



Native Village of Chitina

PO Box 31, Chitina, Alaska 99566

(P) 907-823-2215 (F) 907-823-2285

W: www.tsedina.org E: tribaladministrator@tsedina.org

POLICIES AND PROCEDURES

FOR THE COUNCIL MEMBER OFFICERS

MAY 2016

(Addendum to the NVC By-laws)

POLICIES AND PROCEDURES GUIDELINES

POLICY

The Policies and Procedures Manual related to the Council Members will be an integral component to the Native Village of Chitina (NVC) and will be consistent with the NVC By-Laws.

PROCEDURES

- A) Once the Council Members identify the need for new and/or revised policies and procedures, the matter will be referred to the President who will appoint the Board Secretary or other NVC Staff to prepare one or more drafts for consideration by the Council Members.
- B) The Council Members will review policies and procedures drafts, direct the President to make the revision of such drafts as required and when satisfied that the draft meets the requirements of the Native Village of Chitina approves the new and/or revised policies and procedures.
- C) The President will distribute new and/or revised policies and procedures to the Council Members in a timely manner.
- D) Approved new and/or revised policies and procedures must be signed by the President and the Secretary/Treasurer of the NVC Council Members and contain the revised date.
- E) Within thirty (30) days following approval and sign-off by the Council Members of new and/or revised policies and procedures, the new and/or revised policies and procedures will be implemented by incorporation in the appropriate section of the NVC manual.
- F) The Council Member Manual will be reviewed annually to reflect new and/or revised policies and procedures, which may be identified during the annual review process or during the periodic reviews throughout the year.

STRATEGIC DIRECTION

POLICY

The Council Members will establish appropriate strategic directions for the NVC. The strategic directions will identify at a minimum, the following elements:

- The vision of NVC
- The mission of NVC
- Values and beliefs that will guide decision-making within the NVC
- Strategic Directions for the NVC
- Specific goals or objectives and/or strategic initiatives that will enable NVC to meet established strategic direction; and,
- Performance criteria/measures that will enable NVC to determine objectively whether strategic directions have been achieved.

PROCEDURES

- A) The President of the Council Members will lead the Council in the development and revisions of any strategy for the NVC. The President may be assisted in this matter by an external facilitator.
- B) The strategy will be maintained by the President.
- C) The strategy, including revisions, will be made available to the Council Members, Tribal Members, NVC Staff, State and Federal and/or BIA Contractors of the NVC.
- D) All Council Members of NVC will be knowledgeable of the strategy for implementation.

MISSION STATEMENT:

Preserving Our Heritage, Promoting Our Health and Well-Being, Providing Success for Our Future Generations

COUNCIL MEMBER STRUCTURE

POLICY

NVC is governed by elected Council Members. A Council Member is a duly elected or appointed member of the Council.

The Council Members shall consist of:

- President
- Vice President
- Secretary/Treasurer
- Council Member (2)
- Elder Advisory (By Appointment)

Roles of Council Members:

PRESIDENT

The President shall preside at all meetings of the Council and shall execute on behalf of all contracts, leases, and other documents approved by the Council Members. The President will have general supervision of all other Council Members and oversee that their duties are properly performed.

VICE PRESIDENT

The Vice President will assist the President when called upon to do so. In the absence of the President, the Vice President shall have precedence and all rights, privileges, duties and responsibilities of the President.

SECRETARY/TREASURER

The Secretary/Treasurer shall keep the minutes of all the meetings, unless the Council Members appoint a Board Secretary or another individual. The Secretary/Treasurer shall attest to the enactment of all resolutions and ordinances. Copies of all minutes, resolutions, and ordinances shall be submitted to him/her as soon as enactment has taken place. The Secretary/Treasurer shall issue all meeting notices, elections, and conduct all general correspondence as directed by the by the Council. The Secretary/Treasurer shall carry out the financial directives of the Council.

EXPIRATION OF TERM

Any Council Member Officer at the expiration of their term of office shall turn over all records and documents in their possession to their successor or to the NVC Administration Department.

The Mandate of the Council is to govern the operations of NVC by:

- Setting Direction and Policy
- Providing leadership to NVC
- Advocating on behalf of Council and Tribal Members Authority.

The NVC membership has charged the NVC Council Members to conduct the affairs of the NVC.

The Council Members derive its power and authority from the following sources:

- Tribal Members

- By-Laws and Provisions of NVC

The Council Members govern as a collective entity. All decisions are made by motions at a duly convened meeting of the Council Members or a Committee of the Council.

The Council speaks with one voice.

The Council is accountable to the Tribal Membership for the success of the NVC carrying out its mission.

PROCEDURES

- A) The structure of the NVC Council Members will be documented and maintained by the President.
- B) The President will update the structure of the Council Members within thirty (30) days of any changes approved by the Council Members.
- C) Organizational charts will be made public to Tribal Members and other affiliations to NVC.

Responsibilities of the Council Members as a whole:

The Council Members **shall function** as a single entity:

- Is responsible for establishing and communicating the mission of NVC
- Is responsible for setting long and short-term goals for NVC
- Has responsibility for the operation and implementing the policies of NVC
- Is responsible for the development, implementation and monitoring of the framework, governance and operational policies of the NVC and its programs and services
- Reviews, directs changes to, and approves operational plans, budgets, policies, and reports for NVC
- Develops and ensures Tribal and community awareness regarding the purpose of NVC
- Participates in clarification and resolution of issues
- Plans for and ensure the conduct of the Annual Meeting of the NVC
- Advises the Tribal Members on activities of NVC and makes recommendations to the Tribal Members for their consideration and action
- Reports to the Tribal Members on future plans, as well as on the programs and services offered by the NVC
- Oversees management of NVC funds and projected funds for NVC
- Accountable to the Village and Community of Chitina and is responsible for the continuity of the management and administration of NVC
- Supports and gives guidance to the Village Administrator of NVC in the hiring, conditions of employment and termination of staff
- The NVC Council works as a team
- The Council Member is accountable to the Chitina Village and Community
- All Council Members will conduct themselves as being accountable, open and transparent

The Council Members are expected to become active participants in their elected capacity and duty. In carrying out their duties, each Council Member is responsible for exercising due diligence in the performance of their duties, as follows:

- Acknowledge and respect the customs, history, and traditions of NVC and be respectful of the Ahtna Athabascan Culture
- Understand, adhere to and implement the By-Laws, business plan, governance and policies of NVC
- Be informed of the relevant and applicable provisions of the laws that are relevant to the work of NVC
- Attend Council meetings, conference calls, read minutes, check and respond to emails regularly and provide feedback
- Understand and respect the structure of NVC, including the distinction in the roles of the Council
- Declare in writing within a reasonable time-period any apparent or real conflict of interest to the Council
- Exercise the same degree of care, diligence, and skill that a reasonably prudent person would show in comparable circumstances
- Not act individually on any matter, unless authorized by the full Council to do so
- Have knowledge of Federal and State guidelines and policies
- Keep informed and communicate to the Council and Tribal Members the key economic development activities, trends, news, and opportunities relevant to NVC

- Establish meaningful strategic linkages with applicable organizations, federal and state organizations, and the private sector relevant to the NVC to promote understanding and acceptance of objectives and goals of the NVC

Furthermore, an effective Council Member

- A) Provides notification in advance if unable to attend a Council meeting or conference call.
- B) Must notify the accounting department of his/her attendance and travel plans no later than seven (7) days prior to the scheduled meeting date. If notifications are not received within the seven (7) day period, Council checks will be processed the week after the Council Meeting.
- C) Read minutes, reports, and financial statements that are provided in advance of meetings to identify errors, omissions, and actions that require follow-up.
- D) Prepares reports, motions, policies, etc. in writing when required.
- E) Maintains a dress code and code of conduct that is consistent with the professional image that NVC wants to promote, keeping in mind that Council Members are 'Role Models' and 'Representatives' of NVC.

CODE OF CONDUCT:

The members of the Council for the NVC are expected to conduct themselves in a manner that exemplifies their status as leaders and role models for the Chitina Athabascan Indian Tribe.

The Council Members are expected to act in a manner that recognizes that NVC staff, NVC Tribal members, non-tribal members, Business associates, and all Ahtna Athabascan people are entitled to be treated with respect and dignity.

In order for the Council Members to be effective, Council Members will:

- Conduct themselves responsibly and courteously in all affairs when they are representing the NVC
- Endeavor to attend and participate in all Council and General Meetings and conference calls
- Not act or make decisions that will benefit themselves or their own organizations directly without the express written permission of the Council
- Endeavor to work together respectfully in all NVC and conduct business in a legal and professional manner

INAPPROPRIATE CONDUCT:

A report will be produced orally or in writing when the event of inappropriate conduct of a Council Member. Reports must be submitted in writing and directed to the President, who shall present the report within seven (7) days to the Council Members, which is constituted of the NVC President, Vice President, Secretary/Treasurer, and two (2) Council Members.

A report received by the Council shall be provided to the Council Member who is the subject of the report and to the Council. The Council may, upon review of the report:

- A) Dismiss the allegations contained in the report.
- B) Render a summary decision with respect to the allegations contained in the report, or
- C) If it is determined that the allegations in the report warrant a Council review.

In the event a review is deemed appropriate, the Council Member who is the subject of the report and the person who had reported the inappropriate conduct of the Council Member shall be invited to attend and present their positions with evidence in support to the Council. The parties to the Council review may be represented by an advocate who may include legal counsel.

In the event the allegations in the report are substantiated, the Council shall render a decision in which the Council must consider the principle of progressive discipline, and which may include the following:

- A) Referral to the NVC Council Members for review and determination.
- B) Disciplinary letter.
- C) Removal or reduction of duties or functions relating to that Council Member portfolio.
- D) Suspension.
- E) Removal pursuant to the NVC By-Laws, or
- F) Such other disciplinary action which may be deemed appropriate.
- G) The Council Members' decision can be appealed. In the event an individual is one of the Council Members, that member shall excuse themselves from sitting as a Council Member in review or for the determination of the report.

FIDUCIARY DUTY:

The NVC By-Laws recognize that the Council Members of the NVC have a fiduciary relationship and duty to all NVC Tribal members and that a breach of that relationship and duty will result in being disqualified as a Council Member of the NVC.

The Council Member's fiduciary duties may include:

- Acting honestly and in good faith in the best interests of the NVC Tribal members and NVC as a whole.
- Exercising power with loyalty and care.
- Listening and acting when possible to represent the concerns of members.
- Not predetermining issues.
- Adhering to principles of natural justice and administrative fairness in transacting Council business.
- Negotiating business deals based upon prevailing business practices.
- Providing guidance to the President to aid in performing his/her job duties.
- Ensuring and providing support to the President on managing the supervision of staff, contractors, and professionals.
- Not making arbitrary decisions that benefit one member to the exclusion of another.
- Ensuring the financial management of NVC is based upon prevailing accounting practices, and
- Securing assets, i.e., keys, passwords, seals, and checks.

All Council Meetings and group discussions will be facilitated in the parliamentary procedure format of the Robert's Rules of Order and NVC Constitution and By-Laws.

NOTICE OF MEETING

A formal notice to Council Member Officers will be in written form and mailed in advance by the Board Secretary or appointed personnel. The notice must be distributed in an adequate time frame for a response regarding attendance.

COUNCIL TRAVEL PROCEDURES

BOARD FEES AND PER DIEM REQUEST

- A) *It is the responsibility of the Council Member Officer to submit request forms for payment of Board Fees and Per Diem in advance to the financial department of the NVC office.*
- B) *Mileage is paid to the Council Member **only** if the Council Member uses their own personal vehicle.*
- C) *Lodging and Per Diem fees will not exceed the Government Conus Rate. It is the requesting Council Members' responsibility to submit receipts.*
- D) *Council Members must submit a Trip Report for each meeting attended.*

QUORUM

A Quorum of the Council Members shall be of three (3) members, and no business shall be conducted or transacted unless a quorum has been established.

MEETINGS

- A) *Regular meetings of the Council will be held over two separate periods. 1) March through September, the meetings will be held in Chitina, Alaska, and 2) October through February, the meetings will be held in Anchorage, Alaska. The meetings will take place on a designated date, time and place.*
- B) *Special Meetings will consist of all Council Members, and the President has the right to call the special meeting at a designated date, time and place, when requested or if needed.*
- C) *Annual Meetings of the general Tribal Membership of the Native Village of Chitina shall be held annually. The date, time and place of the annual meeting will be determined by the Council Members.*
- D) *The President may call Special Meetings of the Tribal Membership upon receipt of a petition of 30 percent of the Tribal Members of the Native Village of Chitina.*
- E) *Regular meetings will be held once per month each year and one Annual Meeting per year.*

APPROVAL AND ADOPTION:

This policy was approved and adopted by a legal vote of the Council Members on this _____ day of _____, 2025.

By the vote of _____ Yes _____ No _____ Abstain

ATTEST:

President

Date

Secretary/Treasurer

Date