

Little River Band of Ottawa Indians

TRIBAL COUNCIL

AGENDA REQUEST FORM

For Meeting on **07/23/2025**

1. Agenda Topic/Title: Posting for thirty-day public comment the Membership Meeting Procedures Ordinance # 25-XXXX
2. Submitted by: X Tribal Council ____ Shannon Crampton____
☐ Ogema____ ☐ Tribal Member
3. Placement on Agenda:

____ Old Business: Please indicate if ____ Update/Status ____ Final Report/Information

__X__ New Business

____ Closed Session: Please indicate if ____ Minutes ____ Litigation ____ Personnel ____ Bids/Contracts
4. Action Requested: Approval and posting

☒ Approval by Motion
Approval of Ordinance
☐ Approval of Regulation

☐ Resolution Approval
☐ For Information Only
Other, Please Specify _____
5. Rationale/Explanation: The thirty days has expired.
6. If approved, what follow-up actions will be needed to implement this decision? Review of comments after thirty days
7. Assigned to: Council
To be completed by (date): 07/23/2025

Signature

07/17/2025
Date

NOTICE:

1. Agenda items not presented the Tuesday prior to the meeting may not be placed on the Agenda.
2. If you, or your representative, are not present, the Tribal Council may delete your item without any further action.
3. Any item placed in Closed Session may be moved to Open Session at the Tribal Council's discretion.

Membership Meetings Procedures Ordinance
Ordinance 25-XXX

Article 1. Purpose.

1.01. The purpose of this Ordinance is to establish meeting procedures for Membership Meetings.

1.02. Authority. The Tribal Council of the Little River Band of Ottawa Indians developed this Ordinance pursuant to:

- a. Article IV, Section 7(a) of the Constitution; and
- b. Article IV, Section 7(j) of the Constitution.

The Ogema is delegated the responsibility, in Article V, Section 5(a)(2) of the Constitution, to oversee the administration and management of the Tribal government in accordance with the laws, resolutions, and motions adopted by Tribal Council.

1.03 Findings.

The Tribal Council finds that:

1. It is necessary to set forth Membership Meeting rules and procedures to integrate the proper use of technology.
2. Tribal Members will be treated equally, regardless of their location or how they are accessing the meeting.
3. There is no statutory authority that grants the Ogema the power to unilaterally restrict the use of audio-visual technology to allow greater participation in the meetings.
4. Member participation enhances the governance process and improves transparency.
5. Meetings shall uphold our sacred teachings of Truth and Honesty.

Article II. Adoption; Amendment; Repeal; Severability.

2.01. Adoption. This Ordinance is adopted by Tribal Council, 24- xxx-xxx

2.02. Amendment. This Ordinance may be amended by the Tribal Council in accordance with the Constitution and the procedures set forth in the Administrative Procedures Act ("APA").

- 2.03. Repeal. Prior to repealing this Ordinance, the Tribal Council shall post notice of the intent to repeal this ordinance two weeks prior to such action. Notice shall be posted in the Tribal buildings as may be identified in the Tribal Council Meeting Procedures Ordinance.
- 2.04. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or application of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.
- 2.05. Title. This Ordinance shall be cited as the "Membership Meetings Procedures Ordinance."

Article III. Definitions.

- 3.01. General. As used in this Ordinance, except where otherwise specifically provided or the context otherwise requires, the following terms and expressions shall have the following meanings:
- 3.02. Closed captioning. When text is included in video technology.
- 3.03. Executive Branch. The branch of government responsible for executive management functions. The Executive powers shall be vested in the Ogema.
- 3.04. Host. One who manages the videotelephony software for a hybrid meeting, or if needed, the videoconference or teleconference.
- 3.05. Hybrid Meeting. A prearranged gathering with a formal agenda that is a blend of inperson and videoconference and/or teleconference meeting participants.
- 3.06. Lighting. Lighting that is suitable for a meeting and which allows all members to adequately see what is transpiring.
- 3.07. Officiate. Officiate means to conduct the meeting in an orderly manner. The chairperson for these meetings shall be the Tribal Ogema, who will officiate at the meetings.
- 3.08. Online channels. Digital communications mediums, such as the tribal website, social media, and e-mail.
- 3.09. Participant. An individual in attendance at the meeting, whether in-person, videoconference, or teleconference. Participant includes the Ogema, a Government Official, employee, tribal member, or guest.
- 3.10. Public Notice. An official communication of the tribal government.

- 3.11. Quorum. The necessary minimum number of tribal members required to be present for official business to take place pursuant to the Constitution, Article VII, Section 1(a)(3).
- 3.12. Sound Quality. The result of a properly fitted sound system in which all participants can adequately communicate and hear.
- 3.13. Teleconference. A meeting accessible by phone.
- 3.14. Tribal Member. An enrolled member of Little River Band of Ottawa Indians.
- 3.15. Videoconference. A meeting held using videoconference software program.
- 3.16. Videotelephony software. Software that has videoconference and teleconference capability.
- 3.17 Visual display. The camera will be positioned to create a proper framing of the participant who has the floor. If the participant is on the telephone, the connection shall be stable and suitable to allow all attendees to adequately hear.

Article IV. Membership Meeting Rules and Procedures. Pursuant to Article VII of the Constitution, the following rules and procedures shall govern Membership Meetings.

4.00. Set-Up Requirements.

- a. The Ogema shall host all Membership Meetings as Hybrid Meetings, with the use of a full-featured videotelephony software program.
- b. The Ogema shall test the equipment in advance of the meeting.
- c. The Ogema, as Host, and other organizers of the meeting shall have access to a control panel which enables them to perform their duties during the meeting.
- d. The Ogema shall have the set-up for all queues (whether in-person, virtual, or by telephone) that will allow the participant who has the floor to be fully visible and/or understandable.
- e. The Host shall ensure that the equipment will have:
 1. Sound, visual display, and lighting.
 2. A stable internet connection with sufficient bandwidth and high-speed WIFI.
 3. Closed captioning shall be enabled.
 4. Accommodate the ability of Virtual participants viewing the list of meeting participants.
 5. Recordation: the Ogema shall transcribe the meeting and keep it as official records.

4.01. Public Notice.

- a. The Ogema shall notify all Tribal members of:

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1. All meeting rules and procedures in advance of the meeting; ~~and~~
 2. The technical requirements, including access/log-in instructions; ~~and~~ 3. Who to contact for technical assistance.
- b. The Ogema shall provide all Tribal Members with the option to access the meeting in-person, by videoconference, or by telephone.
 - c. The Ogema shall issue the public notice thirty (30) days in advance of the meeting by the following channels:
 1. Postal mail (to the last known address) of each enrolled member who is at least eighteen (18) years old; and
 2. Through all predetermined official Government online channels; and,
 3. A conspicuous posting at the tribal office or government center and all Tribal office buildings.

4.02. Election Board Responsibilities and Official Membership Actions.

- a. Pursuant to Article IX, Section 4(e) of the Constitution, the Election Board is authorized to determine rules and procedures as may be necessary to carry out official membership actions and to provide for ongoing voter registration.
- b. The Election Board shall notify Tribal Members thirty (30) days in advance of the Membership Meeting, of:
 1. The Election Board's contact information, how to access its webpage, and any online channels.
 2. Where to access the Election Board's regulations and/or bylaws.
 3. Instructions on how to participate in Official Membership Actions for tribal members present at the meeting.

4.03. General Membership Initiatives.

- a. Authority. Tribal Member initiatives shall operate pursuant to Article VII, Section 2 of the Constitution, and any rules and regulations issued by the Election Board.
- b. Accuracy of Voter Registration. It shall be the responsibility of each Registered Voter to maintain their records with the Enrollment Department, this includes current name, mailing address, and physical address, such information is necessary for voting (Election Board Regulations, Chapter 2, Section 1 & 2).

4.04. Registration. Procedures for Tribal Members.

- a. The registration lists shall be kept as official tribal records in accordance with 4.00(e).
- b. Tribal members shall be able to participate in any give away drawings regardless of location.
- c. The Ogema shall delegate 50% of the budget for gifts for in-person tribal members, and 50% of the budget for gifts for virtual participants.

4.05. Agenda.

- a) The Ogema shall provide notice to Tribal Membership of the meeting and make the agenda available at least thirty (30) days before the Membership Meeting by postal mail, and all online channels.
- b) The agenda is subject to change at the Ogema's discretion if quorum in membership is reached.
- c) The Ogema shall communicate any changes to the agenda.

4.06. Presentation.

The Ogema will direct the following to provide a presentation to the Tribal Members at each Membership Meeting:

- a. In addition to the bi-annual business presentation, the Ogema shall:
 - a. Present an overview of the Strategic Plan and the performance report in accordance with the Budget and Appropriations Act.
 - b. Present the Quarterly Reports in accordance with the Budget and Appropriations Act of 2013, Article VI, 6.02.
- b. Executive Departments, including Education, Enrollment, Food Distribution, Health Services, Historic Preservation, Anishinaabemowin Language, Family Services, Housing, Members Assistance, Members Legal Assistance, Natural Resources, Planning, Purchasing, Tax Dept., Utility Dept.
 - a. Departments shall provide general information and education to members except in the case of confidential information which shall not be disclosed.
 - b. Each department may present for up to ten (10) minutes. Pre-recorded presentations are acceptable.
 - c. Little River Holdings.
 - d. The Casino/Resort.
 - e. Public Comment Period.

4.07. Meeting Rules.

At the beginning of the meeting, the Ogema shall inform participants of the Meeting Rules such as:

- a. How to get help if there are technical issues.
- b. General rules of Hybrid Meetings:
- c. Overview of the agenda.
- d. Silence phones.
- e. Minimize loud conversations.
- f. All tribal members shall be able to ask questions and make public comments on an equal basis.
- g. The order that public comment is taken rotates between the queues (in-person and by virtual attendance)

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- h. The Ogema shall uphold Tribal Members' Constitutional Rights.

4.08. Conduct of in-person and virtual participants.

- a. All participants shall maintain an atmosphere of mutual respect. The Ogema and Host shall treat all members with respect and fairness.
- b. Any Tribal member wishing to address the Officiate or any person presenting must be recognized by the Officiate and/or Host before making any comments. Tribal members must identify themselves by name and tribal ID and state the reason for their comment. Persons speaking without first being recognized shall be considered "out of order" and will be requested to be silent until recognized.
- c. Participants in the audience may not engage in loud or disruptive conversations. Persons engaging in such conversations may be considered "out of order" and will be asked to be silent.
- d. Participants who continue to speak "out of order" after being asked to be silent will be given a warning. If, after the warning, the participant does not cease to engage in disruptive behavior, the Officiate/Host may require the participant to leave for five (5) minutes.
- e. If, after the participant returns to the meeting, he/she does not cease the disruptive behavior, the Officiate (for in-person participants) may ask Public Safety to remove him/her physically from the meeting, and the Host (for online participants) may disconnect the participant from the virtual meeting.
- f. Tribal members recognized must address their comments or questions in a respectful manner, without shouting or engaging in personal attacks or profanity. Comments or questions shall be limited to the agenda item on the floor. The Officiate/Host shall refer unrelated comments/questions to the public comment portion of the agenda.

4.09. Presentation Materials.

- a. Presentation materials shall be made available seven (7) business days prior to the meeting on the tribal website.
 - 1. In the Spring Meeting, the Officiate shall present the performance report for the Executive Branch.
 - 2. The Ogema shall provide a summary/update on the prior quarters pursuant to Article 6, Section 6.02 of the Budget and Appropriations Act.
- b. All documentation provided during each presentation shall be uploaded onto the LRBOI tribal website seven (7) business days prior to membership meeting and left uploaded and available to all tribal members for seven (7) business days immediately following the end of the membership meeting.
- c. An online public notification shall be sent to the membership notifying them where to locate this documentation on the date that it is made available and the date the documentation will be removed. If new documentation is added to any presentation, it

will be made available on the website to all tribal members as soon as possible, and a new online public notification shall be sent notifying tribal members of this new documentation.

- d. All documentation shall be kept as tribal record in accordance with the Constitution, Article III, Section 2. Documentation shall be maintained in the Ogema's Office, and a copy forwarded to the Tribal Council Recorder. Documentation older than seven (7) years shall be archived with the Historic Preservation Office.
- c. Contents of Records to be Maintained. The record for each Membership Meeting shall consist of the following materials: notice of meeting; published agenda for such meeting; final agenda for the meeting; presentation materials (including any reports and financials), official meeting minutes and the videorecording.

4.10. Emergency Procedures. There shall be a back-up procedure to conduct the meeting should the internet go down. Instructions shall be provided to participants in advance of the meeting in the event that this occurs.