

ONEIDA NATION COMMISSION ON AGING BYLAWS

The purpose of the Oneida Nation Commission on Aging shall be to adhere to the Oneida Nation's Vision, Mission and Priorities and to be knowledgeable and supportive of all programs and services to meet the needs of the Elder members of the Oneida Nation.

1. Article I. Authority

- 1.1. *Name*: The name of this Commission shall be the Oneida Nation Commission on Aging and may be referred to as ONCOA.
- 1.2. *Authority*. ONCOA 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 June 25, 2003 and amended on December 13, 2011 and July 11, 2012.
- 1.3. *Office*. The official mailing address of this entity shall be:

Oneida Nation Commission on Aging
P.O. Box 365
Oneida, WI 54155

The physical meeting place shall be determined at a meeting of this entity and may change from time to time as determined by the entity, and shall be within the Oneida Reservation Boundaries unless noticed to the membership prior to designating the meeting location.

- 1.4. *Membership*. ONCOA shall be made up as follows:
 - 1.4.1. *Number of Members*. There shall be nine (9) Commissioners on ONCOA who shall be enrolled Oneida Tribal members who are age 55 or older and reside in Brown or Outagamie County.
 - 1.4.2. *How elected or appointed*. Commissioners of ONCOA shall be elected in accordance with the Oneida Election Law.
 - 1.4.3. *Terms*. Commissioners of ONCOA shall serve for terms of three (3) years, so arranged that, as nearly as practicable, the terms of one-third (1/3) of the ONCOA Commissioners shall expire each year. No Commissioner may serve more than two consecutive three (3) year terms.¹ A period of not less than one (1) year shall lapse before a Commissioner, who has completed two consecutive terms, may be eligible for another term as Commissioner.

¹Wis. Stat. 46.82(4)(c).

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1.4.4 *Vacancies.* Vacancies on ONCOA shall be filled by an appointment from ONCOA. The appointment shall be the person who received the most votes during the previous election without being elected to ONCOA. This procedure shall be repeated as necessary until all vacancies are filled. Such Commissioner shall serve the remainder of the unexpired term he or she is appointed to.

1.4.5 *Removal / Resignation.*

1.4.5.1 A Commissioner may be removed from office in accordance with the Removal Law.

1.4.5.2 Four (4) unexcused absences within one year from any duly called meeting by an elected Commissioner may be cause for removal. Failure to contact ONCOA or staff before a meeting is held constitutes an unexcused absence.

1.4.5.3 Resignation - Resignation of any Commissioner shall be submitted in writing to the ONCOA Chairperson to be presented at the next regular ONCOA meeting for action.

2 Article II. Officers

2.1 *Officers.* ONCOA shall have three officers: Chairperson, Vice Chairperson and Secretary. The officers of ONCOA shall perform other duties as may be required or requested by the Oneida Business Committee or Oneida General Tribal Council.

2.2. *How Chosen and length of term.* The tenure of the officers shall be for one (1) year by election of ONCOA within thirty (30) days after the newly elected Commissioners have been sworn in by the Oneida Business Committee.

2.3. *Chairperson duties.*

2.3.1. The Chairperson shall preside at all meetings of ONCOA and maintain orderly discussions at such meetings.

2.3.2. The Chairperson shall be responsible for calling and developing an agenda in conjunction with the ONCOA Secretary for all meetings—regular, special and emergency.

2.3.3. The Chairperson shall receive, review and monitor all correspondence of ONCOA and present a quarterly report of ONCOA activities to the Oneida Business Committee.

2.3.4. The Chairperson shall be responsible for submitting the approved meeting

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minutes of ONCOA to the Oneida Business Committee Secretary.

- 2.3.5. The Chairperson shall be responsible for submitting an approved ONCOA report for the Semi-Annual and Annual Report to the Oneida General Tribal Council for inclusion in reports to the Tribal membership.
- 2.3.6. The Chairperson shall oversee the appropriate and/or required reports are submitted to agencies and other resources of funding in a timely manner.
- 2.3.7. The Chairperson shall provide monthly budget updates at duly called regular meetings.
- 2.3.8. The Chairperson shall sign all correspondence of ONCOA including stipends, letters of correspondence, reports, and commission expenses, except for any checks or authorization of the Chairperson's own stipends or expenses.
- 2.3.9. The Chairperson shall meet with the Oneida Business Committee Liaison and Elderly Services Director periodically to discuss Elder Services Activities.
- 2.3.10. Other duties as appointed by the Commission.

2.4. Vice Chairperson Duties

- 2.4.1. The Vice Chairperson shall perform the duties of the Chairperson in the absence or the incapacity of the Chairperson. In case of resignation or death of the Chairperson, the Vice Chairperson shall become the Chairperson for the remainder of the term or until election of officers has occurred.
- 2.4.2. The Vice Chairperson shall receive and record all donations of funds to ONCOA and submit it to the Oneida Accounting Office per the Cash Handling Policy and Procedures.
- 2.4.3. The Vice Chairperson shall have second sign-off authority on stipends and other ONCOA expenses except for any checks or authorization of the Vice Chairperson's own stipends or expenses.
- 2.4.4. Other duties as appointed by ONCOA.

2.5. Secretary Duties

- 2.5.1. The Secretary shall be responsible to ensure ONCOA meeting minutes are recorded and reviewed by the ONCOA Commissioners.
- 2.5.2. The Secretary shall sign, date, and file approved ONCOA minutes.

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- 2.5.3. The Secretary shall be responsible to coordinate, in conjunction with the Chairperson, regular, special and emergency ONCOA meetings.
- 2.5.4. The Secretary shall have sign off authority on stipends and ONCOA expenses when the Chairperson and Vice Chairperson are not available, except for any checks or authorization of the Secretary's own stipends and expenses.
- 2.5.5. The Secretary shall have the authority to call to order and preside at duly called meetings of ONCOA in the absence of the Chairperson and Vice Chairperson.
- 2.5.6. Other duties as appointed by ONCOA.

2.6. Commissioner Duties

- 2.6.1. Commissioners shall attend regularly scheduled ONCOA meetings and participate in discussion.
- 2.6.2. Commissioners shall attend special or emergency meetings, training and workshops approved by ONCOA unless excused.
- 2.6.3. Commissioners shall participate in advocacy efforts.
- 2.6.4. Commissioners shall take time to read ONCOA reports and minutes prior to meetings.
- 2.6.5. Other duties as appointed by ONCOA.

2.7. Personnel

- 2.7.1. ONCOA shall have the authority to hire personnel for the benefit of the entity, provided that such position is provided for in the annual ONCOA budget.

2.8. Standing and Special Committees

- 2.8.1. Standing and special committees shall be created when necessary and filled by a Commissioner of ONCOA.
- 2.8.2. A majority vote of ONCOA Commissioners present at a duly called meeting shall be required to create a special committee. When so created, such committee members shall be appointed by the Chairperson and the appointment shall be terminated upon completion of their term which ordinarily shall result in a written report to the Commission. Should a Committee be established which for whatever reason is no longer meeting a valid need or goal of the Committee it may be terminated by a majority vote of ONCOA at any time.

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3. Article III. Meetings

3.1. A duly called meeting is a meeting ONCOA had determined to be required for all Commissioners to attend. Such meetings shall include but not be limited to regular, special and emergency meetings; and workshops and training related to elder issues.

3.2. *Regular meetings.*

3.2.1 Regular meetings of ONCOA shall be held on the second Tuesday of each month at 1:00 p.m. Notices of meeting, location, and agenda shall be forwarded to the Oneida Business Committee Liaison and other interested parties by the Chairperson with the assistance of the Secretary. Meetings shall be run in accordance with Robert's Rules of Order.

3.3. *Emergency meetings*

3.3.1. An emergency meeting shall convene outside of regular or special meetings to address an urgent matter.

3.3.2. An emergency meeting may be called by the Chairperson or a quorum of ONCOA. The emergency causing the meeting shall be set forth in the minutes.

3.4 *Special meetings*

3.4.1. A special meeting may be called by the Chairperson, by the Vice Chairperson in absence of the Chairperson, or by a quorum of ONCOA.

3.4.2. Special meetings are to address specific issues of ONCOA and/or convene at a time outside of the regular meeting time.

3.4.3. Special meetings shall require at least a twenty-four (24) hour notice to each Commissioner.

3.5. *Quorum*

3.5.1. A quorum of ONCOA shall be required for action and shall consist of five (5) Commissioners; one (1) of which shall be the Chairperson, Vice Chairperson or Secretary.

3.6. *Order of Business*

3.6.1. Call to Order

3.6.2. Welcome and Prayer

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3.6.3. Roll Call

3.6.4 Approval of Current Agenda

3.6.5. Approval of previous meeting minutes (if any)

3.6.6. Reports

3.6.7. Tabled Business

3.6.8. Old Business

3.6.9. New Business

3.6.10. Executive Session.

3.6.11. Adjournment.

3.6.12. This order may be modified or changed by the Chairperson depending on expediency and the need for each item in need of consideration.

3.7. *Voting.*

3.7.1. Decisions of ONCOA shall be based on a majority of a quorum of Commissioners present at a regular, special or emergency called meeting. The officer presiding at a meeting shall vote only in case of a tie.

3.8. *Closed and/or Confidential Session*

3.8.1. Meetings of ONCOA shall be open to the general public unless otherwise allowed under these bylaws.

3.8.2 Portions of any regular, special and/or emergency meetings may be closed to address personnel issues, sensitive client issues, or community sensitive issues for the purpose of confidentiality and shall be addressed under the Executive Session portion of the agenda.

3.9. *Stipends*

3.9.1. An ONCOA Commissioner shall be eligible for a stipend for each duly called regular, special or emergency meeting in the amount of \$75.00 provided a quorum was met for at least an hour, the Commissioner attended the meeting for at least an hour, and budget has been provided for such stipends. NOTE: On November 14, 2001, the Oneida Business Committee, per the Comprehensive Policy

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Governing Boards, Committees and Commissions approved an exception to increase the stipend fees from \$50.00 to \$75.00 contingent upon funding.

- 3.9.2. A stipend request shall be accompanied by the meeting sign in sheet which notates the meeting start and end times and stipend request form appropriately signed by two (2) of the three (3) officers of ONCOA.
 - 3.9.3. In accordance with the Oneida Comprehensive Policy Governing Boards, Committees and Commissions, in addition to any per diem, Commissioners who are required to attend trainings and workshops in accordance with 2.6.2 shall be eligible for a stipend in the amount of \$100.00 for each full day they are present at the conference. Provided that, no payments shall be made for those days spent traveling to and from the training or workshop. This payment is contingent upon funding.
4. Article IV. Reporting
- 4.1. Format. Agenda items shall be in a format approved by ONCOA.
 - 4.1.1. Items to be on the agenda shall be provided at the meeting.
 - 4.1.2. Packets of the proposed agenda and the backup documentation shall be made available to ONCOA Commissioners. Executive session items shall be stamped confidential and returned to the Secretary after the meeting for filing and disposal.
 - 4.2. Minutes. Minutes for each meeting shall be typed and in consistent format designed to generate the most informative record of the meetings of the entity.
 - 4.3. Attachments. Handouts, reports, memoranda and the like shall 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. External Reporting
 - 4.4.1. Only the Chairperson shall report to the Oneida General Tribal Council, Oneida Business Committee and the designated Business Committee Liaison unless another Commissioner is formally delegated the responsibility to do this reporting by ONCOA.
 - 4.4.2. A quarterly report for ONCOA shall be made by the Chairperson or a designated Commissioner at a specified Oneida Business Committee meeting.
 - 4.4.3. Only a formally delegated Commissioner shall represent ONCOA when reporting to any groups of people, including internal and external meetings or gatherings.

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4.5. Oneida General Tribal Council

- 4.5.1. The Chairperson or a designated officer shall represent ONCOA when reporting to the Oneida General Tribal Council as required for Oneida General Tribal Council Annual and Semi-Annual meetings.

5. Article V. Educational Requirements

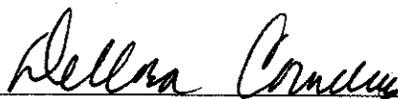
- 5.1. *Training.* Training shall be mandatory and shall be contingent on funding. Exceptions may be made for good cause shown regarding specific training events, however, alternative training shall be provided that insures that all ONCOA Commissioners are equally knowledgeable of their duties and responsibilities.

6. Article VI. Amendments

6.1. Amendments to Bylaws

- 6.1.1. ONCOA shall adopt, amend or repeal any provisions of these bylaws at a duly called regular meeting by a majority vote, provided that the proposed amendments have been submitted in writing at a regular meeting of ONCOA. Amendments are effective immediately upon adoption by ONCOA with subsequent approval of the Legislative Operating Committee and the Oneida Business Committee.
- 6.1.2. ONCOA shall conduct a review of these bylaws to determine that they remain current, as needed.

These bylaws, as amended and revised are hereby attested to as adopted by the Oneida Nation Commission on Aging at a duly called meeting on the 26th day of June, 2012 by the Chairperson of the Oneida Nation Commission on Aging's signature.



DELLORA CORNELIUS, CHAIRPERSON
ONEIDA NATION COMMISSION ON AGING

and approved by the Oneida Business Committee at a duly called meeting held on the 11th day of July, 2012 by the Secretary of the Oneida Business Committee's signature.



PATRICIA NINHAM HOEFT, SECRETARY
ONEIDA BUSINESS COMMITTEE