

ONEIDA NATION	TITLE: Corporate Appointments	ORIGINATION DATE: 12/06/2017 REVISION DATE: N/A EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See attached OBC meeting minutes	DATE: 12/06/2017
AUTHOR: Jo A. House, Chief Counsel	AUTHORED BY:	DATE: 12/06/2017

1.0 PURPOSE

- 1.1 To identify a consistent process for the appointment of individuals to sit on corporate entities of the Oneida Nation.

2.0 DEFINITIONS

- 2.1 *Agent* means a position appointed by the Oneida Business Committee as the controlling member of the corporate entity in lieu of a board of directors.
- 2.2 *Board member* means a position on a board of directors, or other controlling group regarding a corporate entity, appointed by the Oneida Business Committee.
- 2.3 *Corporate entities* means a corporation chartered by the Oneida Nation.
- 2.4 *Secretary* means the Secretary of the Oneida Business Committee, or his/her appointed designee.

3.0 WORK STANDARD

- 3.1 The Secretary shall create, approve, and have available application forms and shall receive all application packets.
- 3.2 The Secretary shall create, approve, and maintain the qualifications matrix and scoring document for each vacancy.
- 3.3 The Oneida Business Committee shall not appoint an individual as a board member or an agent where the applicant has a conflict of interest arising out of a vendor relationship.
- 3.4 The Oneida Business Committee shall not appoint an individual as a board member or an agent where the applicant is employed by the Oneida Nation in any of the following areas:

- 3.4.1 The Oneida Law Office;
 - 3.4.2 The Internal Audit Department; and/or
 - 3.4.3 The Oneida Finance Department
- 3.5 This Standard Operating Procedure must be updated upon the adoption of a Corporate Law.

4.0 PROCEDURE

Posting a Vacancy

- 4.1 The Secretary shall post notice of vacancies using the Nation's Official Media Outlets for at least thirty (30) days. The notice of vacancy shall identify the:
- 4.1.1 name of the corporate entity;
 - 4.1.2 required qualifications;
 - 4.1.3 requested qualifications, if any identified by the Oneida Business Committee;
 - 4.1.4 term of appointment;
 - 4.1.5 requirement of filing a completed application and submitting a letter of interest; and
 - 4.1.6 filing deadline.

Processing Applications

- 4.2 For all applications received by the filing deadline and within five (5) business days after the filing deadline, the Secretary shall contact the Human Resources Department to request a review of the applicants for potential employment relationship and the Purchasing Department to review for potential vendor contracting.
- 4.2.1 If an applicant is an employee, a copy of the signed job description shall be forwarded by the Human Resources Department and included with the application.
 - 4.2.2 If an applicant has a vendor relationship, a list of all open contracts shall be forwarded by the Purchasing Department and included with the application.
- 4.3 Upon the completion of the Human Resources Department's review and the Purchasing Department review, the Secretary shall add an Oneida Business Committee meeting agenda item in Executive Session which includes:
- 4.3.1 all applications and any other submitted materials;
 - 4.3.2 qualifications matrix; and
 - 4.3.3 scoring document.

Oneida Business Committee Decision

- 4.4 During the discussion in Executive Session, the Oneida Business Committee shall review all applications and other submitted materials. The Oneida Business Committee shall come to consensus regarding the appointment.

- 4.4.1 The Oneida Business Committee may consult with the corporate entity's current Board members for their input.
- 4.5 Following the discussion in Executive Session , the Oneida Business Committee shall take the appropriate action to:
 - 4.5.1 make the appointment; or
 - 4.5.2 repost the vacancy.

5.0 REFERENCES

- 5.1 BC resolution # 03-22-17-B Identifying Official Oneida Media Outlets

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # 03-22-17-B Identifying Official Oneida Media Outlets

WHEREAS, the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and

WHEREAS, the Oneida General Tribal Council is the governing body of the Oneida Nation; and

WHEREAS, the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and

WHEREAS, the Oneida Business Committee has determined that identifying official Oneida media outlets is needed for the purposes of proper legal publication and notification of official Tribal matters to the Oneida Nation community; and

NOW THEREFORE BE IT RESOLVED, that the Oneida Nation's website and the Kalihwisaks newspaper shall be official media outlets of the Oneida Nation.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 6 members were present at a meeting duly called, noticed and held on the 22nd day of March, 2017; that the forgoing resolution was duly adopted at such meeting by a vote of 5 members for, 0 members against, and 0 members not voting; and that said resolution has not been rescinded or amended in any way.

A handwritten signature in blue ink that reads "Lisa Summers". The signature is fluid and cursive.

Lisa Summers, Tribal Secretary
Oneida Business Committee

*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."

DRAFT

Councilwoman Jennifer Webster returns at 9:59 a.m. on December 13, 2017

B. Approve Achieve Brown County Inc.-Data Sharing and Use Memorandum of Understanding (MOU) – file # 2017-1452; and United Way of Brown County-Data Sharing and Use MOU – file # 2017-1453 (1:21:30)

Sponsor: George Skenandore, Division Director/Governmental Services
Requestor: Jennifer Hill-Kelley, Area Manager/Education & Training

Motion by Lisa Summers to approve the Achieve Brown County Inc.-Data Sharing and Use Memorandum of Understanding (MOU) – file # 2017-1452, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present: Tehassi Hill

Motion by Lisa Summers to approve the United Way of Brown County-Data Sharing and Use MOU – file # 2017-1453, seconded by Trish King. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present: Tehassi Hill

C. Accept progress report regarding Environmental Resource Board transfer of hearing authority (1:25:24)

Liaisons: Daniel Guzman King, Councilman; Ernie Stevens III, Councilman
Chair: Al Manders, Environmental Resource Board

Motion by Lisa Summers to accept the progress report including the requested action and next steps, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present: Tehassi Hill

D. Approve Gaming Facilities Compliance Inspection; and approve Oneida Gaming Commission to forward compliance letter to State of Wisconsin (1:29:32)

Sponsor: Troy Parr, Assistant Division Director/Community Economic & Development

Motion by David P. Jordan to approve the Gaming Facilities Compliance Inspection; and approve the Oneida Gaming Commission to forward the compliance letter to State of Wisconsin, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present: Tehassi Hill

E. Approve OBC SOP entitled Corporate Appointments (1:31:04)

Sponsor: Lisa Summers, Secretary

Motion by David P. Jordan to approve the OBC SOP entitled Corporate Appointments, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Trish King, Kirby Metoxen, Ernie Stevens III, Lisa Summers, Jennifer Webster
Not Present: Tehassi Hill