

# PARDON AND FORGIVENESS SCREENING COMMITTEE BYLAWS

## Article I. Authority

1-1. *Name.* The name of this committee shall be the Pardon and Forgiveness Screening Committee, hereinafter referred to as "PFSC."

1-2. *Authority.* A PFSC was originally established in the Pardon and Forgiveness Law as adopted by Resolution BC-07-31-02-C.

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

Pardon and Forgiveness Screening Committee

P.O. Box 365

Oneida, WI 54155

1-4. *Membership.* The PFSC shall consist of five (5) enrolled Tribal members from three (3) representative areas who shall serve a term consistent with that of the Oneida Business Committee term of office.

(a) *How Chosen.* PFSC members shall be appointed by motion or resolution of the Oneida Business Committee. PFSC members shall include:

(1) A representative from the Oneida Police Department, recommended in writing by the Chief of Police, including two (2) alternates, submitted to the Tribal Secretary;

(2) A representative from the Oneida Social Services Department, recommended in writing by the Division Director for the Governmental Services Division, including two (2) alternates, submitted to the Tribal Secretary; and

(3) Three (3) representatives from the Oneida community-at-large, including three (3) alternates.

(A) At least one (1) community-at-large representative and one (1) alternate shall be an elder over the age of fifty-five (55).

(B) Preference for community-at-large representatives shall be given to Tribal members with a background in social services, probation/parole, law enforcement, legal services, public policy and similar fields.

(b) *Alternates.* If a PFSC member is absent or unable to participate in a meeting due to a conflict of interest, an alternate may serve in his or her place, provided that the alternate does not have a conflict of interest.

(c) *How Vacancies are Filled.* In case of a vacancy for any reason, including death, removal or resignation, the vacancy shall be filled in accordance with 1.4(a), for the remainder of the term.

(d) *Termination.* Termination of PFSC members' appointments shall be terminated in accordance with Section 6-5 of the Comprehensive Policy Governing Boards, Committees and Commissions.

(e) 2-5. *Resignations.* The resignation of a PFSC member is effective upon:

(1) Deliverance of a letter of resignation to the PFSC Chairperson, or designee, in accordance with Section 5-2(c)(1) of the Comprehensive Policy Governing Boards, Committees and Commissions; or

(2) In the event of a verbal resignation, the resignation is effective upon the PFSC's passage of a motion to accept such resignation, in accordance with Section 5-2(c)(2) of the Comprehensive Policy Governing Boards, Committees and Commissions.

1-5. *Purpose and Mission.* The purpose and mission of the PFSC is to provide a fair, efficient

and formal process for considering pardons and forgiveness.

## **Article II. Officers**

2-1. *Officers.* The PFSC shall have two (2) officers: Chairperson and Vice-Chairperson.

2-2. *Duties of the Chairperson.* The PFSC Chairperson shall:

- (a) Preside at all meetings of the PFSC;
- (b) Draft and sign recommendations of the PFSC;
- (c) Submit recommendations to the Tribal Secretary for consideration by the Oneida Business Committee;
- (d) Record meeting minutes in accordance with section 4-2 or delegate the responsibility; and
- (e) Other duties as assigned by the PFSC.

2-3. *Duties of the Vice-Chairperson.* In the absence or incapacity of the PFSC Chairperson, the PFSC Vice-Chairperson shall perform the duties of the PFSC Chairperson.

2-4. *How Chosen.* The PFSC shall elect officer positions at the first duly called PFSC meeting. The officer positions shall be chosen by majority vote of all PFSC members in attendance at the meeting. Said vote shall be made part of the PFSC record.

(a) *Length of Term.* The term of office for a PFSC officer shall coincide with his or her term on the PFSC.

(b) *Officer Vacancy.* In the event of a vacancy in an officer position, the PFSC shall vote to elect, for the remainder of the term, a new officer at a duly called PFSC meeting. The officer position shall be elected by majority vote of all present PFSC members.

2-5. *Tribal Secretary's Office.* The Tribal Secretary's Office shall assist the PFSC as set out in the Pardon and Forgiveness Law.

## **Article III. Meetings**

3-1. *Regular Meetings.* With the assistance of the Tribal Secretary, the PFSC shall schedule quarterly meetings.

(a) The meeting dates, time and location may change from time to time, as determined by the PFSC, with at least twenty-four (24) hour notice, but shall be within the Reservation boundaries unless notified to the PFSC membership prior to designating the meeting location.

(b) Notice of meeting location, agenda, and materials shall be forwarded by the Chairperson with the assistance of the Tribal Secretary's Office.

(c) PFSC Members may contact another member in any fashion to identify that they wish to be excused prior to the meeting. After a meeting, the Board may identify that a member may be excused from the prior meeting by majority vote. More than two (2) unexcused absences may result in termination.

3-2. *Special Meetings.* Special meetings of the PFSC may be called by a majority vote of the PFSC.

(a) Special meetings shall address a specific purpose(s) and convene at a time outside of the regularly scheduled quarterly meeting time.

(b) Special meetings shall require a written notice to each member of the PFSC at least twenty-four (24) hours prior to the meeting start time.

3-3. *Quorum.* A quorum shall consist of three (3) PFSC members or their alternates and shall include the Chairperson or Vice-Chairperson.

3-4. *Order of Business.* The agendas for the regular meetings of the PFSC shall contain the order of business as follows:

- (a) Call to Order and Approval of the Agenda
- (b) Current Business
- (c) Recess/Adjourn

3-5. *Voting.* Voting shall be in accordance with simple majority vote of the PFSC members present at a duly called meeting.

3-6. *Stipends.* The community-at-large PFSC members shall be paid a stipend for each meeting which has established a quorum in the amount specified according to the Comprehensive Policy Governing Boards, Committees and Commissions. One (1) stipend shall be paid for each quarterly meeting which consists of:

- (a) Pre-public hearing meeting to deliberate the files;
- (b) Public hearing; and
- (c) Post-public hearing meeting to make a decision/recommendation.

#### **Article IV. Reporting**

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

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

- (a) All minutes shall be submitted to the Tribal Secretary's Office within thirty (30) calendar days after approval by the PFSC.
- (b) Copies of the minutes shall be available for review and copy in accordance with the Open Records and Open Meetings Law.

4-3. *Backup.* 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.

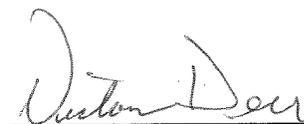
4-4. *Reporting.* The PFSC shall not be subject to the quarterly reporting requirements to the Oneida Business Committee.

#### **Article V. Amendments**

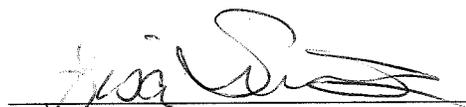
5-1. *Amendments to Bylaws.* The PFSC may amend the Bylaws upon approval of the PFSC at a regularly scheduled meeting and with subsequent approval of the Oneida Business Committee.

PFSC Approval Date of July 1, 2014

Oneida Business Committee Approval Date of August 13, 2014.



Victoria Deer, Chairperson  
Pardon and Forgiveness Screening Committee



Lisa Summers, Tribal Secretary  
Oneida Business Committee