

**BUSINESS COMMITTEE ADMINISTRATIVE STAFF
TRAVEL STANDARD OPERATING PROCEDURE**
(BC APPROVED 12/1/04)
Revised 6/21/06

SECTION 1: PURPOSE (Reason of this document)

It is the policy of the Oneida Government to create a standardized policy related to a travel process for use by administrative/clerical staff that work for the Oneida Business Committee. The administrative/clerical staff travel is to provide a benefit for the Business Committee and/or the Nation.

NOTE: This does not include the Management Staff that the Committee Supervises such as Chief Counsel, Gaming General Manager, General Manager, Legislative Affairs Director.

SECTION 2: DEFINITIONS (Meaning of certain words)

1. Business Committee Administrative/Clerical Staff -
 - a. Permanent staff - positions hired as full-time regular employees
 - b. Political appointed staff - those positions hired on an interim basis during the Business Committee term.
2. Local Travel - Travel which does not require an overnight stay (per Travel and Expense Policy).
3. Non-local Travel - Any travel which requires an overnight stay (per Travel and Expense Policy).

SECTION 3: ROLE (Role of the staff on a day to day basis)

1. The role of the Political appointed staff is to provide support to the individual Business Committee members in maintaining their office, addressing constituent issues, and routine daily administrative and legislative functions.
2. The role of the Permanent staff is to maintain the day to day administrative and support activities of the Committee.

SECTION 4: CRITERIA (Why should someone travel)

1. To full fill a long term goal in government (must have a career plan on file)
2. Assist in coordinating an event (must have a formal request from the entity)
3. Provide clerical support for a National/Regional appointment (only if the appointment necessitates it)
4. Attend a scheduled meeting that a BC member is not able to attend
5. Medical assistance
6. Provide support for Legislative needs (example: travel to Madison) - need to define role of individuals traveling, such as what are they going there for, who are they representing, who are they assisting.

SECTION 5: UNALLOWABLE TRAVEL (Travel not allowed)

1. Non-local Travel for Training purposes. (Removed on 6/21/06 BC Mtg).
2. Emergency temp staff

SECTION 6: HOW TO IDENTIFY WHO TRAVELS (Identifying the best person(s) to travel for the event)

1. Identify the event
2. Identify what the role of the individual(s) will be for the travel
3. Identify who is available

SECTION 7: APPROVAL PROCESS (When, where and who approves the travel request)

1. During budget process, the Committee will discuss if they plan for the staff to travel.
2. Special travels not accounted for must be discussed by the Committee in a special meeting such as BC Planning/Caucus. The approval is contingent of available funds.
3. The Committee as a whole will make the determination whether the travel is needed.

Action: Motion by Brian Duxtator to approve the Pow Wow Committee Bylaws, seconded by Paul Ninham. Motion carried unanimously.

2. For Approval RE: Oneida Burial Ordinance Amendments

3. For Approval RE: Cemetery Board Bylaws Amendments

4. For Approval RE: Public Hearing notice of April 19, 2005 for Amendments to the Oneida Burial Ordinance

Action: Motion by Brian Duxtator to (2) adopt emergency resolution 2-23-05-F, for Chapter 75 for the Oneida Burial Ordinance amendments; (3) Approve amendments to the Cemetery Board Bylaws and further direct the General Manager/Assistant General Manager to have the organization follow-up with any required policies and procedures needed to implement this law and (4) Approve the public hearing date of April 19, 2005, seconded by Kathy Hughes. Motion carried unanimously.

5. For Approval RE: Endowment Law

Action: Motion by Vince DelaRosa to adopt Resolution 2-23-05-G for the Endowment Law, seconded by Brian Duxtator. Motion carried unanimously.

6. For Approval Law Enforcement Ordinance Emergency Amendment

Action: Motion by Kathy Hughes to table this item until March 23, 2005, seconded by Mercie Danforth. For: Julie Barton, Vince DelaRosa. Brian Duxtator, Trish King, Curtis Danforth, Paul Ninham. Tie, chair voted in favor of tabling. Motion carried.

F. Treasurer's Report - None

G. Oneida Business Committee Planning

1. Business Committee Planning meeting minutes of February 8, 2005

Action: Motion by Mercie Danforth to approve the Business Committee Planning minutes of February 8, 2005, seconded by Brian Duxtator. Motion carried unanimously.

For the record, Brian Duxtator stated that this approves a Standard Operating Procedure for Business Committee Travel.

H. Joint General Managers Meeting

1. Joint General Manager meeting minutes of February 10, 2005

Action: Motion by Curtis Danforth to approve the Joint GM minutes of February 10, 2005, seconded by Brian Duxtator. Motion carried unanimously.

Action: Motion by Brian Duxtator to go into Executive Session, seconded by Trish King. Motion carried unanimously.

I. Executive Session

A. Tabled Business

B. Old Business

1. Carl Artman RE: Real Property Taxation of DREAM Homes

Excerpt from February 9, 2005: Motion by Brian Duxtator to approve: (Item 1) a two week deferral for to February 23, 2005, seconded by Curtis Danforth. Motion carried unanimously.

Response due February 23, 2005

Action: Motion by Kathy Hughes to accept the analysis and opinion from the Law office dated January 25, 2005 and note the refund action stayed on July 25, 2001, action item 2 will be denied based on the January 25, 2005 opinion and payment will continue to be made by the tribe for real property tax assessed through December 31, 2005; direct management to review the individual homeowner Dream Home loan mortgage documents for commonality of language; that liaison will schedule a meeting between the Land Commission and Business Committee, seconded by Julie Barton. For: Paul Ninham Vince DelaRosa, Mercie Danforth, Trish King, Brian Duxtator, Curtis Danforth opposed. Motion carried.

C. New Business

1. Michele Peterson (Julie Barton, Sponsor) RE: US Oil Contract