

# **COQUILLE INDIAN TRIBE CODE**

## **Chapter 144**

### **Part 1 – General Governmental Affairs**

#### **Tribal Council Advisory Groups**

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## 144.010 General

### 1. Purpose

Among other things, the purposes of this Ordinance are:

- (a) To provide a process to form, govern and manage Advisory Groups (as described below) that will advise and assist the Tribal Council and Tribal Government;
- (b) To identify the roles of various Advisory Groups;
- (c) To provide expanded opportunities for Tribal members to participate in their Tribal government;
- (d) To promote leadership within the Tribal community;
- (e) To create a minimum level of consistency among various forms of Advisory Groups; and
- (f) To provide guidance and limitations for the conduct of Advisory Groups business; and to authorize additional powers and duties as assigned as set forth in below.

### 2. Background

The Tribal Council has determined that it is appropriate to authorize Advisory Groups as a tool to better serve the Tribal Government as described below.

### 3. Jurisdiction [Reserved]

### 4. Definitions

- (a) **Advisory Group** means a body authorized under this Ordinance.
- (b) **Executive Official** means a person directly employed or contracted by the Tribal Council to perform executive duties that are germane to the work of an Advisory Group.
- (c) **Highest Executive Official** means a person who is directly employed by the Tribal Council and has no other employees above them in the respective chain of command, however, this term includes persons authorized to act in this capacity when a Highest Executive Official is absent or unavailable.
- (d) **Immediate Family** has the same meaning as used in CITC Chapter 160.
- (e) **Majority Vote** means the majority of votes cast and does not include abstentions.
- (f) **Tribal Affiliate** means any entity that the Tribe wholly owns, directly or indirectly.
- (g) **Tribal Constitutions** means the Constitution of the Tribe.
- (h) **Tribal Government** means programs, departments and divisions of the Tribe.
- (i) **Tribal Government Department** means any officially approved and organized effort to provide services by, or on behalf of, the Tribal Government under Tribal Law, including any program, department or division.
- (j) **Tribal Law** means Tribal Council Ordinances and Resolutions, Tribal Regulations, Tribal Policies and opinions of the Coquille Indian Tribal Court.
- (k) **Tribe or Tribal** references the Coquille Indian Tribe.
- (l) **Work Plan** means a document identifying the desired outcomes, deliverables and expectations of Tribal Council Advisory Group efforts.

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**144.020 General Policy**

1. As described below, Advisory Groups advise and assist the Tribal Government and the Tribal Council. The purposes of Advisory Groups are to make Tribal Council and Government more responsive, effective and/or efficient, and to better reflect the perspectives of Tribal members.
2. Each Advisory Group member will:
  - (a) Comply with the applicable terms of Tribal Law, including this Ordinance and any applicable bylaws;
  - (b) Communicate and coordinate with the Tribal Government body, department or program that it advises;
  - (c) Base their actions and advice on the best available information;
  - (d) Comply with Tribal Law, including this Ordinance; and
  - (e) Act in the best interests of the Coquille Indian Tribe.
3. Except as described in this Ordinance, no Advisory Group shall have the authority to:
  - (a) Contractually bind the Tribe;
  - (b) Speak publicly on behalf of the Tribe;
  - (c) Act as Tribal Government staff (unless as Advisory Group member is otherwise individually employed in such a position);
  - (d) Obligate or encumber any Tribal budget or depository account;
  - (e) Waive sovereign immunity;
  - (f) Exceed its authority under Tribal Law;
  - (g) Adopt Tribal Laws or policies; or
  - (h) Direct Tribal Government personnel.
4. The Tribal Council may direct Executive Officials to ensure that each Advisory Group has appropriate equipment, supplies and administrative support to meet and perform its functions. The Tribal Government Program supporting each Advisory Group will perform this function.
5. Tribal and Tribal Affiliate employees may serve on Advisory Groups, provided that such participation does not negatively affect their work performance. This provision does not waive any overtime approval requirements applicable to such employees. Unless the Tribal Council provides otherwise by resolution, no two individuals within the same chain of command may serve on any Advisory Group. This prohibition does not apply to Tribal Council members' service on Advisory Groups.
6. The Tribal Attorney (or their designee) will develop and implement forms and processes for timely vacancy announcements, appointments, and reappointments of qualified Advisory Groups members.
7. The provisions of this Section will apply also to service performed for any subordinate group that may be established by any Advisory Group under Tribal Law.

8. The Tribal Council retains the sole authority to appoint and retire members of all Advisory Groups.
9. The Tribal Council may terminate any Advisory Group by resolution.
10. The Tribal Council should designate one of its members to attend meetings of any Advisory Group as a non-voting liaison, who shall keep the Tribal Council updated with relevant Advisory Group activity.
11. Subject to any confidentiality obligation, either under applicable law or otherwise, nothing in this Ordinance limits the ability of Tribal members to communicate with members of the Tribal Council.

#### **144.030 Types of Advisory Groups**

The types of Advisory Groups authorized under this Ordinance are:

1. Advisory Councils

The Tribal Council uses Advisory Councils to advise the Tribal Council on the needs and challenges of sub-sets of the Tribal membership and help the Tribal Council adopt and amend more responsive policies, practices, and plans. The role of an Advisory Council is to address tasks, issues, topics or questions identified in a Tribal Council approved Workplan and to engage with the Tribal Council as otherwise described in this Ordinance or Advisory Council bylaws. Advisory Councils may also provide feedback on issues directly affecting Tribal member benefits or activities when requested by a Tribal Government Department.

2. Advisory Committees

Advisory Committees provide feedback and assistance to Tribal Government Departments by representing the needs, viewpoints, and interests of Tribal members.

3. Task Forces

Task Forces perform specific, limited duration projects. Task forces are led by an Executive Official (or their designee), and may include member representatives from multiple departments, programs, divisions or entities, as well as Tribal member representatives.

4. Tribal Council-Appointed Teams

Tribal Council-Appointed Teams (“Teams”) address matters with no identified end date. Teams may be organized to advise the Tribal Council and/or Tribal Government Departments on a specific subject matter.

#### **144.040 Advisory Group Member Comments or Questions**

Each Advisory Group meeting will include time for Advisory Group members to raise comments or questions.

#### **144.050 Advisory Councils**

1. Advisory Councils are formed by a Tribal Council Resolution adopting Advisory Council Bylaws. By resolution, the Tribal Council may also amend, suspend and retire Advisory Council Bylaws. All Advisory Council members must be enrolled Tribal members. The remainder of this subsection both: (a) describes the general subject matter to be covered in Bylaws, and (b) where indicated, provides default rules if any matter is not addressed in applicable Bylaws:

(a) Membership.

Advisory Council membership including, but not limited to, any qualifications or criteria for membership.

- (i) Default rule: Advisory Councils shall have between five to seven members. Members shall be appointed for a term of three years, provided that different terms may be authorized to ensure staggered membership expiration dates. An appointee's service shall end at the expiration of their term unless they are reappointed. Individuals may re-apply for consideration to serve successive terms.

(b) Voting.

Advisory Council voting, including but not limited to the process for conducting, recording and reporting votes and abstentions.

- (i) Default rule: Voting (including the adoption of motions) shall be by Majority Vote.

(c) Appointment of Officers.

The appointment of a Chairperson. Only the Tribal Council may appoint, suspend or remove an Advisory Council Chairperson. An Advisory Council may appoint additional officers.

- (i) Default rule: The Chairperson shall:

- (A) Be responsible to confirm that notice is provided for all Advisory Council meetings as described in this Ordinance;
- (B) Preside over all Advisory Council meetings;
- (C) Provide oversight to ensure that the Advisory Council, and each of its members, perform their functions in compliance with Tribal law,

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- including but not limited to the Tribal Fiscal Management Ordinance and its related regulations and policies;
- (D) Represent the Advisory Council when reporting to Tribal Council;
- (E) Provide reports of Advisory Council activities as described in this Ordinance;
- (F) Report to Tribal Council when Advisory Council members fail to abide by the terms of this Ordinance or other direction of the Tribal Council.
- (G) Ensure that Advisory Council activities are respectful and consistent with the Advisory Council's purpose and any Tribal Council direction.

(d) Meetings.

The conduct of meetings.

(i) Default rules: Advisory Council meetings shall be conducted as follows:

- (A) Meetings shall be open to Tribal members, unless an Advisory Council needs to address confidential matters in executive session;
- (B) Advisory Council members may attend meetings either in person or by using an electronic system that allows meeting participants to simultaneously speak and be heard by all attendees in real time;
- (C) Advisory Council meetings require seven (7) days' notice as set forth in this paragraph. Such notices shall:
  - (1) be provided to each Advisory Council member and the Tribal Council Chairperson;
  - (2) be advertised to the Tribal membership using the notification procedures for Regular or Special Tribal Council meetings; and
  - (3) include information regarding the date, time, place, log on or conference call information (if applicable) and agenda for the meeting;
- (D) An Advisory Council meeting can be held with less than seven days' notice if the notice procedures otherwise comply with CITC 144.050(1)(d)(i)(C)(1) and (C)(3), above, and all Advisory Council members consent in advance;
- (E) Advisory Councils may authorize an executive session by motion. Any such motion must describe the general subject matter to be discussed in the executive session. Executive sessions may be attended only by Advisory Council members, Tribal Council members and guests invited by the Advisory Council or the Tribal Council. No final or official action may be taken in an executive session.

2. Compensation and Use of Tribal Facilities.

- (a) The Tribe will reimburse Advisory Council members for reasonable expenses incurred for official meetings and related duties, including but not limited to travel expenses. Reimbursement is subject to the availability of funds Tribal Council appropriates for this purpose and the requirements of any applicable grants or contracts at then existing U.S. General Services Administration rates. By resolution, the Tribal Council may authorize honoraria for Advisory Council members and establish an honoraria rate. Persons serving on an Advisory Council within the scope of their contracted services or employment shall be ineligible for an honorarium.
- (b) Under the supervision of their Chairperson, Advisory Councils may have reasonable access to and use of Tribal facilities, tribal vehicles, office equipment and office supplies, but only to the extent necessary to perform their official duties and on the condition that such use does not disrupt Tribal Government operations.

3. Work Plans.

- (a) In consultation with Advisory Councils, the Tribal Council will develop and annually update or review a Work Plan for each Advisory Council. Work Plans will identify the Tribal Council's desired outcomes, deliverables, and expectations. Advisory Councils will work to achieve these outcomes and expectations.
- (b) Work Plans and updates to Work Plans must be approved by Tribal Council motion.

4. Sub-Councils.

Unless its Bylaws provide otherwise, an Advisory Council may by Majority Vote form one or more sub-councils from among its members to make recommendations to the Advisory Council regarding specific projects or subject matters. Sub-councils shall report only to the entire Advisory Council. Each Highest Executive Official may require Advisory Councils to use forms to document the formation and retirement of sub-councils.

5. Recordkeeping and Reporting to Tribal Council.

- (a) Unless Tribal law provides otherwise each Highest Executive Official will ensure that staff are available to serve and support Advisory Councils. Staff assigned to provide such support will, among other things, timely: (a) prepare and maintain minutes of Advisory Council meetings; (b) present draft minutes for Advisory Council approval and make any related edits; (c) share or make available approved minutes of Advisory Council meetings to the Tribal Council; and (d) preserve non-confidential minutes (or portions of such minutes) and other Advisory Council records in a location accessible to Tribal members.



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- (b) Unless the Tribal Council provides otherwise, each Advisory Council should report to Tribal Council two times each year, and generally at a Tribal Council workshop. Topics to be discussed will include, but not be limited to:
  - (i) The names and attendance records of all Advisory Council members;
  - (ii) Progress on accomplishing the tasks identified in the most recent Tribal Council-approved Advisory Council Work Plan, including any amendments; and
  - (iii) Recommendations for Tribal Council consideration.

6. Access to Advisory Council records.

- (a) Unless they contain confidential or proprietary information, or otherwise relate to privileged or confidential matters, or when attendance is restricted as provided in Advisory Council Bylaws, official Advisory Council records shall be made available for Tribal member inspection. As used here, “official Advisory Council records” means work plans, meeting notices, minutes (draft and approved), Advisory Council attendance records and reports prepared by or sent to an Advisory Council.
- (b) Staff providing support to an Advisory Council will process Tribal member requests to access official Advisory Council records. If a Tribal member disagrees with a staff member’s decision, they may request a review by the appropriate Highest Executive Official.
- (c) As appropriate, each Highest Executive Official will designate one or more employees within their chain of command to be responsible for: (i) maintaining and updating records of Advisory Council membership, meetings and activities; and (ii) providing the Tribal Council and the Advisory Council Chairperson with timely advance notice of upcoming Advisory Council member vacancies and term expirations; (iii) providing timely notice to the Tribal membership and staff of upcoming Advisory Council meetings; and (iv) provide oversight for Advisory Council reimbursements and transactions to ensure compliance with Tribal Law.

7. Review of Advisory Council Bylaws.

At any time, an Advisory Council may recommend amendments to its Bylaws. The Tribal Council (or its designee) will review all Advisory Council bylaws no less frequently than once every three years.

### **144.060 Advisory Committees**

1. Advisory Committees are formed by a Tribal Council Resolution adopting Advisory Committee Bylaws. By resolution, the Tribal Council may also amend, suspend and retire Advisory Committee Bylaws. The remainder of this subsection both: (a) describes the general subject matter to be covered in Bylaws, and (b) where indicated, provides default rules if any matter is not addressed in applicable Bylaws:

- (a) Membership.

Advisory Committee membership including, but not limited to, any qualifications or criteria for membership.

- (i) Default rule: Advisory Committees shall have between seven and nine members and shall be appointed for a term of three years, provided that different terms may be authorized to ensure staggered membership expiration dates. An appointee's service shall end at the expiration of their term unless they are reappointed. Individuals may re-apply for consideration to serve successive terms.

- (b) Voting.

Advisory Committee voting, including but not limited to the process for conducting, recording and reporting votes and abstentions.

- (i) Default rule: voting, including the adoption of motions, shall be by Majority Vote.

- (c) Appointment of Officers.

The appointment of a Chairperson.

- (i) Default rule: The appropriate Highest Executive Official or the director of the Tribal Government Department served by the Advisory Committee shall serve as Chair. Only the Tribal Council may appoint, suspend or remove Advisory Committee Chairpersons. Advisory Committees may appoint additional officers. Unless Tribal law provides otherwise, the Chairperson shall:

- (A) Ensure that notice is provided for all Advisory Committee meetings;
      - (B) Preside over all Advisory Committee meetings;
      - (C) Provide oversight to ensure that the Advisory Committee, and each of its members, perform their functions in compliance with applicable law and Tribal law, including but not limited to the Tribal Fiscal Management Ordinance and its related regulations and policies; and
      - (D) Ensure that Advisory Committee activities are respectful and consistent with the Advisory Committee's purpose and any Tribal Council direction.

(d) Meetings.

The conduct of meetings.

(i) Default rule: Advisory Committee meetings shall be conducted as follows:

- (A) Meetings shall be open to Tribal members, unless an Advisory Committee needs to address confidential matters in executive session;
- (B) Advisory Committee members may attend meetings either in person or by using an electronic system that allows meeting participants to simultaneously speak and be heard by all attendees in real time;
- (C) Except as provided below, Advisory Committee meetings require seven (7) days' notice as set forth in this paragraph. Such notices shall:
  - (2) be provided to each Advisory Committee member and the Tribal Council Chairperson;
  - (3) be advertised to the Tribal membership using the notification procedures for Regular or Special Tribal Council meetings; and
  - (4) include information regarding the date, time, place, log on or conference call information (if applicable) and agenda for the meeting.
- (D) An Advisory Committee meeting can be held with less than seven days' notice if the notice procedures otherwise comply with CITC 144.060(1)(d)(i)(A), (B), (C)(1), and (C)(3), above, and all Advisory Committee members consent to the meeting.
- (E) By motion, Advisory Committees may authorize an executive session. Any such motion must describe the general subject matter to be discussed in the executive session. Executive sessions may be attended only by Advisory Committee members, Tribal Council members and guests invited by the Advisory Committee or the Tribal Council. No final or official action may be taken in an executive session.

(e) Tribal Government Department Assignment.

The assignment of a Tribal Government Department to manage the affairs of the Committee and to report on Committee activities to the Tribal Council.

- (i) Default rule: the Director of the assigned Tribal Government Department shall be the primary point of contact between the Tribal Council and each Advisory Committee.

2. Reporting.

The Tribal Government Department assigned to manage Advisory Committee affairs will include Committee updates in each program report it makes to the Tribal Council. Such Tribal Government Department reports to Tribal Council will include Advisory Committee meetings minutes that have been approved since the previous Tribal Government Department report.

3. Compensation and Use of Tribal Facilities.

- (a) The Tribe will reimburse Advisory Committee members for reasonable expenses incurred for official meetings and related duties, including travel expenses. Reimbursement is subject to the availability of funds Tribal Council appropriates for this purpose and the requirements of any applicable grants or contracts. All reimbursement must have the assigned Tribal Government Department Director's prior approval and Advisory Committee members will endeavor to minimize such travel expenses. By resolution, the Tribal Council may authorize honoraria for Advisory Committee members and establish an honorarium rate. Persons serving on an Advisory Committee within the scope of their contracted services or employment shall be ineligible for an honorarium.
- (b) Under the supervision of their Chairperson, Advisory Committees may have reasonable access to and use of Tribal facilities vehicles office equipment and office supplies, but only to the extent necessary to perform their official duties and on the condition that such use does not disrupt Tribal Government operations.

4. Assignment of tasks.

Unless the Tribal Council provides otherwise, Advisory Committee work will be assigned by the Director of the Tribal Government Department assigned to manage the Committee.

5. Subcommittees.

Unless Tribal Law or the Advisory Committee's Bylaws provide otherwise, an Advisory Committee may form, from among its members, one or more subcommittees to make recommendations to the Advisory Committee regarding specific projects or subject matters. Subcommittees shall report only to the entire Advisory Committee. Each Highest Executive Official may require Advisory Committees to use forms to document the formation and retirement of sub-committees.

6. Advisory Committee records.

- (a) Unless they contain confidential or proprietary information, or otherwise relate to privileged or confidential matters, official Advisory Committee records shall be made available for Tribal member inspection. As used here, "official Advisory Committee records" means meeting notices, minutes (draft and approved), Advisory Committee attendance records and reports prepared by or sent to an Advisory Committee.

- (b) The Tribal Government Department assigned to manage an Advisory Committee will process Tribal member requests to access official Advisory Committee records. If a Tribal member disagrees with the Tribal Government Department's decision, they may in writing request a review by the appropriate Highest Executive Official.
- (c) As appropriate, each Highest Executive Official will designate one or more employees within their chain of command to be responsible for: (i) maintaining and updating records of Advisory Committee membership, meetings and activities; and (ii) providing the Tribal Council and the Advisory Committee Chairperson with timely advance notice of upcoming Advisory Committee member vacancies and term expirations.

#### **144.070 Task Forces**

Except as otherwise provided in the Tribal Constitution, Task Forces are formed, modified and retired by Tribal Council Resolution. Any such Resolution (or an exhibit to such Resolution) will address the following criteria:

1. Membership.

Task Force membership, including, but not limited to, any qualifications or criteria for membership, the number(s) of committee members and member terms. An appointee's service shall end at the expiration of their term unless they are reappointed. Individuals may re-apply for consideration to serve successive terms. A resolution forming a Task Force may authorize a Tribal Executive Official or Task Force Project Lead to appoint Task Force members.

2. Voting.

Task Force voting, including but not limited to the process for conducting, recording and reporting votes and abstentions. Unless the Tribal Council provides otherwise, voting shall be by Majority Vote.

3. Appointment of Project Lead.

The designation of a Task Force Project Lead. Unless the Tribal Council provides otherwise, the Project Lead will:

- (a) Ensure that notice of all Task Force meetings is provided to Task Force members and the Tribal Council;
- (b) Preside over all Task Force meetings;
- (c) Ensure that the Task Force, and each of its members, perform their functions in compliance with Tribal Law, including but not limited to the Tribal Fiscal Management Ordinance and its related regulations and policies;
- (d) Represent the Task Force when reporting to Tribal Council;
- (e) Provide reports of Task Force activities as described in this Ordinance;
- (f) Report to Tribal Council when Task Force members fail to abide by the terms of this Ordinance or other direction of the Tribal Council; and

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- (g) Ensure that Task Force activities are respectful and consistent with the Task Force's purpose and any Tribal Council direction.

4. Meetings.

Task Force meeting procedures. Unless the Tribal Council provides otherwise, Task Force meetings shall be conducted as follows:

- (a) Meetings shall be open to Tribal Council members and guests invited by the Task Force or the Tribal Council;
- (b) Meeting participants may attend either in person or by using an electronic system that allows Task Force members to simultaneously speak and be heard by all attendees in real time;
- (c) Meetings require advance notice as set forth in this paragraph. Notice of meetings shall:
  - (i) be provided to each Task Force member, and the Tribal Council;
  - (ii) include information regarding the date, time, place, log on or conference call information (if applicable) and agenda for the meeting.

5. Compensation and Use of Tribal Facilities.

The compensation of Task Force members and their use of Tribal Facilities. Unless the Tribal Council provides otherwise, the following provisions shall govern these matters.

- (a) The Tribe will reimburse Task Force members for reasonable expenses incurred for official meetings and related duties, including travel expenses. Reimbursement is subject to the availability of funds Tribal Council appropriates for this purpose and the requirements of any applicable grants or contracts. All reimbursement must have prior approval and Task Force members will endeavor to minimize such travel expenses. By resolution, the Tribal Council may authorize honoraria for Task Force members and establish an honorarium rate. Persons serving on a Task Force within the scope of their contracted services or employment shall be ineligible for an honorarium.
- (b) Under the supervision of their Project Lead, Task Forces may have reasonable access to and use of Tribal facilities, office equipment and office supplies, but only to the extent necessary to perform their official duties and on the condition that such use does not disrupt other Tribal Government operations.

6. Project Assignment and Related Deadlines

The Resolution creating the Task Force will describe the project assigned to the Task Force and will set a deadline for related project deliverables.

7. Reporting to Tribal Council.

Unless the Tribal Council provides otherwise by resolution, Task Forces shall provide quarterly updates to the Tribal Council. These reports may be combined with any other updates provided by the Project Lead.

8. Appropriations

The Resolution creating the Task Force will appropriate any additional funds as necessary to complete or advance the project and will also identify the source of such funds.

**144.080 Tribal Council Appointed Teams**

Except as otherwise provided in the Tribal Constitution, Tribal Council Appointed Teams (“Teams”) are formed, modified and retired by Tribal Council Resolution. Any such Resolution (or an exhibit to such Resolution) will address the following criteria:

1. Membership

Team membership, including, but not limited to, any qualifications or criteria for membership, the number(s) of Team members and member terms. An appointee’s service shall end at the expiration of their term unless they are reappointed. Individuals may re-apply for consideration to serve successive terms. A resolution forming a Team may authorize an Executive Official or Team Lead to appoint Team members.

2. Voting

Team voting, including but not limited to the process for conducting, recording and reporting votes and abstentions. Unless the Tribal Council provides otherwise, voting shall be by Majority Vote.

3. Appointment of Team Lead.

The designation of a Team Lead. Unless the Tribal Council provides otherwise, the Team Lead will:

- (a) Be responsible to ensure that notice of all Team meetings is provided to Team members;
- (b) Preside over all Team meetings;
- (c) Provide oversight to ensure that the Team, and each of its members, perform their functions in compliance with applicable law and Tribal law, including but not limited to the Tribal Fiscal Management Ordinance and its related regulations and policies;
- (d) Represent the Team when reporting to Tribal Council;
- (e) Provide reports of Team activities as described in this Ordinance;
- (f) Report to Tribal Council when Team members fail to abide by the terms of this Ordinance or other direction of the Tribal Council; and
- (g) Ensure that Team activities are respectful and consistent with the Team's purpose and any Tribal Council direction.

4. Meetings.

Team meeting procedures. Unless the Tribal Council provides otherwise, Team meetings shall be conducted as follows:

- (a) Meetings shall be open only to Tribal Council members and guests invited by the Team or the Tribal Council;
- (b) Team members may attend meetings either in person or by using an electronic system that allows meeting participants to simultaneously speak and be heard by all attendees in real time;
- (c) Meetings require advance notice as set forth in this paragraph. Notice of meetings shall:
  - (i) Be provided to each Team member, and the Tribal Council; and
  - (ii) Include information regarding the date, time, place, log on or conference call information (if applicable) and agenda for the meeting.



5. Compensation and Use of Tribal Facilities.

The compensation of Team members and their use of Tribal Facilities. Unless Tribal law provides otherwise, the following provisions shall govern these matters.

- (a) The Tribe will reimburse Team members for reasonable expenses incurred for official meetings and related duties, including travel expenses. Reimbursement is subject to the availability of funds Tribal Council appropriates for this purpose and the requirements of any applicable grants or contracts. All reimbursement must have prior approval and Team members will endeavor to minimize such travel expenses. By resolution, the Tribal Council may authorize honoraria for Team members and establish an honorarium rate. Persons serving on a Team within the scope of their contracted services or employment shall be ineligible for an honorarium.
- (b) Under the supervision of their Chairperson, Teams may have reasonable access to and use of Tribal facilities, office equipment and office supplies, but only to the extent necessary to perform their official duties and on the condition that such use does not disrupt other Tribal Government operations.

6. Matter Assignment.

The Resolution creating the Team will describe the subject matter(s) the Team will address.

7. Reporting to Tribal Council.

Unless the Tribal Council provides otherwise by resolution, Teams shall provide updates to the Tribal Council at least once per calendar quarter. These reports may be combined with any other updates provided by the Team Lead.

**144.090 Conflicts of Interest**

The conflict of interest-related definitions, requirements and procedures of CITC Chapter 160 and any related regulations and policies, as amended from time to time, shall apply to Advisory Group members. These requirements impose significant limitations on certain actions of Advisory Group members.

**144.100 Authorization to Adopt Policies and Procedures**

By resolution, the Tribal Council may adopt policies and procedures necessary, appropriate or convenient to implement this Ordinance, including but not limited to:

- 1. Policies for the conduct of Advisory Group members;
- 2. The process to notify Tribal members of Advisory Group vacancies; and
- 3. The process to solicit and select possible Advisory Group members.

#### **144.110 Financial Accountability**

1. Advisory Groups must comply with Tribal law and policy before any funds may be disbursed. Each Tribal Council-appointed Advisory Group officer shall be primarily responsible for financial accountability.
2. Donations to Advisory Groups are donations to the Tribal Government and shall be accounted for in accordance with CITC Chapter 160, as amended.
3. Advisory groups may not apply for grant or foundation funding, provided that nothing here limits the ability of a Tribal program to apply for such funding.

#### **144.120 Advisory Group Standards**

By resolution, the Tribal Council may establish and amend conduct and performance standards for all Advisory Group members, covering subjects including, but not limited to: attendance, respectful conduct and meaningful participation.

#### **144.130 Confidentiality**

To qualify as an Advisory Group member, individuals must sign a confidentiality agreement, unless the Tribal Council provides otherwise by resolution. Advisory Group members must maintain the confidentiality of all confidential and proprietary information of the Tribe, any individual client, patient or employee or any entity owned by the Tribe. Advisory Group members must not disclose such information unless the Tribal Council consents in advance to such disclosure. Advisory Group members may divulge confidential and proprietary information with Tribal employees on a need-to-know basis. Any confidentiality agreement should notify Advisory Group members of the consequences of violating this section. As used here “confidential and proprietary information” includes, but is not limited to:

1. Information protected from disclosure under applicable law;
2. Information not typically disclosed upon request by the Tribe, provided that such information is not lawfully available to the public from another public source; or
3. Information which, if disclosed, would cause financial or competitive harm to the Tribe, provided that such information is not lawfully available to the public from another public source;

#### **144.140 Maintenance and Archiving of Advisory Group Records**

Each Highest Executive Official (or their designee) shall ensure that Advisory Group Records are maintained and archived in a central location that is accessible to Advisory Group members or staff who each must access such records to perform the duties of their position.

**144.150 Severability**

If a court of competent jurisdiction finds any provision of this ordinance to be invalid or illegal under applicable Tribal and or federal law, such provision shall be severed from this ordinance and the remainder of this ordinance shall remain in full force and effect.

**144.160 Sovereign Immunity**

Nothing in this Ordinance waives the sovereign immunity of the Coquille Indian Tribe or any of its officers, employees or representatives.

**144.170 Emergencies**

Subject to Tribal Law, the Tribal Council may suspend all or a portion of this Ordinance in the event of an emergency.

COQUILLE INDIAN TRIBE CHAPTER 144  
Third Restated Tribal Council Advisory Groups Ordinance

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History of Amendments to Chapter 144 Tribal Council Advisory Groups Ordinance (formally titled “Tribal Council Committees Ordinance”):

Revised 03/03/93

Approved 04/23/05 Adopted

June 9, 2005

Approved November 22, 2008, CY08165

Adopted February 12, 2009, CY0924

Approved January 9, 2014, CY1402

Adopted March 6, 2014, CY1425

Approved June 16, 2023, CY23058

Adopted February 15, 2024, CY24014