

LEGISLATIVE OPERATING COMMITTEE BYLAWS

Article I. Authority

1-1. *Name.* The name of this committee shall be the Legislative Operating Committee, hereinafter referred to as "LOC".

1-2. *Authority.* The LOC was originally established in the Oneida General Tribal Council Ten Day Notice Policy as adopted by General Tribal Council motion on March 4, 1991; and further established in the Legislative Procedures Act as adopted by General Tribal Council on January 7, 2013.

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

Legislative Operating Committee
P.O. Box 365
Oneida, WI 54155

1-4. *Purpose and Mission.* The purpose and mission of the LOC is to enhance the policymaking capability of the Oneida Business Committee and General Tribal Council by drafting laws and policies and reviewing past and current laws and policies of the Tribe.

1-5. *Membership.* The LOC shall consist of the five (5) council member positions of the Oneida Business Committee.

(a) *Term of Office.* LOC members shall serve three (3) year terms consistent with their term of office on the Oneida Business Committee.

(b) *How Vacancies are Filled.* In case of a vacancy for any reason, including death, removal or resignation, the vacancy shall be filled by the individual who fills the vacant Oneida Business Committee position.

Article II. Officers

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

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

- (a) Preside at all meetings of the LOC;
- (b) Sign all correspondence of the LOC;
- (c) Submit the approved minutes to the Tribal Secretary for action and approval by the Oneida Business Committee;
- (d) Monitor the budget of the LOC;
- (e) Submit a semi-annual report to the General Tribal Council;
- (f) Supervise the supervising attorney of the Legislative Reference Office; and
- (g) Other duties as assigned by the LOC.

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

2-4. *How Chosen.* The LOC shall meet within twenty-four (24) hours of taking the Oath of Office for the Oneida Business Committee to elect officer positions. The officer positions shall be chosen by majority vote of all LOC members in attendance at the meeting. Said vote shall be made part of the LOC record.

(a) *Length of Term.* The term of office for an LOC officer shall coincide with his or her term on the LOC, unless an officer resigns in accordance with 2-4(b) or the LOC changes officers in accordance with 2-4(c).

(b) *Resignation.* An LOC officer may resign as an LOC officer by presenting his or her resignation in writing to the LOC. Resignations are effective upon approval of the LOC.

(c) *Changing Officers.* Upon request of an LOC member, the LOC shall consider electing

a new officer(s) at a duly called meeting. Any new officer(s) shall be elected by majority vote of all present LOC members.

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

2-5. *Personnel.* The Legislative Reference Office is the support office under the direction and supervision of the LOC. The LOC may employ such personnel in the Legislative Reference Office as it deems necessary to carry out the duties and responsibilities of the LOC.

(a) The LOC shall approve the staff structure for the Legislative Reference Office.

(b) The LOC shall be responsible for negotiating the contract for the supervising attorney of the Legislative Reference Office and forwarding the contract to the Oneida Business Committee for approval.

(c) The supervising attorney of the Legislative Reference Office shall be directly supervised by the LOC Chairperson.

Article III. Meetings

3-1. *Regular Meetings.* The LOC meetings shall be held on the first and third Wednesdays of each month at 9:00 a.m.

(a) The meeting dates, time and location may change from time to time as determined by the LOC but shall be within the Reservation boundaries unless notified to the LOC 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 Legislative Reference Office.

3-2. *Special Meetings.* Special meetings of the LOC may be called by the LOC Chairperson or by Oneida Business Committee directive.

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

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

3-3. *Quorum.* A quorum shall consist of three (3) persons, and shall include the LOC Chairperson or LOC Vice-Chairperson.

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

(a) Call to Order and Approval of the Agenda

(b) Minutes

(c) Current Business

(d) New Submissions

(e) Additions

(f) Administrative Updates

(g) Executive Session

(h) Recess/Adjourn

3-5. *Voting.* Voting shall be in accordance with simple majority vote of the LOC members present at a duly called meeting. The LOC Chairperson shall have voting privileges in all matters which come before the LOC.

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 LOC meetings.

(a) All minutes shall be submitted to the Tribal Secretary's Office within thirty (30) calendar days after approval by the LOC.

(b) Actions taken by the LOC are valid when minutes are approved, provided that, minutes are submitted to the Tribal Secretary's Office in accordance with 4-2(a).

(c) 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 LOC is responsible for reporting to the Oneida Business Committee and General Tribal Council.

(a) The LOC Chairperson shall submit reports to the Oneida Business Committee and General Tribal Council on behalf of the LOC.

(b) Reports to the Oneida Business Committee and General Tribal Council shall be made regularly and as requested.

Article V. Amendments

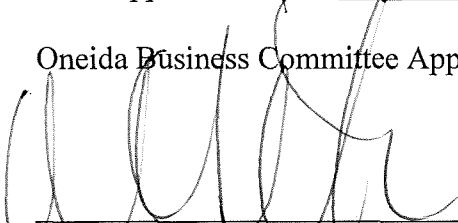
5-1. *Amendments to Bylaws.* The LOC may amend the Bylaws upon approval of the LOC at a regularly scheduled meeting and with subsequent approval of the Oneida Business Committee.

Article VI. Outstanding Legislation

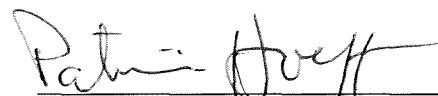
6-1. Any outstanding legislation at the end of a term shall be presented for consideration to the newly elected LOC within sixty (60) days after the new LOC takes office.

LOC Approval Date of May 21, 2014.

Oneida Business Committee Approval Date of May 28, 2014.



Melinda J. Danforth, Chairperson
Legislative Operating Committee



Patricia Hoeft, Tribal Secretary
Oneida Business Committee