

# UNITED HOUMA NATION

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## PUBLIC NOTICE

**The following draft Committee Standards Ordinance is on public display as required in the Administrative Procedures Ordinance for the establishment of new UHN ordinances.**

**A Public Hearing will be held to accept public comment on the proposed ordinance on:**

**Saturday, September 11, 2010  
Dularge Baptist Church  
2567 Bayou Dularge Road  
Theriot, LA 70397  
10:00 a.m.**

**Other comments will be taken up to Thursday, September 9, 2010 with Lanor Curole at [lanor@unitedhoumanation.org](mailto:lanor@unitedhoumanation.org)**

# **United Houma Nation Committee Standards Ordinance**

## **Section 1. Title**

This Ordinance shall be entitled the Committee Standards Ordinance of the United Houma Nation.

## **Section 2. Authority**

This Ordinance is enacted pursuant to the inherent sovereign authority of the United Houma Nation and in accordance with the Constitution of the United Houma Nation as specified in Art. VII, Sec. 7.

## **Section 3. Purpose**

The United Houma Nation Tribal Council, as the governing body of the United Houma Nation, in order to enhance our ability to be a self-governed and self-determined people declare the purpose of this Ordinance as follows:

- (a) Describe the authority delegated by the United Houma Nation Tribal Council to its duly authorized committees.
- (b) Describe the relationship between the United Houma Nation Tribal Council to its duly authorized committees.
- (c) Describe the procedures and requirements which each committee must adhere to in order to achieve the goals of this Ordinance and the policies of the Tribal Council.

## **Section 4. Applicability**

The provisions of this Ordinance will apply to all committees established herein.

## **Section 5. Definitions**

Terms used in this Ordinance shall have the following specific meanings. Where a term is not defined by this section it will be given its ordinary meaning.

- (a) "Nation" shall mean the United Houma Nation.
- (b) "Citizen" shall refer to an enrolled "member" or "citizen" of the United Houma Nation.
- (c) "Tribal Council" shall mean the United Houma Nation Tribal Council.
- (d) "Policy" means a directive of the Tribal Council consistent with the United Houma Nation Constitution, Houma culture or other general principles by which the Tribal Council performs its obligation to the Houma People.

- (e) “Committee” means a Committee established by Ordinance of the Tribal Council.
- (f) “Ad Hoc Committee/Working Group” a working group with a specific task assigned to it by the Tribal Council formed by resolution and not by ordinance.
- (g) “Constitution” refers to the United Houma Nation Constitution.

#### Section 6. **Severability**

In the event that any provision in this Ordinance is held invalid or unenforceable, it is the intent of the Tribal Council that the remaining provisions of this Ordinance shall continue in full force and effect.

#### Section 7. **Amendment**

This Ordinance can be amended only in accordance to the Administrative Procedures Ordinance Sec. 6 (h).

#### Section 8. **Authorized Committees**

The following Committees are authorized by this Ordinance. (a) Enrollment and (b) Election committees are authorized by their perspective ordinances.

- (c) Tribal Security and Community Services
- (d) Personnel and Administrative
- (e) Budget & Finance
- (f) Tribal Government

#### Section 9. **Committee Structure**

Committee membership and qualifications.

- (a) Specifics in this Ordinance are applicable to the Enrollment and Election only in sections not in conflict with their perspective Ordinances.
- (b) Each Committee shall consist of five (5) members who shall each be citizens of the United Houma Nation.
- (c) Each Committee shall have a Committee Chair who is elected annually by the members of that Committee. With the exception of the Finance Committee which shall be chaired by the Tribal Treasurer.
- (d) Tribal Security and Community Services, Personnel and Administrative, and Finance shall have at least one member from the Tribal Council. The Tribal Government Committee will consist of only Tribal Council members.

#### **Section 10. Appointment Procedures**

The Tribal Council may make appointments to the Committees based upon the recommendation of the Committee or on its own initiative. Committee members shall be citizens of the United Houma Nation and subject to the same ethics code as the Tribal Council. Tribal Council members will serve on Committees but shall not constitute over fifty (50) percent of the Committee membership, except for the Tribal Government Committee. The Tribal Council shall appoint all Committee members by resolution.

#### **Section 11. Terms of Members**

Committee members serve 3 year terms and may only serve a total of three terms.

#### **Section 12. Vacancy, Removal and Resignation**

Committee members can resign of their own volition. Committee members can be removed by a majority recommendation of the Committee with the approval of the Tribal Council. Vacancies will be filled by the Tribal Council in accordance with Sec. 10 of this Ordinance.

#### **Section 13. Meetings and Voting**

Committees shall schedule regular meetings at least quarterly. Additional meetings may be scheduled as needed.

Voting shall be by consensus. If consensus cannot be reached, then a majority vote shall prevail.

#### **Section 14. Reporting**

Each Committee will report to the Tribal Council at the first scheduled Council meeting following the Committee meeting.

#### **Section 15. Duties of Committees**

Each Committee has specific task allocated to them by the Tribal Council including the oversight of programs assigned to them. They are as follows;

- (a) Enrollment; duties are specified in the Enrollment Ordinance.
- (b) Election; duties are specified in the Election Ordinance
- (c) Tribal Security and Community Service; Responsible for developing and coordinating Tribal Emergency Response and Hazard Mitigation efforts. For overseeing and directing relief services in coordination with the Tribal Administrator. For the coordinating the dispensing of grant funding for community services and disaster relief in accordance with Tribal Council policy and the stipulations of the grant funding agencies.
- (d) Personnel and Administration; Responsible for carrying out the hiring policies of the Tribal Council, in coordination with the Tribal

Administrator. Employment opportunities, salaries and job qualifications are specified by the Tribal Council who then authorizes this Committee to carry out the employment process in accordance to those criteria. The Council reserves to itself the responsibility of hiring department heads and Tribal Administrators. This Committee is available to assist the Tribal Council in all personnel matters stipulated in the United Houma Nation Personnel Manual.

- (e) Budge & Finance; Responsible for overseeing the management of Tribal finances and making recommendations to the Tribal Council for the approval of Tribal financial reports. Committee will oversee all financial dealings and audits in accordance with the United Houma Nation Constitution, Articles of Incorporation, Administrative Procedures Ordinance and Code of Government Ethics Ordinance.
  
- (g) Tribal Government; Responsible for coordinating the tribes federal recognition effort. To work as the lead agency of the Tribal Council in coordination with the Principal-Chief in representing the United Houma Nation before all relevant government entities. For reviewing all tribal laws and statutes and to make recommendations to the Tribal Council for proposed amendments to the Constitution and Ordinances. Will hear and make recommendations to the Tribal Council to resolve Constitution disputes.

#### **Section 16. Records**

All Committees shall keep records of their meeting such as sign-in sheets and minutes and shall make them available to the Tribal Council for review.

#### **Section 17. Exceptions**

Nothing in this Ordinance would prevent the formation of informal Ad Hoc Working Groups to deal with situations and events not included in the scope of this Ordinance. Examples include but are not limited to the Mound Committee and the Banquet Committee.

#### **Section 18. Implementation**

All Committees have thirty-five (35) days from the approval of this Ordinance to comply with the stipulations and regulations herein.