
 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: BC Work Session</p>	<p>ORIGINATION DATE: 03/23/2022</p> <p>REVISION DATE: n/a</p> <p>EFFECTIVE DATE: 03/23/2022</p>
<p>DEPARTMENT: Oneida Business Committee</p>	<p>APPROVED BY: Oneida Business Committee OBC Meeting Minutes 03-23-2022</p>	<p>DATE: 03/30/2022</p>
<p>AUTHOR: Lisa Liggins, Secretary</p>	<p>AUTHORED BY: Secretary </p>	<p>DATE: 03/30/2022</p>

1.0 PURPOSE

- 1.1 To ensure Business Committee (BC) Work Sessions are conducted in an open and orderly manner to gain a more complete understanding of one or more topics, to achieve consensus, and facilitate coordination of legislative tasks, if needed.

2.0 DEFINITIONS

- 2.1 Addition: a BC Work Session Topic Request and supporting documentation which is not submitted by the deadline.
- 2.2 BC Work Session: an open-ended format that provides an opportunity to informally discuss and gather information about proposals which do not result in legislation, draft documents, ongoing matters or works in progress which makes these session exempt under section 107.4-1.(f) and/or 107.4-1.(g) of the Oneida Records and Open Meetings law.
- 2.3 BC Work Session Topic Request: a form used to submit a topic to the BC Work Session.
- 2.4 Consensus: a decision-making approach that seeks to secure the support of the whole group. Consensus is not unanimous agreement; consensus is when no one disagrees.
- 2.5 Direct Report to the BC: the employees identified by BC resolution.
- 2.6 External Entity: any individual, organization, or company who is not an employee, appointed official, or elected official of the Oneida Nation.

- 2.7 Facilitator: a BC member who facilitates the BC Work Session.
- 2.8 Handout: any supplemental information provided at the BC Work Session which is not included in the packet.
- 2.9 Manager: the Professional Support Staff who manages the BC Work Sessions.
- 2.10 Professional Support Staff: the contracted employees who report direct the BC with the job titles of Executive Assistant, Strategic Planner, Employee Relations Representative, Project Coordinator, Project Manager, and Budget Analyst.
- 2.11 Submitter: a BC Member, a Professional Support Staff, or a Direct Report to the BC; no other employee/entity is authorized to submit a BC Work Session Topic Request.

3.0 WORK STANDARDS

- 3.1 BC Work Session is held once a month.
 - 3.1.1 Generally, it is scheduled on the Tuesday after the 1st regular BC meeting of the month¹.
- 3.2 There must be at least six (6) BC members in attendance for the BC Work Session to be held.
- 3.3 Reaching consensus is the goal.
 - 3.3.1 No official/formal BC actions are taken.
- 3.4 The BC, by consensus at the first BC Work Session of the term, will identify who the Facilitator will be.
 - 3.4.1 Generally, the Facilitator remains in place for the full term, but can be changed as needed.
- 3.5 The BC, by consensus at the first BC Work Session of the term, will identify who the Manager will be.
 - 3.5.1 Generally, the Manager remains in place for the full term, but can be changed as needed.
 - 3.5.2 More than one (1) Manager may be identified.
- 3.6 Required attendance for the BC Work Session is as follows:
 - 3.6.1 BC Members,
 - 3.6.2 Chief Counsel,
 - 3.6.3 Chief Financial Officer,

¹ See BC resolution # 01-12-22-A for the current BC meeting schedule.

- 3.6.4 Intergovernmental Affairs Director,
- 3.6.5 and Professional Support Staff.

4.0 PROCEDURES

Topic Request Submission

- 4.1 Completed BC Work Session Topic Requests and supporting documentation must be submitted to BC_Work_Session@oneidanation.org.
 - 4.1.1 BC Work Session Topic Requests and supporting documentation must be submitted as a single *.pdf file.
 - 4.1.2 If additional Direct Reports to the BC need to attend, the Submitter must copy the Direct Report on the e-mail.
- 4.2 The deadline for submitting BC Work Session Topic Requests and supporting documentation is close of business three (3) business days prior to the BC Work Session date.
- 4.3 Late and/or incomplete submissions will not be accepted.
 - 4.3.1 Additions may be approved on the day of the BC Work Session by consensus of the BC.
- 4.4 For BC Work Session Topic Requests which require coordination with an external entity:
 - 4.4.1 The external entity must coordinate with a Submitter (see 2.11).
 - 4.4.2 In addition to 4.1 through 4.3, the Submitter must also submit a requested time and duration (i.e. 10:00 a.m. for 30 minutes)
 - 4.4.2.1 The final time and duration will be determined by the Facilitator and Manager (see 4.7).
 - 4.4.2.2 The Submitter is responsible to share the tentative time/duration with the external entity once the packet is distributed.
 - 4.4.2.3 When utilizing Microsoft Teams, the Manager will schedule a separate Teams meeting for the external entity.

BC Work Session Packet Preparation

- 4.5 The Manager monitors the BC_Work_Session e-mail.
- 4.6 The Manager reviews each submission to ensure adequate information is included.
 - 4.6.1 The Manager will contact the Facilitator for guidance as needed.
- 4.7 The Manager works with the Facilitator to identify tentative times to address each topic.

- 4.8 The Manager uses the submissions to create the BC Work Session Packet².
 - 4.8.1 Packet preparation files are located here:
 - 4.8.1.1 G:\Business Committee\BC Work Session\Working Folder
 - 4.8.1.2 Files in this location are to be used for creating the BC Work Session Packet and Notes.
 - 4.8.1.3 This is not a permanent storage location; the Manager is responsible to clean up the temporary files once the final BC Work Session Packet and Notes are published (see 4.16 and 4.18).
 - 4.8.1.4 Access to this file location is limited to the Manager.

BC Work Session Packet Distribution

- 4.9 The Manager creates the appropriate sub-folder and saves the BC Work Session Packet
 - 4.9.1 Sub-folder location:
 - 4.9.1.1 G:\Business Committee\BC Work Session
 - 4.9.2 File Name for BC Work Session Packet:
 - 4.9.2.1 YYYY MM DD BC Work Session Packet
- 4.10 The Manager e-mails a notification to the attendees listed in 3.6 by close of business two (2) business days before the BC Work Session that the BC Work Session packet is available.
- 4.11 The Manager distributes the appropriate excerpt of the BC Work Session packet to each Submitter and additional Direct Reports to the BC, if applicable.

BC Work Session Notes

- 4.12 The Facilitator will ensure the Next Steps are clearly identified and agreed to by consensus before moving on to the next topic.
 - 4.12.1 Next Steps should include:
 - 4.12.1.1 who is responsible;
 - 4.12.1.2 what needs to be done; and
 - 4.12.1.3 when it will be completed
- 4.13 The Manager takes notes during the BC Work Session that include:
 - 4.13.1 Summary of comments made by each speaker on each topic.
 - 4.13.2 Next steps identified at the end of the discussion for each topic.
- 4.14 Immediately following the BC Work Session, the Manager identifies topics that have Next Steps which require them to be submitted to the next BC Meeting Agenda for action.
 - 4.14.1 Notice is immediately provided to the responsible party identified in 4.12.1.1 and to BC_Agenda_Requests@oneidanation.org.

² <https://helpx.adobe.com/acrobat/using/merging-files-single-pdf.html>

- 4.15 The Manager e-mails the draft BC Work Session Notes to the attendees listed in 3.6 no later than two (2) business days after the BC Work Session.
 - 4.15.1 Notice includes a request for comments/corrections to be submitted to the BC_Work_Session e-mail within two (2) business days.

- 4.16 The Manager finalizes the notes with any comment/corrections received and saves the final notes within one (1) business day after the deadline identified in 4.15.1 in the appropriate sub-folder.
 - 4.16.1 Sub-folder location:
 - 4.16.1.1 G:\Business Committee\BC Work Session
 - 4.16.2 File Name for BC Work Session Notes:
 - 4.16.2.1 YYYY MM DD BC Work Session Notes_FINAL

- 4.17 If requested by a Direct Reports to the BC who attended the BC Work Session for a particular topic, the Manager is authorized to send the appropriate excerpt of the notes.
 - 4.17.1 Excerpted notes must be marked "Confidential".

Handouts and Additions

- 4.18 The Manager adds any handouts and/or additions to the BC Work Session Packet and saves the final no later than three (3) business days after the BC Work Session in the appropriate sub-folder.
 - 4.18.1 Sub-folder location:
 - 4.18.1.1 G:\Business Committee\BC Work Session
 - 4.18.2 Final BC Work Session Packet file name:
 - 4.18.2.1 YYYY MM DD BC Work Session Packet_FINAL

5.0 REFERENCES

- 5.1 Open Records and Open Meetings law [§ 107.4-1.(f) and § 107.4-1.(g)]

6.0 FORMS

- 6.1 BC Work Session Topic Request