



Pawnee Nation of Oklahoma

Committees and Commissions Handbook

Index

Section 1	Pawnee Nation Committees and Commissions	Page 3
Section 2	Introduction	Page 3
Section 3	Policy	Page 3
Section 4	Qualifications	Page 4
Section 5	Stipends	Page 4
Section 6	Vacancies	Page 4
Section 7	Background Checks	Page 4
Section 8	Removal	Page 5
Section 9	Disputes	Page 5

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 two (2) Commission positions at one time. Positions that have potential conflicts of interest will be determined by the Pawnee Business Council during selection process.
- 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.
- 3.8 Committee, Commissions and Boards will provide the President's Office with an agenda forty-eight (48) hours prior to meetings dates for posting.
- 3.9 Each Committee, Commission and Board will provide the President's Office with a copy of approved meeting minutes to be on file.

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 Vacancies:

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

Section 7.0 Background Check

- 7.1 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.
- 7.2 Appointees will not be seated until the background check is reviewed and approved by the President.

Section 8.0 Removal

- 8.1 Commissioners can only be removed by a vote of the Pawnee Business Council.
- 8.2 A Commissioner may be removed for:
 - a. Non-Compliance of Pawnee Nation Committee and Commission Handbook
 - b. Non-attendance
 - c. Conduct

Section 9.0 Disputes

RESERVED