

Oneida Nation Oneida Business Committee Legislative Operating Committee PO Box 365 • Oneida, WI 54155-0365 Oneida-nsn.gov



LEGISLATIVE OPERATING COMMITTEE MEETING AGENDA

Business Committee Conference Room - 2nd Floor Norbert Hill Center January 19, 2022

110ary 19, 20

9:00 a.m.

This Legislative Operating Committee meeting will be closed to the public in accordance with Oneida Business Committee resolution BC-12-08-21-B, *Updating Public Gathering Guidelines During Public Health State of Emergency - COVID-19*.

I. Call to Order and Approval of the Agenda

II. Minutes to be Approved

1. December 15, 2021 LOC Meeting Minutes (pg. 2)

III. Current Business

- 1. Oneida Nation Arts Board Bylaws Amendments (pg. 3)
- 2. Oneida Nation Emergency Planning Committee Bylaws Amendments (pg. 29)

IV. New Submissions

- V. Additions
- VI. Administrative Updates
- VII. Executive Session
- VIII. Recess/Adjourn



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LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES Oneida Business Committee Conference Room-2nd Floor Norbert Hill Center December 15, 2021 9:00 a.m.

Present: David P. Jordan, Daniel Guzman King, Marie Summers, Jennifer Webster, **Excused:** Kirby Metoxen

Others Present: Clorissa N. Santiago, Kristen Hooker, Carmen Vanlanen, Kristal Hill, Brooke Doxtator, Lawrence Barton, Rhiannon Metoxen (Microsoft Teams), Justin Nishimoto (Microsoft Teams), Rae Skenandore (Microsoft Teams), Amy Spears (Microsoft Teams), Michelle Braaten (Microsoft Teams), Michelle Myers (Microsoft Teams), Barbara Webster (Microsoft Teams), Debra Powless (Microsoft Teams), Patricia Garvey (Microsoft Teams)

I. Call to Order and Approval of the Agenda

David P. Jordan called the December 15, 2021, Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Marie Summers to adopt the agenda as is; seconded by Jennifer Webster. Motion carried unanimously.

II. Minutes to be Approved

1. December 1, 2021 LOC Meeting Minutes

Motion by Marie Summers to approve the December 1, 2021 LOC meeting minutes and forward to the Oneida Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.

III. Current Business

1. Budget Management and Control Law Amendments

Motion by Jennifer Webster to approve the updated draft, legislative analysis, and public comment period notice, and forward the Budget Management and Control law amendments to a public comment period to be held open until February 2, 2022; seconded by Marie Summers. Motion carried unanimously.

IV. New Submissions

- V. Additions
- VI. Administrative Items

VII. Executive Session

VIII. Adjourn

Motion by Marie Summers to adjourn at 9:19 a.m.; seconded by Jennifer Webster. Motion carried unanimously.

Page 1 of 1

A good mind. A good heart. A strong fire. Legislative Operating Committee Meeting Minutes of December 15, 2021







Legislative Operating Committee January 19, 2022

Oneida Nation Arts Board Bylaws Amendments

Submission Date: 12/01/21	Public Meeting: n/a
LOC Sponsor: Jennifer Webster	Emergency Enacted: n/a Expires: n/a

Summary: This item was added to the Active Files List on December 1, 2021 per the request of the Oneida Nation Arts Board ("Board") that amendments to the bylaws be developed to allow an option for the payment of stipends, change the frequency of Board meetings, and update the agenda's order of business for conducting Board meetings.

- <u>12/1/21 LOC:</u> Motion by Jennifer Webster to add the Oneida Nation Arts Board bylaws amendments to the Active Files List with Jennifer Webster as the sponsor; seconded by Marie Summers. Motion carried unanimously.
- **1/13/22:** Work Meeting. Present: David P. Jordan, Jennifer Webster, Daniel Guzman-King, Clorissa Santiago, Kristen Hooker, Carmen Vanlanen, Kristal Hill, Rhiannon Metoxen. This was a work meeting held though Microsoft Teams. The purpose of the work meeting was to review the proposed amendments to the Oneida Nation Arts Board Bylaws. The next step is to update the draft and legislative analysis in accordance with the directives of the LOC and to add the updated materials to the next LOC meeting agenda to approve and forward on to the Oneida Business Committee for consideration of adoption.

Next Steps:

- Accept the Oneida Nation Arts Board Bylaws Amendments and Legislative Analysis.
- Forward the Oneida Nation Arts Board Bylaws Amendments to the Oneida Business Committee for consideration.

1			ON	EIDA N	ATION ARTS BOARD BYLAWS
2 3	Articl	e I. Authority			
3 4	1-1.	Name.	The n	ame of i	this entity shall be the Oneida Nation Arts Board and may
5	1-1.	ivame.			referred to as the Board.
6			nerem		leterred to us the Dourd.
7 8	1-2.	Establishment	Comm	nittee th	Nation Arts Board was established by the Oneida Business rough adoption of resolution BC-8-4-93-A and expanded
9 10					neida Nation Arts Program – Dollars for Art Project Policies w"), adopted under resolution BC-09-13-00-C, as the entity
11					nority to oversee and administer the Oneida Nation Arts
12			-		lars for Arts Project.
13			U		
14	1-3.	Authority.			
15		(a)		–Purpos	e. The Board was established to assist in the promotion of a
16				-commu	inity that embraces art as a pathway to sovereignty, where
17			traditi	onal —	-and contemporary arts are woven into the fabric of everyday
18			life an	d ——	-embolden a sense of belonging. The Board was further
19			establi	shed to	-provide advisory guidance and support to the Oneida Nation
20			Arts P	rogram ·	-("ONAP"), and to oversee the Dollars for Arts Project
21			("DAI	P ") in —	-accordance with the DAP Law, the Wisconsin Regranting
22			Progra	ım guide	lines, and any other governing program guidelines as may be
23			amenc	led from	time-to-time hereafter.
24		(b)		-Powers	s and Duties. The powers and duties that have been delegated
25			to the	-Board	include, but are not limited to, the following:
26			(1)	Adviso	ry.
27				(A)	Advise and guide an impactful Oneida Nation Arts Program;
28					and
29				(B)	Serve as a sounding board and feedback loop to the ONAP
30					Director for matters related to the arts in the Oneida Nation.
31			(2)	Advoca	асу.
32				(A)	Participate in the arts through teaching, learning, sharing and
33					outreach;
34				(B)	Support artists in the community through support of and
35					participation in programs, events, arts groups and activities;
36					and
37				(C)	Report ONAP/DAP/Board activities and impact to the
38					Oneida Business Committee.
39			(3)	Evalua	tion.
40				(A)	Evaluate the ONAP by request of the ONAP Director; and
41				(B)	Provide support for determining impactful measures of
42					ONAP/DAP success.
43			(4)	Fiscal.	
44					-(A) Approve policies and procedures for the overall
45					coordination ——and administration of regrantingthe
46					Wisconsin Regranting Program and any other governing

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47			program guidelines as may be amended from time-to-time
48			hereafter;
49			(B) Review and evaluate regranting annually;
50			(C) Allocate DAP funds annually; and
51			(D) Approve Fiscal Sponsorships.
52			(5) Carry out all additional powers/duties delegated to the Board
53 54			through the DAP Law; Boards, Committees and Commissions law; and any other governing laws, policies, rules and/or resolutions of
55			the Nation.
56			
57	1-4.	Office.	The official mailing address of the Board shall be:
58		00	Oneida Nation Arts Board
59			P.O. Box 365
60			Oneida, WI 54155
61			
62	1-5.	Membership.	The members of the Board shall be its Directors and there are no members
63		1	who are not directors.
64		(a)	Number of Members. The Board shall consist of seven (7) members.
65		(b)	Appointed Members. Members of the Board shall be appointed by the
66			Oneida Business Committee in accordance with the Boards, Committees
67			and Commissions law for three (3) year terms.
68			(1) <i>Term Limits.</i> Members of the Board shall serve no more than three
69			(3) consecutive three (3) year terms.
70			(2) Board members shall remain in office until:
71			(A) <i>End of Term.</i> A vacancy is effective as of 4:30 p.m. on the
72			last day of the month in which a member's term ends.
73			(i) Although a member's term has expired, he or she
74			shall remain in office until a successor has been
75			sworn in by the Oneida Business Committee.
76			(B) <i>Resignation</i> . A member may resign at any time verbally
77			during a Board meeting or by delivering written notice to the
78			Oneida Business Committee Support Office and the Board
79			Chairperson or Chairperson's designee. The resignation is
80			deemed effective upon:
81			(i) Deliverance of the written notice to the Oneida
82			Business Committee Support Office and to the Board
83			Chairperson or Chairperson's designee; or
84			(ii) Acceptance by Board motion of the member's verbal
85			resignation.
86			(C) <i>Termination</i> . Termination of a
87			member's appointment shall —————be in
88			accordance with the Boards, Committees and
89			Commissions law.
90			
91		(c)	Vacancies. Vacancies for any reason on the Board shall be filled for the
92			remainder of the term through appointment by the Oneida Business

93			Committee in accordance with the Boards, Committees and Commissions
94			law.
95			(1) The Board Chairperson shall provide the Oneida
96			Business
97			————Committee with recommendations, by majority vote of the
98			members ————————————————————————————————————
99			established quorum, on
100			——applicants for appointment by pursuant to the executive
101			sessionprocess set forth in which the
102			appointment is intended to be made.
103			Boards, Committees and Commissions law.
104		(d)	<i>Qualifications</i> . Board members shall meet the following qualifications:
105			(1) A majority shall be enrolled members of the Oneida Nation;
106			(2) Be at least eighteen (18) years of age;
107			(3) Have an interest and/or experience in the arts, marketing, business,
108			government or nonprofit management; and
109			(4) Shall not be an employee of the ONAP as of the date of application
110			for Board membership.
111			
112	1-6.	Termination.	Termination of a member's appointment shall be carried out by the Oneida
113			Business Committee in accordance with the Boards, Committees and
114			Commissions law or any other law of the Nation governing the termination
115			of appointed officials.
116		(a)	The Board may make a recommendation to the Oneida Business Committee
117			for the termination of a member's appointment based on the following:
118			(1) The member accrues three (3) unexcused absences from Board
119			meetings within a one (1) year period; and/or
120			(A) A Board member shall be deemed unexcused if he or she
121			fails to provide written notice of the absence to a Board
122			Officer at least thirty (30) minutes before the start of the
123			missed meeting.
124			(2) The member violates any section of these bylaws and/or any
125			governing laws of the Nation.
126		(b)	Recommendations to the Oneida Business Committee for termination of a
127			member's appointment shall be determined by a majority vote of the
128			members in attendance at a Board meeting of an established quorum.
129	. –		
130	1-7.	Trainings and	Conferences. Members of the Board shall participate in mandatory Board
131			Orientation training where they will become knowledgeable in the process
132			of consensus decision-making and other subjects relevant to their positions.
133	A		
134		e II. Officers	The Decard shall have three (2) $Officers Of the Wise Of the 1$
135	2-1.	Officers.	The Board shall have three (3) Officers: Chairperson, Vice-Chairperson and
136			Secretary.
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138 2-2. Responsibilities of the Chairperson. The responsibilities, duties and limitations of the Chairperson shall be as follows:
 142 (a) With the Security's excitations call meeting and develop meeting according.

- 140(a)With the Secretary's assistance, call meetings; develop meeting agendas;141and provide notice of meeting agendas, minutes, and documents in142accordance with the DAP Law, these bylaws, and the Open Records and143Open Meetings law.
 - (b) Preside at all meetings of the Board and facilitate orderly discussions.

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- (c) Receive, review and monitor all correspondence from the Board, present to the Board and sign all correspondence approved by the Board.
- 147(d)Submit approved Board meeting minutes, with assistance from the Board148Secretary, to the Oneida Business Committee Support Office in accordance149with these bylaws and the Boards, Committees and Commissions law.
- 150(e)With the Secretary's assistance, submit quarterly reports to the Oneida151Business Committee, as well as annual and semi-annual reports to the152Oneida General Tribal Council, pursuant to the Boards, Committees and153Commissions law, and submit any other reports that are required or154requested by the DAP Law, Oneida Business Committee or Oneida General155Tribal Council.
 - (f) Attend, or designate a Board member to attend, the Oneida Business Committee meeting where the Board's quarterly report appears on the agenda.
 - (g) Appoint an appeals committee to review requests for reconsideration of funding decisions in accordance with the DAP Law.
 - (h) Perform any other duties assigned by a majority vote of the members in attendance at a Board meeting of an established quorum.
- 164 2-3. *Responsibilities of the Vice-Chairperson*. The responsibilities, duties and limitations of the
 165 Vice-Chairperson of the Board shall be as follows:
 - (a) Except for subsection (g), perform the Chairperson's duties under section2-2 of these bylaws in the absence of the Chairperson.
 - (b) Work with the Chairperson in all matters that concern the Board.
 - (c) Oversee Board recruitment, Board development and membership terms consistent with the Boards, Committees and Commissions law and the DAP Law.
 - (d) Notify the Oneida Business Committee Support Office of Board vacancies in accordance with the Boards, Committees and Commissions law.
 - (e) Perform other duties as assigned by a majority vote of the members in attendance at a Board meeting of an established quorum.
- 177 2-4. *Responsibilities of the Secretary.* The responsibilities, duties and limitations of the
 178 Secretary of the Board shall be as follows:
- (a) Assist the Chairperson with calling meetings (regular and emergency);
 developing meeting agendas; and providing notice of meeting agendas,
 documentation and minutes, all in accordance with the DAP Law, these
 bylaws, and the Open Records and Open Meetings law.

183		(b)	Maintain the minutes, reports and correspondence of the Board, abiding by/
184			to the decisions of the Board and the Boards, Committees and Commissions
185			law.
186		(c)	Except for subsection (g), perform the Chairperson's duties under section 2-
187			2 of these bylaws in the absence of the Chairperson and Vice-Chairperson.
188			(1) The Secretary's authority to call and/or preside over meetings of the
189			Board shall be limited as follows:
190			(A) In the event that both the Chairperson and Vice-Chairperson
191			positions become vacant before the end of their terms, the
192			Secretary shall be allowed to call Board meetings to fill the
193			vacancies and preside over those meetings for the sole
194			purpose of appointing new Officers, at which point the
195			Chairperson, or Vice-Chairperson in the absence of the
196			Chairperson, shall preside.
197		(d)	In accordance with section 2-2 of these bylaws, assist the Chairperson with
198			submitting quarterly reports to the Oneida Business Committee; annual and
199			semi-annual reports to the General Tribal Council; and any other reports
200			required/requested by the DAP Law, Oneida Business Committee or Oneida
201			General Tribal Council.
202		(e)	Ensure the Board meeting minutes are recorded in the proper format and
203			approved by the Board before submitting to the Oneida Business Committee
204			Support Office.
205		(f)	Assist the Chairperson with the submission of approved Board meeting
206			minutes to the Oneida Business Committee Support Office in accordance
207			with these bylaws and the Boards, Committees and Commissions law.
208		(g)	Perform other duties as assigned by majority vote of the members in
209			attendance at a Board meeting of an established quorum.
210			
211	2-5.	Selection of C	<i>Officers</i> . The Officers shall serve terms of one (1) year and shall be nominated
212			and appointed by majority vote of the members in attendance at a Board
213			meeting of an established quorum that takes place prior to the beginning of
214			the new fiscal year.
215		(a)	Terms of office shall run from the beginning of October through September
216			of that same year.
217		(b)	No Officer shall serve for more than three (3) consecutive terms or hold
218			more than one (1) Officer position per Officer term.
219		(c)	Board members may be dismissed from their Officer positions by majority
220			vote of the members in attendance at a Board meeting of an established
221			quorum.
222		(d)	In the event of a vacancy in an Officer position, a successor shall be
223			appointed by majority vote of the members in attendance at a regular or
224			emergency Board meeting of an established quorum for the duration of the
225			unexpired term.
226			
227	2-6.	Subcommittee	es & Ad Hoc Committees. Subcommittees and/or ad hoc committees may be
228			created or dissolved at any time by majority vote of the members in

229			attend	ance at a Board meeting of an established quorum, so long as created/
230			dissol	ved in accordance with the Boards, Committees and Commissions
231			law.	
232		(a)	Memt	pers of subcommittees and ad hoc committees shall not be eligible for
233				ds unless authorized by the Board and a specific exception is made by
234			-	neida Business Committee or the Oneida General Tribal Council.
235				
236	2-7.	Budgetary Si	on-Off A	Authority and Travel. The Board shall follow the Nation's policies and
237	2 / .	Duagerary St		dures regarding purchasing and sign-off authority.
238		(a)	-	s <u>The levels</u> of budgetary sign-off authority for the Board shall be as
239		set for		the manual titled, Oneida Tribe of Indians of Wisconsin Purchasing
240		Polici		and Procedures, for Area Directors/Enterprise Directors.
240		101101	(1)	All Board Officers have sign-off authority and two (2) Officers shall
242			(1)	be required to sign-off on all budgetary requests, except as follows:
242				(A) TheUpon formal approval of a purchase by
243 244				the Board, the Oneida Business Committee Support Office shall
				have ————————————————————————————————————
245				authority over requests for stipends, travel per diem
246				
247		(1-)	The T	and business expense reimbursement <u>the Board</u> .
248		(b)		Board shall approve a member's request to travel on its behalf by
249			-	ity vote of the members present at a regular or emergency Board
250			meetii	ng of an established quorum.
251	2.0			
252	2-8.	Personnel.		board shall not have the authority to hire personnel for its benefit.
253		(a)		Designee. The Director of the ONAP shall be the Board's Staff
254			Desig	
255			(1)	In the absence of all Board Officers, the Staff Designee shall assume
256				the responsibilities set forth in Article II of these bylaws that relate
257				to documenting, recording and reporting on behalf of the Board.
258			(2)	ONAP staff may be used to provide administrative support,
259				consistent with the Boards, Committees and Commissions law, to
260				the Board when needed.
261				
262	Article	e III. Meeting		
263	3-1.	Regular Mee	0	he regular meetings of the Board shall be held every second Tuesday
264				monthquarterly at the Community Education CenterOneida Nation
265		Arts Program	<u>Office</u>	located onat 1270 Packerland — Drive
266		in Green Bay	, WI, <mark>ee</mark>	mmencing at 5:30 p.mor remotely, at a time to be determined so long
267		as notice is p	provided	in accordance with these bylaws and the Open Records and Open
268		Meetings law	·	
269		<u>(a)</u>		(a) The meeting date, time and location may be reviewed
270			by the	e Board andchanged from time-to-time as
271			deeme	ed necessary by majority vote of the —
272				-members in attendance at a Board meeting of an established quorum
273			so lon	gas notice is provided to all members in writing and,
274			along	with the public,in

275		accordance with the Open Records and Open Meetings law, prior to the
276		
277		(1) Regular meetings of the Board may not be held in June, July and
278		December to allow for those months to be dedicated to the Board's
279		volunteer work.
280	<u>(b</u>) (b) Board meetings may be attended in person, by
281	<u></u>	telephone, through video conferencing or through other
282		telecommunications so long as presence at the meeting occurs
283		and is demonstrated in accordance with the Boards, Committees
284		and Commissions law.
285	<u>(c</u>	
285	<u>(C</u>	documents shall be forwarded by the Chairperson, with the
287		assistance of theSecretary, in accordance with the DAP Law,
288		these bylaws, and the Open ————————————————————————————————————
289		Open Meetings law.
290		(1) All Board members shall be provided email
291		notification of meeting — agendas via the
292		official Oneida Nation email address that was
293		provided to each member to conduct business
294		electronically on
295		———behalf of the Board ("Official Email").
296		(2) Meeting minutes shall be approved by majority vote
297		of the members ——————in attendance at a Board
298		meeting of an established quorum and thensent to
299		all Board members, via their Official Email addresses, as well —
300		as to the Oneida Business Committee Support Office
301		in accordance ————with these bylaws.
302		
303	3-2. Emergen	cy Meetings. An emergency meeting may be called to address urgent concerns
304	5 2. Emergen	that affect the existence of the Board and require action that cannot wait
305	(2)	until the Board's next scheduled meeting.
306	(a	· · · · · ·
307	1	approvals, including e-polls, before calling an emergency meeting.
308	(b	
309		twenty-four (24) hours' advance notice to all members of the Board.
310		(1) Notice of emergency meetings shall be provided to all Board
311		members by telephone call and via email communication sent to
312		their Official Email address.
313		(2) Notice of emergency meetings shall further be provided to all Board
314		members, as well as the public, in accordance with the Open
315		Records and Open Meetings law.
316	(c	
317	(0	provide the Nation's Secretary with notice of the emergency meeting, the
318		reason for the meeting, and an explanation as to why the matter could not
319		wait until the next regular meeting.
		wan unun nicht regulat meening.
320		
		Dago 7 of 11

- 3-3. *Joint Meetings*. There shall be no joint meetings held between the Board and the Oneida
 Business Committee.
- 324 3-4. *Quorum.* A quorum shall consist of no less than three (3) Board members, one (1) of
 which shall be the Chairperson, Vice-Chairperson or Secretary; provided,
 the Secretary is presiding over the meeting in accordance with section 2-4
 (c) of these bylaws.
- 329 3-5. *Order of Business*. The order of business, as far as applicable, is:
 - (a) (a) Call to Order/Roll Call (b) Welcome
 - (c) Approval of Agenda
 - (d) Minutes (Review & Approve) (b) (e) Old Business
- 334 (b (e) Old Business 335 (ef) New Business
 - (e<u>f</u>) New Bu (dg) Action

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- (a) (e) Minutes (Review & Approve)
- (fh) Adjourn/Roll Call
- 340 3-6. *Voting.* Decisions of the Board shall be based on a majority vote of its members in attendance at a Board meeting of an established quorum.
 - (a) The Chairperson shall be permitted to participate and vote in the same manner as any other member of the Board.
 - (b) E-polls are permissible so long as conducted in accordance with the Boards, Committees and Commissions law.
 - The Vice-Chairperson shall serve as the Chairperson's designee, responsible for conducting e-polls in the Chairperson's absence or discretion.

351352 Article IV. Expectations

- 353 4-1. Behavior of Members. Members of the Board are expected to adhere to all governing laws,
 354 resolutions and policies of the Nation, including, but not limited to, the DAP
 355 Law; the Boards, Committees and Commissions law; these bylaws and as
 356 follows:
 357 (a) That, members of the Board are expected to agree to a Commitment to Serve
 - (a) That, members of the Board are expected to agree to a Commitment to Serve and annually re-commit to their responsibilities on the Board and to the community.
 - (b) That, Board members who find themselves unable to carry out the duties and responsibilities of their role and abide by expected behaviors, agree to resign their Board position to avoid enforcement under subsection (1) of this section 4-1.
- 364 (1) *Enforcement.* Any Board member found in violation of this section
 365 who refuses to voluntarily resign may be subject to the following if

366 367 368 369 370 371 372 373 374 375			 agreed upon by majority vote of the members in attendance at a Board meeting of an established quorum: (A) Board recommendation to the Oneida Business Committee for termination of the member's appointment in accordance with the Boards, Committees and Commissions law or any other law of the Nation governing the termination of appointed officials. (B) Disciplinary action in accordance with any law of the Nation governing sanctions and penalties for appointed officials.
	1 2	Duchibition of	Wielewas Doord members are prohibited from encoding in an committing
376	4-2.	Pronibition of	<i>Violence</i> . Board members are prohibited from engaging in or committing
377			any violent intentional act that inflicts, attempts to inflict, or threatens to
378			inflict emotional or bodily harm on another person, or damage to property.
379			
380	4-3.	Drug and Alc	ohol Use. The use and/or consumption of alcohol or prohibited drugs by
381		0	Board members when acting in their official capacity is strictly forbidden.
382		(a)	Prohibited drugs are defined as marijuana, cocaine, opiates, amphetamines,
383		(4)	phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, narcotics,
384			any other substances included in Schedules I though V under Section 812
385			of Title 21 of the United States Code, and prescription medication or over-
			the-counter medicine used in an unauthorized or unlawful manner.
386			me-counter medicine used in an unautionized of uniawful manner.
387	4 4		Manahama af the Darad shall a suche sold the Nation's Casial Madia Dalian
388	4-4.	Social Meala.	Members of the Board shall comply with the Nation's Social Media Policy
389			and their oath of office when using social media on behalf of or as a
390			representative of the Board.
391			
392	4-5.	Conflict of Int	erest. All members of the Board are required to adhere to the Nation's laws
393			and policies governing conflicts of interest.
394		(a)	No member shall apply or accept a position of employment for the Oneida
395			Nation Arts Program while serving as a member of the Board.
396			
397			
398	Articl	e V. Stipends a	and Compensation
399	5-1.	Stipends.	Members of the Dependent upon available budgeted funds, Board serve
400		1	voluntarily; thus, even if members are eligible, shall not
401			be allowed to receive for the following OPTIONAL
402			stipends-under, subject to these bylaws, the Boards, Committees and
403			Commissions law-or, resolution BC-05-08-19-B12-
404			20-C titled, Amending
405			Resolution BC 09 26 18 DAmended Boards, Committees and
			Commissions Law
406			
407			Stipends, as may be further amended from time-to-time hereafter-:
408			One (1) queste du entionel question etime d'anne (1,1,1,1,1,1)
409		<u>(a)</u>	One (1) quarterly optional meeting stipend, provided that:
410			(1) A quorum was established;

411			(2) The meeting of the established quorum lasted for a minimum of one
412			(1) hour; and
413			(3) The Board member collecting the stipend was present for the entire
414			meeting as defined and demonstrated in accordance with the Boards,
415			Committees and Commissions law.
416	5-2.	Compensation	. Besides the travel, per diem and business expense reimbursement
417			authorized by the Boards, Committees and Commissions law, there are no
418			other forms of compensation that members are eligible to receive for the
419			duties/activities they perform on behalf of the Board.
420			
421		le VI. Records a	
422	6-1.	Agenda Items.	Agenda items shall be consistently maintained in the format identified under
423			Article III, section 3-5, of these bylaws as the Order of Business.
424	()	Minuter	The Decad's meeting minutes shall be typed and in a consistent formet
425	6-2.	Minutes.	The Board's meeting minutes shall be typed and in a consistent format
426			created by the Oneida Business Committee Support Office to generate the
427			most informative record, to include, but not be limited to, a summary of the
428		(b)	action requested/taken by the Board. Meeting minutes shall be reviewed for accuracy and then approved at the
429		(b)	end of each meeting by a majority vote of the members present; provided,
430 431			a quorum is still in existence.
431			(1) The minutes shall be submitted to the Oneida Business Committee
432 433			Support Office within seven (7) days of their approval.
433 434			Support Office within seven (7) days of their approval.
434	6-3.	Attachments.	Handouts, reports, memoranda, and the like shall be attached to their
436	0-5.	machmenns.	corresponding minutes and agenda, maintained as a Board packet and filed
437			with the Oneida Business Committee Support Office to maintain in
438			accordance with the Open Records and Open Meetings law.
439			accordance with the open records and open meetings taw.
440	6-4.	Oneida Busin	ess Committee Liaison. The Board shall regularly communicate with the
441	0		member of the Oneida Business Committee who is its designated liaison.
442		(a)	All official correspondence of the Board, whether produced via email or in
443		(4)	writing (i.e. agendas, minutes, recordings, submissions, reports), shall be
444			copied to the liaison, as well as the liaison's administrative support contact.
445		(b)	The Board and liaison shall further communicate when needed, the
446			frequency and method of which shall be as agreed upon by the Board and
447			the liaison, but not less than that required in any law or policy on reporting
448			developed by the Oneida Business Committee or the Oneida General Tribal
449			Council.
450			
451	6-5.	Audio Recordi	ings. All meetings of the Board shall be audio recorded using an available
452			device, supplied by the Oneida Business Committee Support Office or the
453			Board, that can be uploaded to digital file storage.
454		(a)	Audio recordings shall be submitted to the Oneida Business Committee
455			Support Office to be maintained alongside the Board's meeting minutes in
456			accordance with the Open Records and Open Meetings law.

457		(1) Exception. Audio recordings of executive session portions of a
458		Board meeting shall not be required.
459		
460	Article VII. Amenda	ments
461	7-1. Amendments.	Amendments to these bylaws shall be made by a majority vote of the
462		members in attendance at a regular or emergency Board meeting of an
463		established quorum; provided, proper notice of the proposed amendments
464		was furnished in accordance with these bylaws at a prior regular meeting.
465	(a)	Any amendments to these bylaws shall conform to the requirements of the
466		Boards, Committees and Commissions law and any other policy of the
467		Nation.
468	(b)	Amendments to these bylaws shall be approved by the Oneida Business
469		Committee before implementation.
470	(c)	These bylaws shall be reviewed no less than on an annual basis.
472 473 474 475 476	Adopted BC 02 28 96 Amended BC 06 22 11 Amended BC 10 09 19	
477		
478	These By-laws, as an	nended and revised, are hereby approved by the Oneida Business Committee
479		eting held on Month Day, Year, by the Secretary of the Oneida Business
480 481 482	Committee's signatur	
102	Lisa Liggins, Secret	ary 483
	Oneida Business Co	
485		

1			ON	EIDA N	ATION ARTS BOARD BYLAWS
2	Antio	la T Authomity			
3 4	Aruc 1-1.	le I. Authority Name.	Tho r	omo of	this antity shall be the Oneide Nation Arts Board and may
5	1-1.	nume.			this entity shall be the Oneida Nation Arts Board and may referred to as the Board.
6 7 8 9 10	1-2.	Establishment	Comr upon	nittee th by the O	Nation Arts Board was established by the Oneida Business rough adoption of resolution BC-8-4-93-A and expanded oneida Nation Arts Program – Dollars for Art Project Policies aw"), adopted under resolution BC-09-13-00-C, as the entity
11 12			0		hority to oversee and administer the Oneida Nation Arts llars for Arts Project.
13	1.2				
14 15	1-3.	Authority.	Dum	and The	Poard was astablished to assist in the promotion of a
15 16		(d)	-		Board was established to assist in the promotion of a at embraces art as a pathway to sovereignty, where traditional
17					prary arts are woven into the fabric of everyday life and
18				-	sense of belonging. The Board was further established to
19					bry guidance and support to the Oneida Nation Arts Program
20			-		nd to oversee the Dollars for Arts Project ("DAP") in
21			accor	dance w	vith the DAP Law, the Wisconsin Regranting Program
22			guide	lines, and	d any other governing program guidelines as may be amended
23					ime hereafter.
24		(b)			Duties. The powers and duties that have been delegated to the
25					, but are not limited to, the following:
26			(1)	Adviso	
27				(A)	Advise and guide an impactful Oneida Nation Arts Program;
28				(D)	and Some as a counding board and feedback loop to the ONAR
29 30				(B)	Serve as a sounding board and feedback loop to the ONAP Director for matters related to the arts in the Oneida Nation.
30 31			(2)	Advoc	
32			(2)	(A)	Participate in the arts through teaching, learning, sharing and
33				(11)	outreach;
34				(B)	Support artists in the community through support of and
35					participation in programs, events, arts groups and activities;
36					and
37				(C)	Report ONAP/DAP/Board activities and impact to the
38					Oneida Business Committee.
39			(3)	Evaluc	ation.
40				(A)	Evaluate the ONAP by request of the ONAP Director; and
41				(B)	Provide support for determining impactful measures of
42					ONAP/DAP success.
43			(4)	Fiscal.	
44 45				(A)	Approve policies and procedures for the overall coordination and administration of the Wisconsin Regranting Program

46 47 48 50 51 52 53 54 55 56 57	1-4.	Office.	 and any other governing program guidelines as may be amended from time-to-time hereafter; (B) Review and evaluate regranting annually; (C) Allocate DAP funds annually; and (D) Approve Fiscal Sponsorships. (5) Carry out all additional powers/duties delegated to the Board through the DAP Law; Boards, Committees and Commissions law; and any other governing laws, policies, rules and/or resolutions of the Nation. The official mailing address of the Board shall be: Oneida Nation Arts Board
58			P.O. Box 365
59			Oneida, WI 54155
60	1 7		
61	1-5.	Membership.	The members of the Board shall be its Directors and there are no members
62			who are not directors.
63		(a)	<i>Number of Members.</i> The Board shall consist of seven (7) members.
64		(b)	Appointed Members. Members of the Board shall be appointed by the
65			Oneida Business Committee in accordance with the Boards, Committees
66			and Commissions law for three (3) year terms.
67			(1) <i>Term Limits.</i> Members of the Board shall serve no more than three
68			(3) consecutive three (3) year terms.
69			(2) Board members shall remain in office until:
70			(A) <i>End of Term.</i> A vacancy is effective as of 4:30 p.m. on the
71			last day of the month in which a member's term ends.
72			(i) Although a member's term has expired, he or she
73			shall remain in office until a successor has been
74			sworn in by the Oneida Business Committee.
75			(B) <i>Resignation</i> . A member may resign at any time verbally
76			during a Board meeting or by delivering written notice to the
77			Oneida Business Committee Support Office and the Board
78			Chairperson or Chairperson's designee. The resignation is
79			deemed effective upon:
80			(i) Deliverance of the written notice to the Oneida
81			Business Committee Support Office and to the Board
82			Chairperson or Chairperson's designee; or
83			(ii) Acceptance by Board motion of the member's verbal
84			resignation.
85			(C) <i>Termination</i> . Termination of a member's appointment shall
86			be in accordance with the Boards, Committees and
87			Commissions law.
88		(c)	<i>Vacancies.</i> Vacancies for any reason on the Board shall be filled for the
89			remainder of the term through appointment by the Oneida Business
90			Committee in accordance with the Boards, Committees and Commissions
91			law.

92 93 94 95 96 97 98 99 100 101 102 103 104		(d)	 The Board Chairperson shall provide the Oneida Business Committee with recommendations, by majority vote of the members in attendance at a Board meeting of an established quorum, on applicants for appointment pursuant to the process set forth in the Boards, Committees and Commissions law. Qualifications. Board members shall meet the following qualifications: A majority shall be enrolled members of the Oneida Nation; Be at least eighteen (18) years of age; Have an interest and/or experience in the arts, marketing, business, government or nonprofit management; and Shall not be an employee of the ONAP as of the date of application for Board membership.
104	1-6.	Termination.	Termination of a member's appointment shall be carried out by the Oneida
106	1 0.	Terminanon.	Business Committee in accordance with the Boards, Committees and
107			Commissions law or any other law of the Nation governing the termination
108			of appointed officials.
109		(a)	The Board may make a recommendation to the Oneida Business Committee
110			for the termination of a member's appointment based on the following:
111			(1) The member accrues three (3) unexcused absences from Board
112			meetings within a one (1) year period; and/or
113			(A) A Board member shall be deemed unexcused if he or she
114			fails to provide written notice of the absence to a Board
115			Officer at least thirty (30) minutes before the start of the
116			missed meeting.
117			(2) The member violates any section of these bylaws and/or any
118		(1-)	governing laws of the Nation.
119 120		(b)	Recommendations to the Oneida Business Committee for termination of a member's appointment shall be determined by a majority vote of the
120			members in attendance at a Board meeting of an established quorum.
121			members in attendance at a board meeting of an established quorum.
123	1-7.	Trainings and	Conferences. Members of the Board shall participate in mandatory Board
124			Orientation training where they will become knowledgeable in the process
125			of consensus decision-making and other subjects relevant to their positions.
126			
127	Articl	e II. Officers	
128	2-1.	Officers.	The Board shall have three (3) Officers: Chairperson, Vice-Chairperson and
129			Secretary.
130			
131	2-2.	Responsibilitie	es of the Chairperson. The responsibilities, duties and limitations of the
132			Chairperson shall be as follows:
133		(a)	With the Secretary's assistance, call meetings; develop meeting agendas;
134			and provide notice of meeting agendas, minutes, and documents in
135			accordance with the DAP Law, these bylaws, and the Open Records and
136		(1-)	Open Meetings law.
137		(b)	Preside at all meetings of the Board and facilitate orderly discussions.

138		(c)	Receive, review and monitor all correspondence from the Board, present to
139			the Board and sign all correspondence approved by the Board.
140		(d)	Submit approved Board meeting minutes, with assistance from the Board
141			Secretary, to the Oneida Business Committee Support Office in accordance
142			with these bylaws and the Boards, Committees and Commissions law.
143		(e)	With the Secretary's assistance, submit quarterly reports to the Oneida
144			Business Committee, as well as annual and semi-annual reports to the
145			Oneida General Tribal Council, pursuant to the Boards, Committees and
146			Commissions law, and submit any other reports that are required or
147			requested by the DAP Law, Oneida Business Committee or Oneida General
148			Tribal Council.
149		(f)	Attend, or designate a Board member to attend, the Oneida Business
150			Committee meeting where the Board's quarterly report appears on the
151			agenda.
152		(g)	Appoint an appeals committee to review requests for reconsideration of
153			funding decisions in accordance with the DAP Law.
154		(h)	Perform any other duties assigned by a majority vote of the members in
155			attendance at a Board meeting of an established quorum.
156			
157	2-3.	Responsibiliti	es of the Vice-Chairperson. The responsibilities, duties and limitations of the
158		I I I I I I I I I I I I I I I I I I I	Vice-Chairperson of the Board shall be as follows:
159		(a)	Except for subsection (g), perform the Chairperson's duties under section
160			2-2 of these bylaws in the absence of the Chairperson.
161		(b)	Work with the Chairperson in all matters that concern the Board.
162		(c)	Oversee Board recruitment, Board development and membership terms
163			consistent with the Boards, Committees and Commissions law and the DAP
164			Law.
165		(d)	Notify the Oneida Business Committee Support Office of Board vacancies
166			in accordance with the Boards, Committees and Commissions law.
167		(e)	Perform other duties as assigned by a majority vote of the members in
168			attendance at a Board meeting of an established quorum.
169			
170	2-4.	Responsibiliti	es of the Secretary. The responsibilities, duties and limitations of the
171		I I I I I I I I I I I I I I I I I I I	Secretary of the Board shall be as follows:
172		(a)	Assist the Chairperson with calling meetings (regular and emergency);
173			developing meeting agendas; and providing notice of meeting agendas,
174			documentation and minutes, all in accordance with the DAP Law, these
175			bylaws, and the Open Records and Open Meetings law.
176		(b)	Maintain the minutes, reports and correspondence of the Board, abiding by/
177			to the decisions of the Board and the Boards, Committees and Commissions
178			law.
179		(c)	Except for subsection (g), perform the Chairperson's duties under section 2-
180			2 of these bylaws in the absence of the Chairperson and Vice-Chairperson.
181			(1) The Secretary's authority to call and/or preside over meetings of the
182			Board shall be limited as follows:

183			(A) In the event that both the Chairperson and Vice-Chairperson
184			positions become vacant before the end of their terms, the
185			Secretary shall be allowed to call Board meetings to fill the
186			vacancies and preside over those meetings for the sole
187			purpose of appointing new Officers, at which point the
188			Chairperson, or Vice-Chairperson in the absence of the
189			Chairperson, shall preside.
190		(d)	In accordance with section 2-2 of these bylaws, assist the Chairperson with
191			submitting quarterly reports to the Oneida Business Committee; annual and
192			semi-annual reports to the General Tribal Council; and any other reports
193			required/requested by the DAP Law, Oneida Business Committee or Oneida
194			General Tribal Council.
195		(e)	Ensure the Board meeting minutes are recorded in the proper format and
196			approved by the Board before submitting to the Oneida Business Committee
197			Support Office.
198		(f)	Assist the Chairperson with the submission of approved Board meeting
199			minutes to the Oneida Business Committee Support Office in accordance
200			with these bylaws and the Boards, Committees and Commissions law.
201		(g)	Perform other duties as assigned by majority vote of the members in
202			attendance at a Board meeting of an established quorum.
203			
204	2-5.	Selection of O	Officers. The Officers shall serve terms of one (1) year and shall be nominated
205			and appointed by majority vote of the members in attendance at a Board
206			meeting of an established quorum that takes place prior to the beginning of
207			the new fiscal year.
208		(a)	Terms of office shall run from the beginning of October through September
209			of that same year.
210		(b)	No Officer shall serve for more than three (3) consecutive terms or hold
211			more than one (1) Officer position per Officer term.
212		(c)	Board members may be dismissed from their Officer positions by majority
213			vote of the members in attendance at a Board meeting of an established
214			quorum.
215		(d)	In the event of a vacancy in an Officer position, a successor shall be
216			appointed by majority vote of the members in attendance at a regular or
217			emergency Board meeting of an established quorum for the duration of the
218			unexpired term.
219			
220	2-6.	Subcommittee	es & Ad Hoc Committees. Subcommittees and/or ad hoc committees may be
221			created or dissolved at any time by majority vote of the members in
222			attendance at a Board meeting of an established quorum, so long as created/
223			dissolved in accordance with the Boards, Committees and Commissions
224			law.
225		(a)	Members of subcommittees and ad hoc committees shall not be eligible for
226			stipends unless authorized by the Board and a specific exception is made by
227			the Oneida Business Committee or the Oneida General Tribal Council.
228			

229	2-7.	Budgetary Sig	<i>n-Off Authority and Travel.</i> The Board shall follow the Nation's policies and
230 231 232 233 234 235 236 237		(a)	 procedures regarding purchasing and sign-off authority. The levels of budgetary sign-off authority for the Board shall be as set forth in the manual titled, <i>Oneida Tribe of Indians of Wisconsin Purchasing Policies and Procedures,</i> for Area Directors/Enterprise Directors. (1) All Board Officers have sign-off authority and two (2) Officers shall be required to sign-off on all budgetary requests. (A) Upon formal approval of a purchase by the Board, the Oneida Business Committee Support Office shall have official
238			budgetary sign-off authority for the Board.
239		(b)	The Board shall approve a member's request to travel on its behalf by
240			majority vote of the members present at a regular or emergency Board
241			meeting of an established quorum.
242			8 · · · · · · · · · · · · · · · · · · ·
243	2-8.	Personnel.	The Board shall not have the authority to hire personnel for its benefit.
244		(a)	Staff Designee. The Director of the ONAP shall be the Board's Staff
245			Designee.
246			(1) In the absence of all Board Officers, the Staff Designee shall assume
247			the responsibilities set forth in Article II of these bylaws that relate
248			to documenting, recording and reporting on behalf of the Board.
249			(2) ONAP staff may be used to provide administrative support,
250			consistent with the Boards, Committees and Commissions law, to
251			the Board when needed.
252			
253	Article	e III. Meetings	
254	3-1.	Regular Meeti	<i>ngs</i> . The regular meetings of the Board shall be held quarterly at the Oneida
255		Nation Arts H	Program Office located at 1270 Packerland Drive in Green Bay, WI, or
256		remotely, at a	time to be determined so long as notice is provided in accordance with these
257		bylaws and the	e Open Records and Open Meetings law.
258		(a)	The meeting date, time and location may be reviewed by the Board and
259			changed from time-to-time as deemed necessary by majority vote of the
260			members in attendance at a Board meeting of an established quorum so long
261			as notice is provided to all members in writing and, along with the public,
262			in accordance with the Open Records and Open Meetings law, prior to the
263			implementation of a new date, time and/or location.
264		(b)	Board meetings may be attended in person, by telephone, through video
265			conferencing or through other telecommunications so long as presence at
266			the meeting occurs and is demonstrated in accordance with the Boards,
267			Committees and Commissions law.
268		(c)	Prior to a scheduled meeting, notice of the meeting location, agenda, and
269			documents shall be forwarded by the Chairperson, with the assistance of the
270			Secretary, in accordance with the DAP Law, these bylaws, and the Open
271			Records and Open Meetings law.
272			(1) All Board members shall be provided email notification of meeting
273			agendas via the official Oneida Nation email address that was

274 275 276 277 278 279 280			 provided to each member to conduct business electronically on behalf of the Board ("Official Email"). (2) Meeting minutes shall be approved by majority vote of the members in attendance at a Board meeting of an established quorum and then sent to all Board members, via their Official Email addresses, as well as to the Oneida Business Committee Support Office in accordance with these bylaws.
281	3-2.	Emergency M	<i>leetings.</i> An emergency meeting may be called to address urgent concerns
282		0 2	that affect the existence of the Board and require action that cannot wait
283			until the Board's next scheduled meeting.
284		(a)	The Board shall attempt to use other means for urgent deadline-oriented
285			approvals, including e-polls, before calling an emergency meeting.
286		(b)	An emergency meeting may be called by the Chairperson upon at least
287			twenty-four (24) hours' advance notice to all members of the Board.
288			(1) Notice of emergency meetings shall be provided to all Board
289			members by telephone call and via email communication sent to
290			their Official Email address.
291			(2) Notice of emergency meetings shall further be provided to all Board
292			members, as well as the public, in accordance with the Open
293 294		(c)	Records and Open Meetings law. Within seventy-two (72) hours of an emergency meeting, the Board shall
294 295		(C)	provide the Nation's Secretary with notice of the emergency meeting, the
295			reason for the meeting, and an explanation as to why the matter could not
297			wait until the next regular meeting.
298			wait and the next regular meeting.
299	3-3.	Joint Meeting	s. There shall be no joint meetings held between the Board and the Oneida
300		0	Business Committee.
301			
302	3-4.	Quorum.	A quorum shall consist of no less than three (3) Board members, one (1) of
303			which shall be the Chairperson, Vice-Chairperson or Secretary; provided,
304			the Secretary is presiding over the meeting in accordance with section 2-4
305			(c) of these bylaws.
306			
307	3-5.	v	iness. The order of business, as far as applicable, is:
308		(a)	Call to Order/Roll Call
309		(b)	Welcome
310		(c)	Approval of Agenda
311		(d)	Minutes (Review & Approve) Old Business
312 313		(e) (f)	New Business
314		(I) (g)	Action
315		(g) (h)	Adjourn/Roll Call
316		(11)	
317	3-6.	Voting.	Decisions of the Board shall be based on a majority vote of its members in
318		0	attendance at a Board meeting of an established quorum.

319		(a)	The Chairperson shall be permitted to participate and vote in the same
320			manner as any other member of the Board.
321		(b)	E-polls are permissible so long as conducted in accordance with the Boards,
322			Committees and Commissions law.
323			(1) The Vice-Chairperson shall serve as the Chairperson's designee,
324			responsible for conducting e-polls in the Chairperson's absence or
325			discretion.
326			
327	Articl	e IV. Expectat	ions
328	4-1.	Behavior of M	<i>Tembers</i> . Members of the Board are expected to adhere to all governing laws,
329			resolutions and policies of the Nation, including, but not limited to, the DAP
330			Law; the Boards, Committees and Commissions law; these bylaws and as
331			follows:
332		(a)	That, members of the Board are expected to agree to a Commitment to Serve
333			and annually re-commit to their responsibilities on the Board and to the
334			community.
335		(b)	That, Board members who find themselves unable to carry out the duties
336			and responsibilities of their role and abide by expected behaviors, agree to
337			resign their Board position to avoid enforcement under subsection (1) of
338			this section 4-1.
339			(1) <i>Enforcement</i> . Any Board member found in violation of this section
340			who refuses to voluntarily resign may be subject to the following if
341			agreed upon by majority vote of the members in attendance at a
342			Board meeting of an established quorum:
343			(A) Board recommendation to the Oneida Business Committee
344			for termination of the member's appointment in accordance
345			with the Boards, Committees and Commissions law or any
346			other law of the Nation governing the termination of
347			appointed officials.
348			(B) Disciplinary action in accordance with any law of the Nation
349			governing sanctions and penalties for appointed officials.
350			
351	4-2.	Prohibition of	^c Violence. Board members are prohibited from engaging in or committing
352			any violent intentional act that inflicts, attempts to inflict, or threatens to
353			inflict emotional or bodily harm on another person, or damage to property.
354			
355	4-3.	Drug and Alc	ohol Use. The use and/or consumption of alcohol or prohibited drugs by
356		27118 1110	Board members when acting in their official capacity is strictly forbidden.
357		(a)	Prohibited drugs are defined as marijuana, cocaine, opiates, amphetamines,
358		()	phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, narcotics,
359			any other substances included in Schedules I though V under Section 812
360			of Title 21 of the United States Code, and prescription medication or over-
361			the-counter medicine used in an unauthorized or unlawful manner.
362			
302			

- 363 4-4. Social Media. Members of the Board shall comply with the Nation's Social Media Policy
 364 and their oath of office when using social media on behalf of or as a
 365 representative of the Board.
- 367 4-5. Conflict of Interest. All members of the Board are required to adhere to the Nation's laws
 368 and policies governing conflicts of interest.
 - (a) No member shall apply or accept a position of employment for the Oneida Nation Arts Program while serving as a member of the Board.

372 Article V. Stipends and Compensation

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- 5-1. Stipends.
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 377
 Dependent upon available budgeted funds, Board members are eligible for the following OPTIONAL stipends, subject to these bylaws, the Boards, Committees and Commissions law, resolution BC-08-12-20-C titled, Amended Boards, Committees and Commissions Law Stipends, as may be further amended from time-to-time hereafter:
- 378 (a) One (1) quarterly optional meeting stipend, provided that:
 - (1) A quorum was established;
 - (2) The meeting of the established quorum lasted for a minimum of one (1) hour; and
 - (3) The Board member collecting the stipend was present for the entire meeting as defined and demonstrated in accordance with the Boards, Committees and Commissions law.
- 5-2. *Compensation*. Besides the travel, per diem and business expense reimbursement authorized by the Boards, Committees and Commissions law, there are no other forms of compensation that members are eligible to receive for the duties/activities they perform on behalf of the Board.

390 Article VI. Records and Reporting

- 391 6-1. Agenda Items. Agenda items shall be consistently maintained in the format identified under
 392 Article III, section 3-5, of these bylaws as the Order of Business.
- 3946-2.Minutes.The Board's meeting minutes shall be typed and in a consistent format395created by the Oneida Business Committee Support Office to generate the396most informative record, to include, but not be limited to, a summary of the397action requested/taken by the Board.
 - (b) Meeting minutes shall be reviewed for accuracy and then approved at the end of each meeting by a majority vote of the members present; provided, a quorum is still in existence.
 - (1) The minutes shall be submitted to the Oneida Business Committee Support Office within seven (7) days of their approval.
- 404 6-3. *Attachments.* Handouts, reports, memoranda, and the like shall be attached to their
 405 corresponding minutes and agenda, maintained as a Board packet and filed
 406 with the Oneida Business Committee Support Office to maintain in
 407 accordance with the Open Records and Open Meetings law.
 - Page 9 of 10

	Oneida Busir	ness Committee Liaison. The Board shall regularly communicate with the
		member of the Oneida Business Committee who is its designated liaison.
	(a)	All official correspondence of the Board, whether produced via email or in
		writing (i.e. agendas, minutes, recordings, submissions, reports), shall be
	(1-)	copied to the liaison, as well as the liaison's administrative support contact.
	(b)	The Board and liaison shall further communicate when needed, the
		frequency and method of which shall be as agreed upon by the Board and the ligiton but not loss than that required in any law or policy or reporting
		the liaison, but not less than that required in any law or policy on reporting developed by the Oneida Business Committee or the Oneida General Tribal
		Council.
		Council.
6-5.	Audio Record	lings. All meetings of the Board shall be audio recorded using an available
		device, supplied by the Oneida Business Committee Support Office or the
		Board, that can be uploaded to digital file storage.
	(a)	Audio recordings shall be submitted to the Oneida Business Committee
		Support Office to be maintained alongside the Board's meeting minutes in
		accordance with the Open Records and Open Meetings law.
		(1) <i>Exception</i> . Audio recordings of executive session portions of a
		Board meeting shall not be required.
Artic	le VII. Amend	ments
7-1.		Amendments to these bylaws shall be made by a majority vote of the
		members in attendance at a regular or emergency Board meeting of an
		established quorum; provided, proper notice of the proposed amendments
		was furnished in accordance with these bylaws at a prior regular meeting.
	(a)	Any amendments to these bylaws shall conform to the requirements of the
		Boards, Committees and Commissions law and any other policy of the
		Nation.
	(b)	Amendments to these bylaws shall be approved by the Oneida Business
		Committee before implementation.
		These bylaws shall be reviewed no less than on an annual basis.



Oneida Nation Arts Board Bylaws Amendments Legislative Analysis

SECTION 1. EXECUTIVE SUMMARY

REQUESTER:	SPONSOR:	DRAFTER:	ANALYST:			
Government	Jennifer A. Webster	Arts Board	Carmen R. VanLanen			
Administrative		This Dourd				
Office						
Intent of the	The Oneida Nation Arts Boar	rd bylaws were added to the	e Active Files List per the			
Bylaws	request of the Government A					
	the Legislative Procedures Act as follows:					
		that the Board was establish	ed to oversee the Dollars			
		ance with Wisconsin Regra				
	guidelines;		8			
	e ,	to change "regranting" to	"Wisconsin Regranting			
	Program";	to enunge regranning to	, wisconsin requiring			
	• To adjust the frequency a	nd location of meetings;				
	• To update the Order of B					
		s to be eligible for one (1) c	uarterly optional meeting			
	stipend.					
Purpose	The Board was established to					
	art as a pathway to sovereignt		1 2			
	into the fabric of everyday lif		00			
	further established to provide					
	Arts Program ("ONAP"), and					
	accordance with the Oneida N	Ū.	rs for Arts Project Policies			
T 14 D141	("DAP Law") [Section 1-3(a)					
Legislation Related	Oneida Nation Constitution,					
to these Bylaws	Nation Arts Program – Dollar Conflict of Interest law, Soc	5	1			
	law, Vehicle Driver Certifica	• •				
Enforcement/Due	A member of the Board					
Process	recommendation of a member		1			
	1-6(b)], a member of the Boa					
	OBC. A two-thirds majority					
	appointment of an individual					
	final and not subject to appea					
Public Meeting	Public meetings are not requi					
Fiscal Impact	A fiscal impact statement is n	ot required for bylaws.				

1 SECTION 2. BACKGROUND

- 2 A. The Board's bylaws amendments were added to the Active Files List on December 1, 2021 with
- 3 Jennifer A. Webster as the sponsor.

5 SECTION 3. COMPLIANCE WITH THE BOARDS, COMMITTEES AND COMMISSIONS LAW

- 6 A. The bylaws comply with the Boards, Committees and Commissions law.
- 7

8 SECTION 4. AMENDMENTS

9 This section details the changes to the bylaws from the previously adopted bylaws.

10 • Article I. Authority

- Section 1-3(a). Language was added to the proposed bylaws to state that the Arts Board was established to oversee the Dollars for Arts Project in accordance with Wisconsin Regranting Program guidelines [proposed bylaws 1-3(a)].
- Impact: The language now states that the Board was further established to provide advisory guidance and support to the Oneida Nation Arts Program ("ONAP"), and to oversee the Dollars for Arts project ("DAP) in accordance with the DAP Law, and Wisconsin Regranting Program guidelines. A catchall was added to apply to all boards.
- Section 1-3(b)(4). Fiscal. This section was revised to update the language to change
 'regranting' to "Wisconsin Regranting Program" [proposed bylaws 1-3(b)(4)].
- Impact: The language now states that the powers and duties of the Board include approving policies and procedures for the overall coordination and administration of Wisconsin Regranting Program.

23 • Article III. Meetings

- Section 3-1. Regular Meetings. Under the current bylaws, meetings of the Board shall be held every second Tuesday of the month at the Community Education Center [current bylaws 3-1].
 This section was revised so that the regular meetings of the Board shall be held quarterly at the Oneida Nation Arts Program Office, or via Teleconference provided that the presence of any member attending a meeting virtually is demonstrated in accordance with the Boards, Committees and Commissions law [proposed bylaws 3-1].
- *Impact:* Meetings of the Board shall be held quarterly at the Oneida Nation Arts Program 30 • Office, or via Teleconference commencing, rather than monthly at the Community Education 31 32 Center. The updated draft originally changed the time of commencement from 5:30 p.m. to 5:00 p.m. but was removed by the LOC to allow for more flexibility. With the onset of the 33 COVID-19 pandemic, the Nation was forced to adjust many of its customary practices, 34 including the manner in which it holds meetings by hosting them virtually or with very 35 36 limited access to the public. This provision allows similar flexibility to the Arts Board to allow for the same so long as the following occurs in compliance with the Boards, 37 Committees and Commissions law: 38
- 39 40

41

- The Arts Board demonstrates the presence of its members during a meeting by taking roll call on the record at both the beginning and end of the meeting; and
- If an Arts Board member experiences a technological issue during the meeting and it disrupts the member's presence, he or she notifies the Arts Board of the technological issue as soon as possible. [1 O.C. 105.13-3(c)-(d)].
- Section 3-5. Order of Business. Under the current bylaws, the Order of Business for Board
 meetings is as follows: (a) Welcome, (b) Old Business, (c) New Business, (d) Action, (e) Minutes
 (Review and Approve), (f) Adjourn [current bylaws 3-5]. This section was revised so that the
 new Order of Business is as follows: (a) Call to Order/Roll Call, (b) Welcome, (c) Approval of
 Agenda, (d) Minutes (Review and Approve), (e) Old Business, (f) New Business, (g)
 Adjourn/Roll Call [proposed bylaws 3-5].

- 50 Impact: Call to Order/Roll Call, Approval of Agenda, and Roll Call during the adjournment of ٠ 51 the meeting were added to the Order of Business. The Action portion of the meeting was 52 removed from the Order of Business, and the Minutes (Review and Approve) portion was 53 moved from e to d. The LOC accepted the changes to the chronology of the Order of Business 54 but opted to keep Action as part of the Order.
- 55 Article V. Stipends and Compensation
- 56 Section 5-1. Stipends. Under the current bylaws, Board Members are not allowed to receive stipends, even if eligible [current bylaws 5-1]. This section was revised to allow Board Members 57 to become eligible for optional stipends. Board Members would be eligible for one (1) quarterly 58 optional meeting stipend [proposed bylaws 5-1]. 59
- 60
- *Impact:* This revision allows Board members to become eligible for optional stipends.

SECTION 5. RELATED LEGISLATION 61

62 There are no conflicts between these bylaws and the Oneida Code of Laws. Below is a detailed list of

- 63 laws that establish duties and requirements of the Board in addition to laws referenced in the bylaws.
- 64 A. Oneida Nation Constitution. The Constitution of the Oneida Nation contains a provision that allows 65 for the creation of committees for the proper conduct of tribal business of the Nation [Oneida Nation Constitution, Article IV, Section 1(g). There are no conflicts between these bylaws and the Oneida 66 Nation Constitution. 67
- 68

69 B. Boards, Committees and Commissions [1 O.C. 105]. This law establishes all requirements related to 70 elected and appointed boards, committees and commissions of the Nation. The law governs the 71 procedures regarding the appointment and election of persons to boards, committees and commissions, creation of bylaws, maintenance of official records, compensation, and other items related to boards, 72 73 committees and commissions. Board members are eligible for optional stipends [Proposed Bylaws 5-74 1] as set forth in and subject to the Arts Board bylaws, this law, and resolution BC-05-08-19-B titled Amending Resolution BC-09-26-18-D Boards, Committees and Commissions Law Stipends, as may 75 76 be further amended from time-to-time hereafter. The requirements for entity bylaws are contained in 77 this law as well as a requirement that all existing entities of the Nation comply with the format detailed 78 in the law and present the bylaws for adoption by the OBC within a reasonable timeframe. The 79 proposed bylaws comply with and there are no conflicts with the Boards, Committees and Commissions 80 law.

81

82 C. Oneida Nation Arts Program – Dollars for Arts Project Policies (1 O.C. 128). This law establishes guidelines for the Nation's Dollars for Arts Project which is regranted funds from the Wisconsin State 83 84 Arts Board. The law establishes the following requirements for the Board: approve the peer panel to make formal decisions about grant applications, identify and adopt application review criteria prior to 85 funding cycle, approve panelists prior to granting cycle, one Board member is a non-voting member of 86 87 the peer panel and chair's and facilitates the meeting, determine funding awards based on panel's decision and the Board Chair will appoint an appeals committee. The proposed bylaws comply and 88 89 there are no conflicts with the Oneida Nation Arts Program – Dollars for Arts Project Policies.

- 90
- 91 D. Travel and Expense Policy [2 O.C. 219]. Members of the Board are eligible to be reimbursed for travel 92 and per diem to attend a conference or training with Board approval. All travel must be authorized by two (2) Officers in accordance with this law [2 O.C. 219.4-2] and the Boards, Committees and 93 94 Commissions law [1 O.C. 105.10-3(b)(6)(B)]. The proposed bylaws comply and there are no conflicts with the Travel and Expense Policy. 95
- 96

- 97 E. <u>Conflict of Interest [2 O.C. 217]</u>. This law applies to the Board and establishes specific limitations to which information or materials that are confidential or may be used by a competitor of the Nation's 98 99 enterprises or interests may be used to protect the interests of the Nation. The Boards, Committees and Commissions law establishes that amended bylaws require members to disclose potential or real 100 conflicts annually [1 O.C. 105.10-3(d)(5) and 105.15]. This aligns with the Conflict of Interest law of 101 102 the Nation which allows for entities to outline further conflicts and prohibited activities resulting from those conflicts of interest [2 O.C. 217.7-2]. Penalties for failure to disclose conflicts of interest include 103 termination of appointment in accordance with the Boards, Committees and Commissions law and 104 enforcement of any penalties in accordance with the laws of the Nation [2 O.C. 217.6-2 and 6-3]. The 105 106 proposed bylaws comply and there are no conflicts with the Conflict of Interest law.
- 108 F. Social Media Policy [2 O.C. 218]. This law applies to the Board and regulates the Nation's social media accounts, including how content is managed and who has authority to post on social media on 109 behalf of the Nation. Boards, committees and commissions must register social media accounts with 110 111 the Nation's Secretary's Office to include specific information related to access to the account, 112 acknowledgment and compliance with the Computer Resources Ordinance [2 O.C. 215.8] and this 113 policy, use a Nation issued email address, and ensure all content complies with all applicable laws of 114 the Nation, state or federal laws. The bylaws comply and there are no conflicts with the Social Media Policy. 115
- 116

- 117 G. Open Records and Open Meetings [1 O.C. 107]. This law details how records must be maintained and made available to the public and that meetings are open to the public unless specific criteria are met 118 119 which allow the meetings to be closed [1 O.C. 107.15 and 107.17]. Public notice of meetings is also required by this law [1 O.C. 107.15-1]. The proposed bylaws comply and there are no conflicts with 120 the Open Records and Open Meetings law. 121 122
- 123 H. Vehicle Driver Certification and Fleet Management [2 O.C. 210]. The Board is considered an entity [2 O.C. 210.3-1(g)] and individual members are considered officials [2 O.C. 210.3-1(j)] under this law 124 and are authorized to travel in the Nation's vehicles. The law requires the Human Resources 125 Department or designee to ensure drivers, including Board members, are certified to drive a vehicle of 126 127 the Nation or a personal vehicle on Tribal business. The law requires Board members (officials) to have written consent from the Board prior to being approved to use a Tribal vehicle [2 O.C. 210.6-128 129 I(b)(2)]. Certification includes providing the Human Resources Department with the appropriate 130 license, training certifications, and insurance information [2 O.C. 210.8-1]. Additionally, Board members must abide by all reporting requirements in this law [2 O.C. 210.9-2]. 131 132 a. Board members who violate this law may be subject to:
 - i. any laws regarding sanctions or penalties; and
- 134 135

133

ii. termination of appointment following the Boards, Committees and Commissions law [1 O.C. 105].

Oneida Nation Oneida Business Committee Legislative Operating Committee PO Box 365 • Oneida, WI 54155-0365 Oneida-nsn.gov



AGENDA REQUEST FORM

1)	Request Date:					
2)	Contact Person(s):					
	Dept:					
	Phone Number: Email:					
3)	Agenda Title:					
4)	Detailed description of the item and the reason/justification it is being brought before the LOC:					
	List any supporting materials included and submitted with the Agenda Request Form 1) 3)					
	2) 4)					
5)	Please list any laws, policies or resolutions that might be affected:					
6)	Please list all other departments or person(s) you have brought your concern to:					
7)	Do you consider this request urgent? Yes No					
	If yes, please indicate why:					
the Leg	ndersigned, have reviewed the attached materials, and understand that they are subject to action by islative Operating Committee.					

Please send this form and all supporting materials to:

LOC@oneidanation.org or Legislative Operating Committee (LOC) P.O. Box 365 Oneida, WI 54155 Phone 920-869-4376



Oneida Nation Oneida Business Committee Legislative Operating Committee PO Box 365 • Oneida, WI 54155-0365 Oneida-nsn.gov



TO:	Legislative Operating Committee
FROM:	Kristen M. Hooker, Staff Attorney, Legislative Reference Office
DATE:	January 19, 2022
RE:	Removal of Oneida Nation Emergency Planning Committee Bylaws Amendments
	from the Active Files List

On August 4, 2021, this item was added to the Active Files List per the request of Emergency Management Director, Kaylynn Gresham ("Director"). The Director was asking that amendments to the Oneida Nation Emergency Planning Committee ("ONEPC") bylaws be developed to allow for directors of certain areas within the Nation to continue to sit on the ONEPC without being in violation of the Boards, Committees and Commissions law, which prohibits certain employee positions within the Nation from sitting as members of a board, committee or commission of the Nation due to the potential for an actual or perceived conflict of interest.

On December 1, 2021, the Legislative Operating Committee ("LOC") met to discuss the abovereferenced request. During the discussion, various options were explored to assist the Director in getting seats on the ONEPC filled with capable members. Essentially, it was decided that the goals of the Director could be achieved absent any amendments to the bylaws of the ONEPC that would allow area directors to serve despite the prohibitions of the Boards, Committees and Commissions law.

Following the meeting of December 1, 2021, a communication was sent to the Director conveying the decision of the LOC and the reasons therefor. The Director was comfortable with the decision and is prepared to move forward without the requested amendments.

Requested Action

Remove the Oneida Nation Planning Committee bylaws amendments from the Active Files List.

January 2022

January 2022 SuMo TuWe Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SuMo	SuMo TuWe Th Fr Sa					
13 14	1 2 8 9 15 16 22 23	10 17	11 18	12 19		

February 2022

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 26	27	28	29	30	31	Jan 1, 22
2	3	4	5	6	7	8
9	10	11	12	13 9:30am LOC Work Session (Microsoft Teams Meeting) - Clorissa N. Santiago	14	15
16	17	18	19 8:30am LOC Prep (BC_Conf_Roo m) - Clorissa 9:00am LOC Meeting 3:00pm Oneida Elder	20	21	22
23	24	25	26	27 9:30am LOC Work Session (Microsoft Teams Meeting) - Clorissa N. Santiago	28	29
30	31	Feb 1	2	3	4	5