



Pawnee Nation of Oklahoma

Committees and Commissions Handbook

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Pawnee Nation Committee and Commissions Handbook

Section 1.0 Pawnee Nation Committees, Commissions and Boards:

Committees:

- Budget/Finance Committee
- Cultural Committee
- Education Committee
- Enrollment Committee
- Ethics Committee
- Governing Documents Committee
- Grievance Committee
- Human Resources Committee
- Land Management Committee
- Language Committee
- Property Committee
- Proposal Review Committee
- Repatriation Committee
- Tribal Emergency Response Committee (TERC)

Commissions:

- Election Commission
- Environmental Regulatory Commission
- Gaming Commission
- Liquor Control Commission
- Sports Commission
- Tax Commission
- TERO Commission
- Utility Commission

Boards:

- Housing Authority Board
- Museum Board of Directors
- Pawnee Nation College Board of Trustees (PNC)
- Pawnee Tribal Development Corporation Board of Directors (TDC)

Section 2.0 Introduction:

2.1 The Pawnee Nation Committees and Commissions Handbook is intended as a reference guide for committee members, commission members, tribal members, and other interested parties. The information contained in the Handbook identifies the authorization, details, and policies for each Committee, Commission, and Board.

Section 3.0 Policy:

3.1 It is the Policy of the Pawnee Nation that Committee Members and Commissioners should not serve on more than one (1) Commission at one time to avoid actual and potential conflicts of interest.

3.2 Pawnee Nation Employees shall not serve on Committees or Commissions that may pose a conflict of interest to their employment duties. A conflict of interest is defined as a conflict between the private interests and the official responsibilities of a person in a position of trust.

- 3.3 Applicants for Commission seats will be required to submit a letter of intent, a resume, and other relevant information to the President of the Pawnee Business Council. The Business Council will interview potential applicants.
- 3.4 The Pawnee Business Council will pass a Resolution appointing Commissioners which includes specific term dates for each Commission.
- 3.5 Committees are appointed by the President of the Business Council.
- 3.6 Commissioners shall be subject to background checks prior to assuming seat.
- 3.7 Each Committee, Commission and Board will provide a quarterly report to the Business Council at the time of the Constitution mandated quarterly meetings (see Pawnee Nation Constitution Art. 4, § 6). Written reports are to be provided to the Executive Office not later than two weeks prior to each Quarterly meeting.

Section 4.0 Qualifications:

- 4.1 Applicants will be evaluated on subject matter knowledge and expertise for the Commission he/her is seeking membership of.
- 4.2 Some Committees and Commissions require Pawnee Nation Membership, employment or community interest.
- 4.3 Commissioners are required to pass a background check before being seated on a Commission.

Section 5.0 Stipends:

- 5.1 Commissions are paid stipends as allowed in the governing document of the Commission and which is approved and included in the Pawnee Nation annual budget.
- 5.2 Members of the Pawnee Business Council will not receive stipends for service on boards, committees or commissions or any other compensation.

Section 6.0 Affiliations:

- 6.1 Committees and/or Boards Affiliated with the Pawnee Nation.
 - NAFOA (Native American Financial Officers Association)
 - UINOKT (United Indian Nations in Oklahoma, Kansas and Texas)
 - CCCT (Council of Confederated Chilocco Tribes)
 - NCAI (National Congress of American Indians)
 - Pawnee Service Unit Health Board
 - Standing Bear Foundation
 - NIH TCAC (National Institutes of Health, Tribal Consultation Advisory Committee)
 - DST (Direct Service Tribes)

Section 7.0 Vacancies:

- 7.1 Commission vacancies and resignations should be reported to the President of the Business Council for advertisement to fill the position(s) by the chair.
- 7.2 Commissions will follow the policy for vacancy as outlined in the governing document of each Committee or Commission.

Section 8.0 Background Check

- 8.1 Appointees are required to pass a background check prior to being seated on a Committee or Commission. Background checks are administered by the Pawnee Nation Human Resources department.
- 8.2 Appointees will not be seated until the background check is reviewed and approved by the President.

Section 9.0 Removal

- 9.1 Commissioners can only be removed by a vote of the Pawnee Business Council.
- 9.2 A Commissioner may be removed for:
 - a. Non-attendance
 - b. Conduct

Section 10.0 Disputes

RESERVED

Committees:

Pawnee Nation Budget/Finance Committee	
Purpose:	
Governing Documents:	Pawnee Nation Fiscal Policies and Procedures
Meeting Requirements:	None
Officer Positions:	Chairperson appointed by PBC President.
Contact Information for Committee/Commission:	M. Angela Thompson, Chairperson; PBC Members; Finance Director; Planning Director; Grants & Contracts Manager, Administrative Affairs Director and Executive Director.
Support Staff Contact:	Executive Office, 918-762-3621 or cbutler@pawneenation.org

Pawnee Nation Cultural Committee	
Purpose:	
Governing Documents:	None
Meeting Requirements:	As needed.
Officer Positions:	Undefined
Contact Information for Committee/Commission:	Members of the Nasharo Council; William Howell, Advisory Committee Member; and Tribal Historic Preservation Officer.
Support Staff Contact:	Executive Office, 918-762-3621 or cbutler@pawneenation.org

Pawnee Nation Education Committee	
Purpose:	Scholarship disbursement is determined by the Pawnee Nation Education Committee appointed by the Pawnee Business Council. Once the higher education application is completed and the applicant is determined to be eligible, the financial information is presented to the Education Committee for confidential review. The Education Committee will make final determinations on the amount to be awarded based on financial information and the funds that are available.
Governing Documents:	Pawnee Nation Education Division Handbook, Scholarships
Meeting Requirements:	All Committee members must be present to approve any official higher education business. Committee consists of 3 members.
Officer Positions:	None
Contact Information for Committee/Commission:	Ned Williams, Helen Norris and Carrie Peters
Support Staff Contact:	The Education Division staff provided administrative support for the application review and organization of meetings. Alison Black, 918-762-3227 or ablack@pawneenation.org.

Pawnee Nation Enrollment Committee	
Purpose:	Reviews enrollment applications, relinquishments, and other enrollment issues from tribal members, and also makes recommendations for motion to the Nasharo Council.
Governing Documents:	Pawnee Nation Constitution and Enrollment Statute.

Meeting Requirements:	A quorum of three (3) members must be present.
Officer Positions:	Chairperson and four (4) members. No designated term. The Chairperson is the Pawnee Business Council Secretary and one member of the Committee is a Pawnee Business Council Member.
Contact Information for Committee/Commission:	Phammie Littlesun, Chairperson; Dawna Hare, Council Member; Linda Jestes, Delilah Moses and Duane Pratt.
Support Staff Contact:	The Enrollment Department is the staff support. Carrie Peters and Karen Haymond, 918-762-3624 or cpeters@pawneenation.org.

Pawnee Nation Governing Documents Committee	
Purpose:	Review the Pawnee Nation Constitution for needed changes, prepares and recommends changes to the Pawnee Business Council. The Committee is also responsible for Community meetings for input from tribal members.
Governing Documents:	None
Meeting Requirements:	Undefined
Officer Positions:	Chairperson and members appointed by President of PBC.
Contact Information for Committee/Commission:	Elizabeth Blackowl, Chairperson; William Howell; Liana Chapman Teter; Pat Leading Fox, Nasharo Council Representative; Dawna Hare; and Bruce Pratt.
Support Staff Contact:	Executive Office, 918-762-3621 or cbutler@pawneenation.org

Pawnee Nation Grievance Committee	
Purpose:	Reviews any grievance applicable to any regular fulltime employee who feels aggrieved by any act related to working conditions, conditions of employment, or Pawnee Nation policies, procedures, rules and/or regulations.
Governing Documents:	Human Resources Policies and Procedures
Meeting Requirements:	Comprised of three (3) members and one (1) alternate. A quorum is composed of three (3) members.
Officer Positions:	Positions are selected on a yearly basis.
Contact Information for Committee/Commission:	Roberta Ahdunko, Non-Supervisory Position; Kelton Kersey, Member; Vacant, supervisory position; and James Rice, Alternate.
Support Staff Contact:	Human Resources Office. Nicholas Wahpepah, 918-762-3621 or nwahpepah@pawneenation.org.

Pawnee Nation Human Resource Committee	
Purpose:	To assist HR Office in recommendation of applicants to the Division Director/Manager/Supervisor who will do the hiring of the position advertised, for interviews and selection.
Governing Documents:	As Needed
Meeting Requirements:	Coordination with HR and applicants.
Officer Positions:	Undefined
Contact Information for Committee/Commission:	Dawna Hare; Christal Windholz; and Tiffany Fietze

Support Staff Contact:	Human Resources Manager, Nicholas Wahpepah, 918-762-3621 or nwhpepah@pawneenation.org
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Pawnee Nation Land Management Committee	
Purpose:	
Governing Documents:	None
Meeting Requirements:	Monthly Meetings
Officer Positions:	Chairperson
Contact Information for Committee/Commission:	Sammye Adson, Chairperson; Phammie Littlesun; Bruce Pratt; Adrian Spottedhorsechief; Jimmy Jestes.
Support Staff Contact:	Executive Office, 918-762-3621 or cbutler@pawneenation.org

Pawnee Nation Language Committee	
Purpose:	
Governing Documents:	None
Meeting Requirements:	Undefined
Officer Positions:	Undefined
Contact Information for Committee/Commission:	Adrian Spottedhorsechief, Zachary Rice, Steven Moore, Taylor Moore, Phammie Littlesun and Warren Pratt Jr.
Support Staff Contact:	Executive Office, 918-762-3621 or cbutler@pawneenation.org

Pawnee Nation Property Committee	
Purpose:	
Governing Documents:	None
Meeting Requirements:	As needed.
Officer Positions:	Chairperson and Vice Chair
Contact Information for Committee/Commission:	M. Angela Thompson, Chairperson; Dawna Hare, Council Representative; Jimmy Jestes, Property Manager; and Monty Matlock.
Support Staff Contact:	Jimmy Jestes at 918-762-2273 or jjestes@pawneenation.org; and/or Louise Stevens at 918-762-2273 or lstevens@pawneenation.org

Pawnee Nation Proposal Review Committee	
Purpose:	Reviews and makes recommendations to strengthen applications for proposal submission.
Governing Documents:	None
Meeting Requirements:	Meets as needed. Seven Committee Members; Four (4) needed for a quorum including the Chairperson.
Officer Positions:	Chairperson and one member position are Business Council Members appointed by the President.
Contact Information for Committee/Commission:	Liana Chapman Teter, Chairperson; Laura Melton, Grants and Contracts; Lisa Gover, Executive Director; Phammie Littlesun; Muriel Robedeaux; and Tiffany Frieze, Tribal Planner.
Support Staff Contact:	The Planning Office serves as staff support. Tiffany Frieze at 918-762-3621 or tfrieze@pawneenation.org.

Pawnee Nation Repatriation Committee	
Purpose:	To discuss repatriation issues and repatriate remains of Pawnee tribal ancestors. Also, the committee assists in carrying out THPO activities/deliverable where appropriate. This committee is special to the Nation as it is the first of its kind and its establishment was influential in the formation of the Native America Grave Protection and Repatriation Act of 1990.
Governing Documents:	None
Meeting Requirements:	Meeting can only be called by the Chair; quorum must be established; Quorum consists of (?) members. Committee meet on as needed basis
Officer Positions:	Chairperson, Members and NASHARO Council Representative.
Contact Information for Committee/Commission:	Bruce Pratt, Adrian Spottedhorsechief, Warren Pratt, Jr., William Howell and Marshall Gover.
Support Staff Contact:	Tribal Historic Preservation Officer, Andrew Knife Chief or Education Department at 918-762-3227 or ablack@pawneenation.org

Pawnee Nation Tribal Emergency Response Committee (TERC)	
Purpose:	Authorized under Federal "Emergency Planning Community Right to Know Act" - a program to assure safe and effective planning and response for emergencies associated with chemicals. (40 CFR Parts 350-372) PBC initially established TERC in 2001 and reorganized in 2010 following restructuring. Assignment of Division Directors as Committee members. Pawnee Nation made TERC "multi-hazard" planning.
Governing Documents:	Establishment of TERC Resolution #02-13 and Restructuring TERC Resolution #00-00, and the Comprehensive Emergency Management Plan
Meeting Requirements:	No quorum required.
Officer Positions:	Emergency Management administers TERC, typically on behalf of Executive Director. All Division Directors are TERC Members with others appointed as needed.
Contact Information for Committee/Commission:	All Division Directors, PBC President, Executive Director, Emergency Management and Property Department.
Support Staff Contact:	Emergency Management, Gerald Woommavovah, 918-762-3655 or geraldw@pawneenation.org.

Commissions:

Pawnee Nation Election Commission	
Purpose:	To conduct secretarial elections and insure the secrecy and sanctity of the ballot. Governed by regulations and procedures contained in the Election Ordinance.
Governing Documents:	Pawnee Nation Election Ordinance.
Meeting Requirements:	No recorded quorum requirements. All positions are appointed by the Business Council

Officer Positions:	Chairman, Clerk, Teller, Sergeant-at-Arms and Alternate
Contact Information for Committee/Commission:	Vacant, Chairman; Vacant, Clerk; Chris McCray, Teller; Vacant, Sergeant-at-Arms; and Jonas Smith, Alternate
Support Staff Contact:	Executive Office at 918-762-3621 or cbutler@pawneenation.org

Pawnee Nation Environmental Regulatory Commission	
Purpose:	For all environmental regulatory functions requiring administrative review. (see Resolution #12-68)
Governing Documents:	Title 12, Chapter 1, DECS and ERC Establishment
Meeting Requirements:	No quorum requirements.
Officer Positions:	3 members seated. 2 members are Pawnee tribal members. 1 Chairperson; structured with staggered terms of 2 years, 3 years and 4 years.
Contact Information for Committee/Commission:	Randy Ledford, Jon James and Cynthia Butler
Support Staff Contact:	Pawnee Nation Department of Environmental Conservation and Safety staff. Monty Matlock, 918-762-3055 or mmatlock@pawneenation.org

Pawnee Nation Gaming Commission	
Purpose:	The Pawnee Nation Gaming Commission was established in 1999 by the Pawnee Nation Gaming Ordinance to ensure that all Pawnee Nation of Oklahoma enterprises comply with applicable gaming laws and regulations. In this duty of assuring regulatory compliance, the Gaming Commission follows Pawnee Nation policies and procedures, develops policies, guidelines and regulations for Tribal gaming enterprises. In addition, monitors the Tribe's gaming operations to ensure legal compliance, issues gaming licenses (occupational and vendor), investigates violations of the law and monitors gaming-related operation; surveillance is in the process of being handled through the Gaming Commission. The Gaming Commission also consults with and informs casino management on matter(s) related to regulation, compliance and licensing issues
Governing Documents:	Pawnee Nation Gaming Ordinance (1999, update 2015); Tribal Internal Controls Standards (TICS) for Gaming Operations; Minimum Internal Controls Standards (MICS); System of Internal Controls Standards (SICS) and Department Policy Manual; and Title-31 Bank Secrecy Act.
Meeting Requirements:	The Gaming Commission meets on the first and third Mondays of each month excluding holidays; wherein the meeting is scheduled for the next day when necessary. Three members must be present to declare a quorum to conduct a meeting
Officer Positions:	The Gaming Commission consists of 5 members: Chairman, Vice-Chairman, Secretary and 2 seats.
Contact Information for Committee/Commission:	Chris McCray, Chairman (Resolution #13-32); Stephen Bird, Vice-Chairman (Resolution #12-51); Christal Windholz

	(Resolution #13-70); James Rice (Resolution #13-71); and Jeffery Harjo (Resolution #14-60).
Support Staff Contact:	Gaming Office Staff, Arlo Frazier, Director 918-762-3378 or afrazier@pawneenation.org.

Pawnee Nation Liquor Control Commission	
Purpose:	To regulate the sale and distribution of liquor and beer products on all properties under the jurisdiction of the Pawnee Nation and to generate revenue to fund needed tribal programs and services.
Governing Documents:	PN Liquor Control Act
Meeting Requirements:	Three members, appointed by PBC. Shall meet on call, but not less than once each calendar quarter, provided ten days public notice of meetings is given. Two members constitute a quorum to conduct business.
Officer Positions:	No officer positions specified in Act.
Contact Information for Committee/Commission:	Phyllis Soxie, Vacant Position and Pete Moore Jr.
Support Staff Contact:	Tax Office at 918-762-3624 or chawkins@pawneenation.org

Pawnee Nation Sports Commission	
Purpose:	To implement the Pawnee Nation Sports Commission act to protect, Maintain and improve the safety and welfare of the participants of professional boxing, wrestling, kickboxing, elimination tournaments and mixed martial arts, as well as the general public. This Commission will also provide revenue to the tribe and provide jobs to the community.
Governing Documents:	PN Sports Commission Act (Not Approved)
Meeting Requirements:	None recorded.
Officer Positions:	Chairperson, Vice Chair, Secretary and Treasurer.
Contact Information for Committee/Commission:	Ryan Stewart, Lyle Fields, Pius Spottedhorsechief and Joseph Hawkins Jr.
Support Staff Contact:	Executive Office at 91-762-3621 or cbutler@pawneenation.org

Pawnee Nation Tax Commission	
Purpose:	Assess, collect and issue receipts for taxes, provide for licensing and regulation of certain conduct within tribal jurisdiction
Governing Documents:	General Revenue and Taxation Act
Meeting Requirements:	None.
Officer Positions:	President or agent or designee.
Contact Information for Committee/Commission:	Kathy Daniels; Elizabeth Blackowl; Nancy Moore; and Mariah ShieldChief
Support Staff Contact:	Lyle Fields 918-762-3624 or lfields@pawneenation.org; or Cecilia Hawkins 918-762-3624 or chawkins@pawneenation.org.

Pawnee Nation Tribal Employment Rights Office (TERO) Commission	
Purpose:	To improve the quality of life for Pawnee Nation members

	through the development and assertion of Native American preference laws and the contracting rights of preferential employment, business and economic opportunities within the jurisdictional boundaries of the Pawnee Nation.
Governing Documents:	Pawnee Nation Tribal Employment Rights Act – TERO Ordinance
Meeting Requirements:	No quorum required
Officer Positions:	Consists of 5 members. Chairperson is elected by Commissioners.
Contact Information for Committee/Commission:	Duane Pratt, Chair; Elizabeth Blackowl; Jim Thompson; Linda Jestes; and Frank Adson.
Support Staff Contact:	Steve Campos 918-762-3227/918-891-0469 or scampos@pawneenation.org .

Pawnee Nation Utility Commission	
Purpose:	To define the policies; establish, organize and identify the necessary rules, ordinances and regulations for: 1. The operation, maintenance and management of the various utility services located on lands within the jurisdiction of the Pawnee Nation of Oklahoma (Pawnee Nation); 2. To establish a Utility Authority.
Governing Documents:	Utility Act of 2000.
Meeting Requirements:	Meet once per month. A minimum of 2 Commissioners are required to establish a quorum.
Officer Positions:	Chairman, Vice Chair, and Secretary. All positions are appointed by the Business Council.
Contact Information for Committee/Commission:	Vacant, Chairperson; John Only A Chief; Donna Mulder; Jimmy Jestes, Property Management Director; Louise Stevens, Utility Clerk; and James Jestes, Water Technician
Support Staff Contact:	Jimmy Jestes at 918-762-2273 or jjestes@pawneenation.org ; and/or Louise Stevens at 918-762-2273 or lstevens@pawneenation.org

Boards:

Pawnee Nation Housing Authority Board	
Purpose:	To meet the housing needs of Pawnee Tribal members and other Native Americans living in the jurisdiction of the Pawnee Nation. Information regarding housing and other housing related needs may be obtained at the Housing Office at 126 Eaglechief Drive in Pawnee, Oklahoma or by calling 918-762-3454
Governing Documents:	NAHASDA Regulation 24 CFR Parts 1000-1005; Native American Housing Assistance and Self Determination Act of 1996-Final Rule; Oklahoma Housing Act; Open Meeting Act; Housing Authority By-Laws; and State of Oklahoma Labor Laws.
Meeting Requirements:	A quorum of three (3) Commissioners must be present to establish a quorum. There are five (5) members on the Commission

Officer Positions:	Chairman, Vice-Chairman, and Executive Director acts as Secretary of the Board.
Contact Information for Committee/Commission:	Chris McCray, Seat 1; Joan Roberts, Seat 2; Richard Spears, Seat 3; Jim Thompson, Seat 4; and Jon James, Seat 5
Support Staff Contact:	Pawnee Tribal Housing Staff; Linda Jestes, Executive Director. 918-762-3454 or pawneenationha@sbcglobal.net

Pawnee Nation Museum Advisory Board of Directors	
Purpose:	To serve as the Governing body of the Museum of the Pawnee Nation
Governing Documents:	By-Laws (not approved, but have been submitted to PBC).
Meeting Requirements:	Quarterly meetings. Quorum consists of half of the members plus one.
Officer Positions:	President and Treasurer Positions
Contact Information for Committee/Commission:	Matt Reed, Steve Knife Chief; Jesse Howell; and Patsy Cooper
Support Staff Contact:	No staff support. Contact is Matt Reed at chau71@gmail.com

Pawnee Nation College Board of Trustees (PNC)	
Purpose:	The Pawnee Nation College seeks to meet the higher educational and cultural needs of the Pawnee Nation, other surrounding Indian nations, and all who have the desire to engage in a life of learning. The intent of the College is to foster an awareness of rich cultural diversity in the region and its inherent complexities and vibrancies, while at the same time encouraging students to fulfill their potential through challenging academic or training programs that prepare them to matriculate to four-year institutions or to enter the workforce. As a tribal community, the Pawnee Nation College is dedicated to promoting social responsibility, service to community, and research that contribute to the cultural, social, and economic well-being of the Pawnee Nation, other Indian nations, and surrounding communities.
Governing Documents:	PNC Articles of Incorporation
Meeting Requirements:	Board consists of nine (9) members, each serve until the annual meeting.
Officer Positions:	Undefines
Contact Information for Committee/Commission:	Members: George Howell, Dr. Gene Evans, Julia Goodfox, Elizabeth Blackowl, Michael McBride, Alfreda Doonkeen Gwen Shunatona, Liana Chapman Teter, and James Riding In.
Support Staff Contact:	Micheal Burges, 918-762-3452 or mburgess@pawneenation.org

Pawnee Nation Tribal Development Corporation (TDC)	
Purpose:	Expand economic development for the Pawnee Nation and to provide revenue to the Pawnee Nation government and

	provide jobs to the Pawnee Community.
Governing Documents:	Pawnee Tribal Development Corporation Articles of Incorporation and the Pawnee Nation of Oklahoma Gaming Ordinance.
Meeting Requirements:	Quorum is needed, 4 directors (members) constitute a quorum. 7 members can be on the board.
Officer Positions:	Chairman, Vice Chairman, Secretary and Treasurer (All one year terms, beginning in August).
Contact Information for Committee/Commission:	Laura Melton, Seat 3 (Chair); Carole Chapman, Seat 4; Lester Sun Eagle, Seat 2; Linda Jestes, Seat 5; Kenneth Quigley, Seat 6; Arthur Thompson, Seat 1; and Carol Nuttle, Seat 7.
Support Staff Contact:	Roger Smith, TDC CEO, 918-762-4832 ext 19 or roger.smith@pawneetdc.com