

**CONFEDERATED TRIBES OF COOS, LOWER UMPQUA AND SIUSLAW INDIANS**

**TRIBAL COUNCIL  
RULES OF PROCEDURE  
AND CONDUCT**

Section 1 AUTHORITY AND PURPOSE.....	1
Section 2 MEETINGS .....	2
2.1 Regular Meetings.....	2
2.2 Special Meetings.....	2
2.3 Other Meetings.....	2
2.4 Notice of Meetings.....	2
2.5 Meeting Agendas .....	2
2.6 Quorum. ....	3
2.7 Minutes of Proceedings.....	3
2.8 Tribal Chief Executive Officer Participation.....	3
2.9 Tribal Legal Counsel Participation. ....	3
2.10 Executive Sessions.....	3
2.11 Call for Recess. ....	4
2.12 Punctuality and Breaks. ....	4
Section 3 ORDER OF BUSINESS.....	5
3.1 Order of business: .....	5
3.2 Tribal Member Speakers.....	5
Section 4 CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS .....	6
4.1 Printed Form. ....	6
4.2 Action Required.....	6
4.3 Tribal Counsel to Approve.....	6
4.4 Distribution of Ordinances.....	6
4.5 Rules of Order.....	6
4.6 Order of Precedence of Motions.....	6
4.7 Reconsideration.....	8

4.8	Withdrawal of Motions.....	8
4.9	Amendments of Motions.....	8
Section 5 DUTIES AND PRIVILEGES OF TRIBAL COUNCIL MEMBERS .....		9
5.1	Right of Floor.....	9
5.2	Conflicts of Interest.....	9
5.3	Right of Appeal from Presiding Officer’s Ruling.....	9
5.4	Voting. ....	9
5.5	Excusal from Attendance.....	9
5.6	Tribal Council Member Expenses. ....	10
5.7	Tribal Council Pay.....	10
Section 6 PRESIDING OFFICER’S DUTIES .....		11
6.1	Presiding Officer.....	11
6.2	Call to Order. ....	11
6.3	Conduct of Meetings.....	11
6.4	Questions to be Stated.....	11
Section 7 CODE OF CONDUCT .....		12
7.1	Tribal Council Members.....	12
7.2	Tribal Staff.....	12
7.3	Tribal Members, Family Members, Guests and Visitors.....	13
7.4	Enforcement.....	13
Section 8 RULES SUSPENSION OR AMENDMENT .....		14
8.1	Suspension of Rules.....	14
8.2	Amendment of Rules. ....	14

Section 1  
AUTHORITY AND PURPOSE

The authority for these Rules is found in the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians' (Tribes) Constitution, Article VI, § 2, and CLUSITC 1-9. Tribal Council has all legislative and executive authority of the Tribes, including the authority to delegate executive authority.

The purpose of these Rules is to set forth uniform policies and procedures to promote effective performance of the responsibilities of the Tribal Council, to facilitate orderly and productive meetings of the Tribal Council and to establish clear expectations of all participants in meetings of the Tribal Council.

The provisions of these Rules shall apply to all Tribal Council members, Tribal staff, Tribal members and their families and guests, the media and visitors. It is the intent of the Tribal Council that these Rules will provide guidance to present and future Tribal Councils in carrying out their efforts and actions in accomplishing the role of tribal government and provide for continuity in conducting tribal business.

## Section 2 MEETINGS

### Regular Meetings.

The Tribal Council will meet at 10:00 a.m. on the second Sunday of each month. When the weekend of the scheduled Tribal Council meeting includes a national, state, or tribal holiday, the meeting shall take place on the third Sunday of the month.

The Tribal Council will hold a second regular monthly meeting, which will serve as a business meeting of the Council. The business meeting will be held at 6:00 p.m. on the last Wednesday of each month or at another time set by the Tribal Chairperson.

### Special Meetings.

A special meeting may be called by the Tribal Chairperson. In addition, three (3) or more members of the Tribal Council may cause a special meeting to be called by making a written request of the Chairperson. Only items on the agenda may be decided at a special meeting. Items not on the agenda may be discussed, but no action may be taken. A report of the special meeting and decisions made shall be given at the next regularly scheduled Tribal Council meeting.

### Other Meetings.

The Tribal Chairperson may call other meetings of the Tribal Council at a time and place to be designated by the Chairperson.

### Notice of Meetings.

Notice of Regular Meetings. The agenda and notice of meeting place for all regular meetings shall be published in the Tribal newsletter at least five (5) days prior to the scheduled regular meeting date.

Notice of Special and Other Meetings. Notice of a special or other meeting must be provided at least twenty-four (24) hours in advance to all members of the Tribal Council, unless waived in writing. Notice of a special meeting shall be deemed delivered upon the transmission of an email or facsimile by or at the direction of the Tribal Council Chairperson to a Tribal Council member at the email address or facsimile telephone number provided by the Tribal Council member for that purpose.

### Meeting Agendas

The Tribal Chairperson shall set the agenda for each regular meeting. The agenda shall include any item submitted upon the written request of two (2) or more members of the Tribal Council made at least ten (10) days before the scheduled meeting date. Items may be added to the agenda at a Tribal Council meeting upon the approval of at least three (3) members, but must receive at least five (5) votes in favor to decide any business related to such item.

The Tribal Chairperson shall set an agenda for each special meeting. The Tribal Council may discuss any matter at a special meeting, but may act only on items included on the meeting's agenda.

The Tribal Chairperson shall set an agenda for all other meetings of the Tribal Council.

Quorum.

Four (4) Tribal Council members constitute a quorum. The Tribal Council may conduct Tribal business only when a quorum is present to vote on a specific matter. In the absence of a quorum, the presiding officer shall announce the lack of a quorum. The Tribal Council may discuss relevant issues and hear from Tribal members and staff in the absence of a quorum, but shall take no action.

Minutes of Proceedings.

Public meetings. A written record shall be kept of all public Tribal Council proceedings. Such record shall be open for inspection by all Tribal members at any reasonable time in accordance with procedures established by the Chief Executive Officer.

Executive meetings. A written record shall be kept of all executive sessions of the Tribal Council. Such record will not be open for inspection by anyone unless the Tribal Chairperson authorizes the inspection in writing.

Tribal Chief Executive Officer Participation.

The Tribal Chief Executive Officer shall attend all meetings of the Tribal Council unless excused. The Tribal Chief Executive Officer may make recommendations to the Tribal Council and may take part in all discussions of the Tribal Council as requested by the presiding officer.

Tribal Legal Counsel Participation.

Legal counsel for the Tribes shall attend all meetings of the Tribal Council unless excused and shall, upon request of the presiding officer, give an opinion, either written or oral, on questions of law and Tribal Council procedure.

Executive Sessions.

The Tribal Council may hold one or more executive sessions during a regular, business, special or other meeting.

The Tribal Council shall discuss and decide in executive session personnel matters and matters relating to the internal activity of Tribal Council members, as required by the Tribal Constitution.

The Tribal Council may, in its discretion, discuss and decide any matter in executive session. As a matter of policy, it is the intent of the Tribal Council to limit the discussion or decision of

matters in executive session to those matters the Tribal Council in its discretion deems sensitive or confidential.

A motion to convene in executive session shall state the general subject matters of the executive session. The Tribal Council shall discuss or decide in executive session only those matters identified in the motion to convene in executive session.

During an executive session, the Tribal Council shall exclude from the meeting room all persons except members of the Tribal Council and those persons requested by the Tribal Council to be present to assist with matters to be discussed or decided.

Executive sessions are subject to all provisions of the Tribal Constitution, the Tribal Code and these Rules regarding quorum requirements, the role of the presiding officer, conduct, and the procedure for consideration of ordinances, resolutions and motions.

The general subject matters discussed and any decisions made in executive session shall be included in the minutes of the Tribal Council meeting during which the executive session was held.

#### Call for Recess.

The Tribal Council may recess a meeting at any time by motion and continue its meeting to a later time, without giving further notice. Roll call shall be taken when the meeting reconvenes.

#### Punctuality and Breaks.

Tribal Council members shall arrive at Tribal Council and committee meetings at or before the scheduled time for the meeting to begin. If a quorum of the Tribal Council has not arrived at a committee meeting within 15 minutes after the scheduled starting time of the meeting, the presiding officer may cancel the meeting.

### Section 3 ORDER OF BUSINESS

Order of business:

Tribal Council meetings will be conducted in the order set out in the agenda and as stated below. The agenda may be modified by the chairperson or by the majority of the Tribal Council.

The order of business at Sunday regular meetings of the Tribal Council is as follows: Call to order, Invocation, Roll call, Agenda add-ons, Approval of agenda, Approval of the minutes, Tribal Council reports, Chief Executive Officer's report, Committee reports, Old business, New business, Good of the Tribes, Executive session, Adjournment.

The order of business at Wednesday business meetings of the Tribal Council is as follows: Call to order, Invocation, Roll call, Agenda add-ons, Approval of agenda, Approval of minutes, Chief Executive Officer's report, Tribal financial report, Three Rivers Casino report, Gaming Commission report, Old business, New business, Executive session, Adjournment.

Tribal Member Speakers.

At regular meetings and business meetings, an enrolled Tribal member may address the Tribal Council in accordance with the following rules:

Speakers must comply with the Code of Conduct in Section 7 of these Rules.

Persons wishing to speak must notify the presiding officer by raising his or her hand. The person will then wait until he or she is recognized by the presiding officer before speaking. All persons will address the Tribal Council only from the podium and will speak into the microphone.

No person may speak twice on a subject until all individuals wishing to speak on the issue have done so.

Each speaker shall be limited to no more than three (3) minutes on any one agenda item, unless the presiding officer decides otherwise.

The presiding officer may decide whether and when to receive comments from Tribal members on agenda items or other matters.



Section 4  
CONSIDERATION OF ORDINANCES, RESOLUTIONS, AND MOTIONS

Printed Form.

All proposed ordinances and resolutions shall be presented to the Tribal Council in printed form.

Action Required.

Ordinance - All final decisions of the Tribal Council on matters of general and permanent interest shall be by ordinance. Ordinances will be codified as appropriate and the Code will be maintained on the Tribes' website. Ordinances shall be collected and made available to the tribal members and others affected upon reasonable request.

Resolution – All final decisions of the Tribal Council on matters of temporary interest shall be by resolution. Resolutions shall be collected and made available to tribal members and others affected upon reasonable request.

Tribal Counsel to Approve.

All resolutions and ordinances shall be approved as to form by the Tribes' general counsel.

Distribution of Ordinances.

The Tribes' administrative staff shall prepare copies of all proposed resolutions and ordinances to be available for distribution to all members of the Tribal Council at the meeting at which the resolution or ordinance is introduced, or at such earlier time as is appropriate.

Rules of Order.

All questions of procedure shall be decided by motion duly passed or by the ruling of the presiding officer if no objection is heard.

The most recent edition of Robert's Rules of Order Revised shall be used as a guideline for procedural questions.

Legal counsel present at the meeting shall serve as parliamentarian, and advise the Tribal Council on matters of procedure.

Order of Precedence of Motions.

The following motions shall have priority in the order indicated. A motion can be introduced if it is higher on the chart than the pending motion.

<b>PURPOSE</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
----------------	-----------------	-------------------	-------------	----------------	---------------	--------------

<b>PURPOSE</b>	<b>YOU SAY:</b>	<b>INTERRUPT?</b>	<b>2ND?</b>	<b>DEBATE?</b>	<b>AMEND?</b>	<b>VOTE?</b>
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for...	No	Yes	No	No	Majority
Require that the agenda be followed	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily (table)	I move to lay aside the question on the table	No	Yes	No	No	Majority
Close debate (call for the question)	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to . . .	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

#### Reconsideration.

A motion to reconsider any action of the Tribal Council may be made, seconded, and voted on not later than the next scheduled meeting of the Tribal Council.

A motion to reconsider an action of the Tribal Council may only be made by a Tribal Council member who voted with the prevailing side. It can be seconded by any Tribal Council member. No question shall be twice reconsidered except by unanimous vote of the Tribal Council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

#### Withdrawal of Motions.

A motion may be withdrawn or modified by its mover without asking permission until the motion has been stated by the presiding officer. If the mover modifies the motion, the seconder may withdraw the second. After the question has been stated, the mover shall neither withdraw it nor modify it without the consent of the Tribal Council.

#### Amendments of Motions.

No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.

Section 5  
DUTIES AND PRIVILEGES OF TRIBAL COUNCIL MEMBERS

Right of Floor.

A Tribal Council member who desires to speak must be recognized by the presiding officer. No member shall address the presiding officer or demand the floor while a vote is being taken.

Conflicts of Interest.

No Tribal Council member shall vote in any matter wherein he or she or a member of his or her immediate family—parents, children, spouses, brothers, and sisters—has a direct personal interest, including but not limited to employment contracts, project funding, appointments to Tribal committees or removal from the Tribal Council. Whenever a Tribal Council member believes that a potential conflict of interest exists other than the conflicts described above, the member shall declare the conflict at the start of the discussion of the appropriate agenda item. Once the conflict is declared, the Tribal Council member may participate in the discussion of and vote on the matter.

Right of Appeal from Presiding Officer's Ruling.

Any Tribal Council member may move to appeal to the Tribal Council from a ruling of the presiding officer. If the motion to appeal is seconded, the Tribal Council member making the appeal may briefly explain the basis for the motion; but there shall be no debate on the appeal, and no other Tribal Council member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the Tribal Council members present vote in favor, the ruling of the presiding officer is sustained; otherwise, it is overruled.

Voting.

Matters of business shall be decided by majority vote, except where otherwise required by the Tribal Constitution or the Tribal Council's own rules as set forth by ordinance.

Voting shall be by roll call and recorded in the minutes.

Every Tribal Council member present when a question is called shall vote either "Yes" or "No" except on matters involving a disqualifying conflict of interest or the consideration of the Tribal Council member's own official conduct.

After the result of a vote is announced, a Tribal Council member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the Tribal Council members present.

Excusal from Attendance.

Tribal Council members are expected to attend meetings and stay in attendance during each meeting. No member shall be excused from attendance at a Tribal Council meeting except for good and valid reasons. Tribal Council members shall notify the presiding officer of the need to miss a meeting as much in advance of the meeting as possible.

Tribal Council members who must miss a regular meeting shall provide written notice of his or her excuse to the presiding officer of the meeting. The absence will be deemed excused if the written notice is accepted by a majority vote of the other members of the Tribal Council.

#### Tribal Council Member Financial Responsibility.

For travel or event participation any reasonable expenses incurred by Tribal Council members in the performance of their official duties will be advanced or reimbursed in accordance with Tribal policy applicable to Tribal Government.- Travel or event participation must be approved by Council majority prior.

#### 5.7 Tribal Council Pay.

Effective January 1, 2022, General Counsel voted to approve Tribal Council stipends at a Special Election held on December 19, 2021.

Tribal council members who are currently employed shall receive a monthly stipend in the amount of \$1,800.00.

Tribal council members who are not employed shall receive a monthly stipend in the amount of \$3,600.00.

Should the employment status of a Council member change, it is the obligation of that council member to report the status change to the Chief Financial Officer and Tribal Council meeting by the next scheduled Tribal Council meeting following the change.

Council stipends shall be paid bi-monthly through the Tribal Government Payroll system and shall be reported to the IRS as income.

Section 6  
PRESIDING OFFICER'S DUTIES

Presiding Officer.

The presiding officer for a meeting of the Tribal Council shall be the Tribal Council Chairperson. In the Chairperson's absence, the presiding officer shall be the Tribal Council Vice-Chairperson. In the absence of the Tribal Council Chairperson and Vice-Chairperson, the presiding officer shall be the Tribal Chief. In the absence of the Tribal Council Chairperson, Tribal Council Vice-Chairperson and the Tribal Chief, the presiding officer will be a Tribal Council member determined by a majority of the Tribal Council members present at the meeting or determined by the drawing of lots if a majority of the Tribal Council cannot be obtained.

Call to Order.

The meetings of the Tribal Council shall be called to order by the Tribal Chief.

Conduct of Meetings.

The presiding officer shall conduct the proceedings of the Tribal Council, including enforcement of these Rules of Procedure and Conduct.

Questions to be Stated.

The presiding officer shall state all questions submitted for a vote and announce the result.

Section 7  
CODE OF CONDUCT

Tribal Council Members.

Tribal Council members shall abide by the expectations set forth in CLUSITC 1-9.

During Tribal Council meetings, Tribal Council members shall assist in preserving order and decorum. Tribal Council members shall not delay or interrupt the proceedings or refuse to obey the directions of the presiding officer or the rules of the Tribal Council.

A Tribal Council member desiring to speak shall notify the presiding officer and, upon recognition by the presiding officer, shall confine remarks or questions to the particular matter before the Tribal Council at that time, avoid discussion of personalities and indecorous language, and refrain from personal attacks and verbal abuse.

A Tribal Council member desiring to question the administrative staff shall address questions to the Tribal Chief Executive Officer, who shall be entitled either to answer the inquiries or to designate some member of Tribal staff for that purpose. Tribal Council members shall not berate or admonish Tribal staff members.

A Tribal Council member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member, or unless the speaker chooses to yield to questions from another member. If a Tribal Council member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled not to be in order, the member shall remain silent or make additional remarks so as to comply with rules of the Tribal Council.

Tribal Staff.

In addition to the presiding officer's authority to preserve decorum in meetings, the Tribal Chief Executive Officer is responsible for the orderly conduct and decorum of all Tribal employees under the Tribal Chief Executive Officer's direction and control.

The Tribal Chief Executive Officer shall take such action as may be necessary to ensure that decorum is preserved at all times by Tribal employees in Tribal Council meetings.

Members of Tribal staff shall not speak to the Tribal Council except when recognized by the presiding officer and shall limit their remarks to the matter under discussion.

All remarks and questions addressed to the Tribal Council shall be addressed to the Tribal Council as a whole and not to any individual member.

Any employees who are also members of Tribal Council must keep both positions separate at all times. During normally scheduled working hours, the employee must have expressed approval from their supervisor or director to perform any Tribal Council related business during this time. All time spent to Tribal Council business must be reflected in the employee's timecard.

It's prohibited to use ones' status on Tribal Council to manage their specific position. To use this status when performing an employees work constitutes a conflict of interest and can be grounds for progressive action up to and including termination. Employees who are also Tribal Council members must follow the chain of command when problem resolution is necessary. (*CTCLUSI Employee Handbook EFFECTIVE: February 1, 2022*)

Tribal Members, Family Members, Guests and Visitors.

Tribal members and their family members and guests are welcome to attend all public meetings of the Tribal Council and will be admitted to the Tribal Council chamber or other room in which the Tribal Council is meeting up to the fire safety capacity of the room. Only enrolled Tribal members may address the Tribal Council during a meeting.

Persons attending a Tribal Council meeting shall refrain from private conversations or from other disruptive conduct, and from making personal, impertinent, profane or slanderous remarks. Persons may address the Tribal Council only when recognized by the presiding officer and will not interrupt other speakers. Persons speaking during a Tribal Council meeting shall follow the directives of the presiding officer, shall avoid any disruptive conduct or speech, and shall avoid discussion of personalities, indecorous language, personal attacks or threatening or abusive speech.

Enforcement.

The presiding officer shall be responsible for assuring that order is maintained during all meetings of the Tribal Council.

Any person who interrupts or interferes with the Tribal Council meeting, who makes personal, impertinent, profane or slanderous remarks or who becomes disruptive while addressing the Tribal Council or while attending the Tribal Council meeting shall be removed from the room by the sergeant-at-arms if so directed by the presiding officer, and such person shall be barred from the remainder of the Tribal Council meeting. If the presiding officer fails to act, any member of the Tribal Council may move to require enforcement of these rules, and the affirmative vote of a majority of the Tribal Council shall require the presiding officer to act.

The presiding officer shall warn a person to cease his or her disorderly conduct before ordering his or her removal unless the delay caused by issuing such a warning would create risk of injury or harm to the person or others.

The presiding officer may bar from future Tribal Council meetings any person who engages in repeated conduct in violation of these policies or who, in the discretion of the presiding officer, presents a threat of physical or verbal abuse to others in attendance.

The Tribal Chief Executive Officer shall arrange for a qualified person to attend each Tribal Council meeting to serve as sergeant-at-arms for the meeting, unless excused from that duty by the Tribal Council Chairperson.



Section 8  
RULES SUSPENSION OR AMENDMENT

Suspension of Rules.

Any provision of these rules not governed by the Tribal Constitution or Tribal Code may be temporarily suspended by a two-thirds vote of the members of the Tribal Council present. The vote on any such suspension shall be taken by roll call and entered in the record.

Amendment of Rules.

These rules may be amended, or new rules adopted, by a majority vote of the members of the Tribal Council present.

Adopted/ Amendments

Created September 11, 2011, Resolution 11-074

Amended March 30, 2022, Resolution 22-041