed.* Board members shall be appointed by the Oneida Business Committee in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.
- (c) *How Vacancies are Filled.* If a vacancy occurs on the Board, the Board shall provide written notice to the Oneida Tribal Secretary so that the Oneida Business Committee may fill the vacancy through the appointment process, in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions. The Board shall be allowed to make recommendations as to possible candidates. Vacancies of less than one (1) year shall be filled for the remainder of the term and for a new three (3) year term. Vacancies greater than one (1) year remaining of the term shall be filled for the remainder of the term.
- (d) *Qualifications.* Board members shall meet the following qualifications:
 - (1) Be an enrolled member of the Oneida Tribe of Indians of Wisconsin;
 - (2) Reside within Brown or Outagamie County; and
 - (3) Not be employed by the AJRCCC.
- (e) *Term of Office.* Board members shall serve a three (3) year term. Terms of office shall be staggered. Board members shall remain in office until the following:
 - (1) Successors have been sworn in by the OBC; or
 - (2) Submission to and acceptance of resignation by the Board; or
 - (3) Termination of appointment.
- (f) *Termination of Appointment and Resignation.* Three (3) unexcused absences of a Board member may result in a Board member's appointment being terminated in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions. A Board member who is unexcused for two (2) consecutive meetings shall be forwarded a reminder of the meeting dates by the Board Secretary. Resignations shall be brought to the Board in verbal or written format and presented to the Board.

- (g) *Leave of Absence.* The Board members will be allowed up to three (3) months leave of absence for a medical circumstance within term of appointment. The Board member requesting a Leave of Absence shall bring the request to the Board in verbal or written format.

1-5. *Purpose.* The purpose of this Board is to serve in an advisory capacity for the Anna John Resident Centered Care Community (AJRCCC) ensuring the operations are within the guidelines and policies of the Oneida Tribe of Indians of Wisconsin and within all regulations, rules and policies governing the operation of the AJRCCC. The Board also ensures the AJRCCC maintains a safe and sanitary environment while providing quality care and services to residents of the facility and as ordered by each resident's attending physician. The Board shall have the following duties and responsibilities:

- (a) Enhance service between the residents, families and the AJRCCC Administration.
- (b) To be involved, visit and participate in activities with the residents.
- (c) Ensure the AJRCCC is equipped and staffed in a manner to provide the best services for residents.
- (d) To bring the Board's concerns and/or complaints to the AJRCCC Administration.

Article II. Officers

2-1. *Officers.* The Board shall have three (3) Officers: Chairperson, Vice Chairperson and Secretary. The Officers of the Board shall perform other duties as may be required or requested by the Oneida Business Committee or General Tribal Council.

2-2. *Chairperson Duties.* The responsibility, duties and powers of the Chairperson of the Board are as follows:

- (a) Call meetings, notify Board members and develop agendas, in conjunction with the Board Secretary.
- (b) Preside at all meetings of the Board and maintain orderly discussions.
- (c) Receive, review and monitor all correspondence from the Board, present to the Board and sign all correspondence approved by the Board.
- (d) Vote only in case of a tie.
- (e) Submit approved and signed Board meeting minutes, in conjunction with the Board Secretary, to the Oneida Tribal Secretary.
- (f) Submit quarterly reports to the Oneida Business Committee, annual and semi-annual reports to the General Tribal Council and any other reports as required or requested by the Oneida Business Committee or General Tribal Council in conjunction with the Board Secretary.
- (g) Other duties assigned by the Board.

2-3. *Vice Chairperson Duties.* The responsibility, duties and powers of the Vice Chairperson of the Board are as follows:

- (a) Perform the Chairperson's duties under section 2-2 in the absence of the Chairperson.
- (b) Work with the Chairperson in all matters that concern the Board.
- (c) Other duties as assigned by the Board.

2-4. *Secretary Duties.* The responsibility, duties and powers of the Secretary of the Board are as follows:

- (a) Assist the Chairperson to call meetings (regular and special) and notify the Board members.
- (b) Maintain the minutes, reports and correspondence of the Board.

- (c) Perform the Chairperson's duties under section 2-2, except subsection (b) and (d), in the absence of the Chairperson and Vice Chairperson.
- (d) Assist the Chairperson to submit quarterly reports to the Oneida Business Committee and annual and semi-annual reports to the General Tribal Council.
- (e) Ensure the Board meeting minutes are recorded and reviewed by the Board.
- (f) Assist the Chairperson to submit approved and signed Board meeting minutes to the Oneida Tribal Secretary.
- (g) Other duties as assigned by the Board.

2-5. *How Chosen and Length of Term.* The tenure of Officers shall be for one (1) year by the election of the Board membership at the first meeting in April.

- (a) Vacancies among Officers of the Board shall be filled for the duration of the unexpired term at a special election to be held at the next regular or special meeting.

2-6. *Personnel.* The Board shall not have the authority to hire personnel for the benefit of the Board.

2-7. *Special Committees.* Special committees may be assigned by the Board from time to time as conditions necessitate. A majority vote of the Board members present at the duly called meeting shall be required to create a special committee. When so created, the committee shall be appointed by the Chairperson and shall be terminated upon completion of their assignment, which ordinarily shall result in a written report to the Board. Should a committee be established which for whatever reason is no longer meeting a valid goal of the Board it may be terminated by the majority vote of the Board at any time.

Article III. Meetings

3-1. *Regular Meetings.* The Board shall meet the third Tuesday of every month, unless it is a holiday, at the AJRCCC. The meeting dates and location may change from time to time as determined by the Board but shall be within the Reservation boundaries unless notified to the Board membership prior to designating the meeting location. Roberts Rules of Order shall be used as a guideline for conducting meetings.

- (a) In the event a Board member is not able to attend a meeting, the Board member shall contact the AJRCCC Administrator or designee by 10:00 a.m. the day of the meeting in order to be excused from the meeting.
- (b) If the Board member contacts the AJRCCC Administrator or designee after the 10:00 a.m. deadline, the Board shall consider the circumstances and make a determination by a majority vote, to approve or deny the Board member as excused.

3-2. *Special Meetings.* Special meetings of the Board may be called by the Chairperson or upon verbal request of any two (2) Board members.

3-3. *Notice of Special Meetings.* A minimum of twenty-four (24) hour verbal notice shall be given to each Board member. The special meeting notice shall specify the urgency.

3-4. *Quorum.* A quorum shall consist of a majority of the current members of the Board and shall include the Chairperson or Vice Chairperson.

3-5. *Order of Business.* The regular meetings of the Board shall follow the order of business as set out herein:

- (a) Call to Order
- (b) Roll Call
- (c) Opening/Prayer
- (d) Approve/Amend Agenda
- (e) Review/Approve/Amend Minutes
- (f) Reports

- (g) Tabled Business
- (h) Old Business
- (i) New Business
- (j) Other Concerns/Announcements
- (k) Next Meeting
- (l) Adjournment

3-6. *Voting.* Voting shall be in accordance with the simple majority vote of the Board members present at a duly called meeting.

3-7. *Cancellation of Meetings.* Any meeting may be cancelled due to unforeseen circumstances or due to the inclement weather conditions and shall be rescheduled for the following Tuesday.

- (a) In the event a meeting is cancelled, the Chairperson or Vice Chairperson shall request the AJRCCC staff member to contact each Board member prior to the meeting.
- (b) If a Board member is uncertain of a cancelled meeting, call the AJRCCC staff member by 11:00 a.m. of the meeting date.

Article IV. Reporting

4-1. *Format.* Agenda items shall be in an identified format.

- (a) Items to be on the agenda shall be provided to the Board members the Friday before the meeting.
- (b) Packets of the proposed agenda and the backup documentation shall be made available at the meeting. Executive session items shall be stamped confidential.

4-2. *Minutes.* Minutes shall be typed and in a consistent format designed to generate the most informative record of the Board's meetings.

- (a) All minutes shall be submitted to the Oneida Tribal Secretary's Office within thirty (30) calendar days after approval by the Board.
- (b) Actions taken by the Board are valid when minutes are approved, provided that, minutes are filed according to this Article.
- (c) Copies of the minutes shall be available in accordance with the Open Records and Open Meetings Law.

4-3. *Attachments.* Handouts, reports, memoranda, and the like may be attached to the minutes and agenda, or may be kept separately, provided that all materials can be identified to the meeting in which they were presented.

4-4. *Reporting.* The Board is responsible to the General Tribal Council and the Oneida Business Committee.

- (a) The Chairperson or his/her designee shall submit reports directly to the Oneida Business Committee and the General Tribal Council on behalf of the Board.
- (b) Reports to the General Tribal Council and the Oneida Business Committee shall be made regularly and as requested.
- (c) The Chairperson shall report to the Oneida Business Committee member who is their designated liaison.

Article V. Amendments

5-1. *Amendments to Bylaws.* The Board, upon written notice, at a duly called regular meeting may by a majority vote adopt, amend or repeal any provisions of these Bylaws. Amendments are effective upon adoption by the Board and approval by the Oneida Business Committee.

5-2. *Updating and Review.* The Board shall conduct a review of these Bylaws to determine that they remain current, as needed.

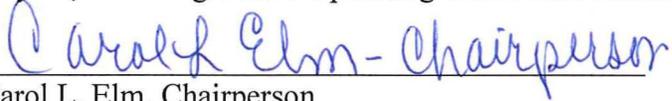
Article VI. Compensation

6-1. *Stipends.* Board members shall be paid a fifty dollar (\$50) stipend provided that the meeting has established a quorum for a minimum of one hour and the Board member collecting the stipend was present for at least one hour of the established quorum, in accordance with the Comprehensive Policy Governing Boards, Committees, and Commissions.

6-2. *Stipend Requests.* Requests for stipend payments shall be accompanied by the meeting minutes appropriately signed by the Board.

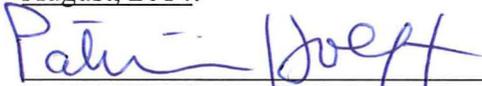
6-3. *Conferences and Training Reimbursement.* Board members shall be reimbursed for travel and per diem, for attending a conference or training in accordance with the Comprehensive Policy Boards, Committees, and Commissions.

These Bylaws as amended and revised, were adopted by the Anna John Resident Centered Care Community Board at a duly called meeting held on the 24th day of June, 2014, with amendments approved by the Chairperson of the Anna John Resident Centered Care Community Board at the July 30, 2014 Legislative Operating Committee meeting.



Carol L. Elm, Chairperson
Anna John Resident Centered Care Community Board

Approved by the Oneida Business Committee at a duly called meeting held on 13th day of August, 2014.



Patricia Hoelt, Oneida Tribal Secretary
Oneida Business Committee