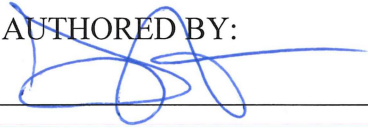


ONEIDA NATION	TITLE: Selection of Family Court Judge	ORIGINATION DATE: 05/08/2013 REVISION DATE: 11/30/2017 EFFECTIVE DATE: Upon OBC approval
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 11/30/2017
AUTHOR: JoAnne House, Chief Counsel	AUTHORED BY: 	DATE: 11/30/2017

1.0 PURPOSE

- 1.1 The purpose of this Standard Operating Procedure is to set forth a consistent process for the selection and appointment of the Family Court Judge as created in Chapter 151, Family Court Law.

2.0 DEFINITIONS

- 2.1 *Secretary* means the office of the Secretary of the Oneida Business Committee and the employee delegated the authority and responsibility for administering this Standard Operating Procedure. The Secretary shall identify by memo to the Oneida Business Committee the employee delegated authority and responsibility.

3.0 POSTING NOTICE OF VACANCY

- 3.1 The Secretary shall be the office responsible for identifying the term of office of any appointment as a Family Court Judge and shall notify the Oneida Business Committee:
 - a. at least three months prior to a vacancy occurring as a result of conclusion of a term of office that the posting process for the vacancy will begin.
 - b. as soon as reasonable and practicable that a vacancy has occurred as a result of a resignation that the posting process for the vacancy will begin.
 - c. as soon as reasonable and practicable for any other vacancy that the posting process for the vacancy will begin.
- 3.2 The Secretary shall post notice of a vacancy in a judicial position on the Family Court. Such notice shall contain the following information.
 - a. Term of office and that the office is subject to an Attorney Contract.
 - b. Position responsibilities as set forth in the law.
 - c. Beginning and ending date of the posting.
 - d. Expected start date.
 - e. Required minimum qualifications as set forth in the law.
 - f. Address, fax number, e-mail address for receipt of applications.

4.0 IDENTIFICATION OF SCREENING/SELECTION SUBCOMMITTEE

- 4.1 Upon posting of the vacancy the Secretary shall request the Oneida Business Committee to identify a Screening/Selection Subcommittee made up of the following individuals:
 - a. Three or more members of the Oneida Business Committee who shall score.
 - b. One or more members of the Judiciary, to serve as subject matter experts, who shall not score.
- 4.2 The Screening/Selection Subcommittee shall be responsible for screening applications, interviewing candidates, and making recommendation regarding appointment to the Oneida Business Committee.

5.0 SCREENING AND INTERVIEW

- 5.1 The Screening/Selection Subcommittee shall identify the minimum qualifications and screen all applicants on those minimum qualifications. All applicants that do not meet minimum qualifications or who have not submitted complete applications shall be notified in writing that they are not being considered.
- 5.2 The Screening/Selection Subcommittee shall require all screened applicants to file a conflict of interest disclosure which shall include all family relations regarding all levels of the Tribe's organization and all business relationships with businesses working with the Oneida Tribe or located within reasonable distance to the Oneida Reservation.
- 5.3 The Screening/Selection Subcommittee shall schedule interviews and mock trial for each screened applicant. Such interviews and mock trial shall be conducted in a consistent manner and interview questions shall be identified in writing prior to the interview. The interview for this non-employment position is a political appointment, but shall conform to EEO laws. All interview questions shall be reviewed by the Human Resources Department to verify compliance with EEO laws.
- 5.4 Recommendations for appointment are made based on meeting all minimum requirements as set forth in the law, the materials submitted in the application, and the interviews. The Screening/Selection Subcommittee is not limited to making appointment recommendations based on interview scoring.
- 5.5 The Screening/Selection Subcommittee shall be authorized to contact the applicant being considered for recommendation to determine whether he/she will accept the appointment and the date the applicant could start if appointed.
- 5.6 The Screening/Selection Subcommittee shall identify in a report to the Oneida Business Committee the following information.
 - a. names of all applicants and whether they were screened out
 - b. names of all applicants that were interviewed
 - c. summary of opinion of Screening/Selection Subcommittee regarding each applicant screened and interviewed and consideration for appointment
 - d. name of recommended applicant and the reasons for recommendation

6.0 APPOINTMENT

- 6.1 The Oneida Business Committee shall, in executive session, review the report of the Screening/Selection Subcommittee and shall be given access to all applications.
- 6.2 The Oneida Business Committee shall by motion adopted by majority vote, approve an appointment to the Family Court. The Oneida Business Committee is not required to appoint any recommended applicant, but is limited to appointment of a screened applicant, or may request the Secretary to repost the vacancy.
- 6.3 The Secretary shall make arrangements to have the appointed applicant take an oath of office and notify the Judiciary of the appointment and that necessary steps should be taken to install the appointed applicant in office(s) set aside for the Family Court Judge.
- 6.4 The appointed applicant shall sign the approved judge contract prior to the oath of office being given. The Secretary shall forward the judge contract, oath of office, and excerpt of Oneida Business Committee minutes approving the appointment to the Human Resources Department to set up necessary payroll and benefits.

7.0 REFERENCES

- 7.1 Chapter 151, Family Court Law

DRAFT

the cover letter. So I just want to make sure that I understand that the motion was to cover items 2-7 and 2 would have been aristocrat. It's just not listed on the memorandum.

VI. NEW BUSINESS

A. Approve revised OBC SOP entitled Selection of Family Court Judge (00:14:08)

Sponsor: Lisa Summers, Secretary

Motion by David P. Jordan to approve the revised OBC SOP entitled Selection of Family Court Judge with the following corrections: [(Clean copy) Revise "mock tribal" to "mock trial" in line 57; correct the numbering under section 5.3; revise line 40 to read "three or more members of the Business Committee who shall score"; and revise line 41 to read "one or more members of the Judiciary, to serve as subject matter experts who shall not score"], seconded by Ernie Stevens III. Motion carried unanimously:

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

B. Approve posting Family Court Judge position (00:23:52)

Sponsor: Lisa Summers, Secretary

Motion by David P. Jordan to approve posting the Family Court Judge position for fifteen (15) days; to approve posting the vacancy on the Wisconsin State Bar website; and to complete a nationwide mailing, seconded by Brandon Stevens. Motion carried unanimously:

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

C. Reconsider approval of travel request – three (3) Oneida Gaming Commissioners and four (4) staff – Wisconsin Gaming Regulators Association (WGRA) conference – Carter, WI – December 4-6, 2017 (Add-on) (00:19:50)

Motion by David P. Jordan to reconsider the travel request, seconded by Ernie Stevens III. Motion carried unanimously:

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

Motion by David P. Jordan to approve the travel request – three (3) Oneida Gaming Commissioners and four (4) staff – Wisconsin Gaming Regulators Association (WGRA) conference – Carter, WI – December 4-6, 2017, seconded by Trish King. Motion carried unanimously:

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

VII. EXECUTIVE SESSION

Motion by David P. Jordan to go into executive session at 8:49 a.m., seconded by Trish King. Motion carried unanimously: (00:19:10)

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

Motion by David P. Jordan to come out of executive session at 9:17 a.m., seconded by Trish King. Motion carried unanimously:

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