

STATE-TRIBAL ECONOMIC DEVELOPMENT COMMISSION INTERNAL MANAGEMENT PROCEDURES

- A. NAME:** STATE-TRIBAL ECONOMIC DEVELOPMENT COMMISSION; the Commission is administratively attached to the Department of Commerce, Helena, MT.
- B. PURPOSE:** Pursuant to Section 90-1-132, MCA, assist, promote, encourage, develop, and advance economic prosperity and employment on Indian reservations in Montana by fostering the expansion of business, manufacturing, tourism, agriculture, and community development programs; cooperate and act in conjunction with other organizations, public and private, to benefit tribal communities; recruit business enterprises to locate on or invest in enterprises on the reservations; and identify, obtain, and coordinate federal, state, and private sector gifts, grants, loans, and donations to further economic development on the Indian reservations in Montana.
- C. COMPOSITION:** Pursuant to Section 90-1-131, MCA, the Commission consists of eleven (11) members appointed by the Governor. Any vacancy on the commission shall be filled in the same manner as the original appointment.
- D. ELECTION OF OFFICERS:** Pursuant to Section 90-1-131, MCA, a presiding chairperson shall be elected annually by the Commission from among the members during the first meeting of the fiscal year. A vice chairperson shall be elected annually by the Commission during the first meeting of the fiscal year. The presiding chairperson shall preside at all Commission meetings and hearings, call special meetings, and perform the duties normally conferred by parliamentary usage on such presiding chairperson and other such duties as may be properly prescribed. In the absence of the presiding chairperson, the vice chairperson shall perform the duties of the presiding chairperson.
- E. MEETINGS:** Meetings will be held at a minimum of each calendar quarter as determined by the Commission. The Commission shall determine the location of the meetings. Special meetings may be called by the presiding officer and shall be called upon the written request of three members of the Commission. The Administrative Specialist to the Commission shall send, at least two (2) days in advance, written notice of any special meeting to all members. The Administrative Specialist to the Commission shall record the minutes of all regular and special meetings.
- F. NOTIFICATION:** All meetings of the Commission and its committees shall comply with Montana law as it applies to open public meetings.
- G. QUORUM AND PROCEDURE:** Pursuant to Section 90-1-131, MCA, a quorum of the Commission shall consist of six members. The affirmative vote of the majority of the members present is sufficient for any action taken by the Commission. The presiding officer may make and second motions and participate in all votes. The rules contained in the most current edition of Robert's Rules of Order shall generally be adhered to in the conduct of all meetings unless these procedures or state law provides otherwise.
- H. ORDER OF BUSINESS:**
- (a) Unless otherwise voted by a majority vote of the members present, the order of business at regular meetings shall be:
- (1) Welcome/Purpose of Gathering
 - (2) Public Comment on Non-Agenda Items
 - (3) Approval of Minutes and Actions Thereon

- (4) Reports
- (5) Ongoing Business
- (6) New Business
- (7) Other Business
- (8) Adjournment

(b) Only those items included on the agenda and that are part of the materials mailed to the Commission members may be acted upon at that particular meeting. New business may be introduced without prior notice only for the purpose either of Commission action at a future meeting or referral to a committee or Commission staff for study or consideration.

I. VOTING: All members who do not declare a conflict of interest shall vote; votes may be registered as aye (or yes), nay (or no), or pass. After an initial count of votes, the presiding officer may provide members wishing to change their votes the opportunity to do so. In the event of a tie vote, the item shall not pass.

J. COMMITTEES: Such committees, standing or special, shall be appointed from the members by the presiding officer as the Commission shall from time to time deem necessary to carry on the work of the Commission.

K. EXECUTION OF DOCUMENTS: When legal documents are executed, the document shall be signed by the presiding chair on behalf of the Commission. Pursuant to section 30-18-101 *et seq.*, MCA, the electronic signature of the presiding chair shall have the full force and effect of an original signature.

L. MAINTENANCE OF RECORDS: The Administrative Specialist shall be responsible for the maintenance of any and all records of the Commission. Records shall be kept at the Commission's offices and shall be available for inspection during normal business hours.

M. AMENDMENT OF PROCEDURES: Amendments to these procedures may be initiated by any member of the Commission. Proposed amendments must be considered at a regular meeting and approved by a majority vote of the members present. All members of the Commission shall be informed of any proposed amendments in writing at least seven (7) days prior to a vote being taken.

N. CONFLICT OF INTEREST: No member of the Commission shall participate in any decision relating to contracts that affect his/her personal interests or the interests of any corporation, partnership, or association in which he/she is, directly or indirectly interested, or has any personal or pecuniary interest, direct or indirect, in the contract or the proceeds thereof. Enrolled membership in a tribe does not, in and of itself, constitute an interest in a contract or the proceeds thereof. As applied here, the term "participate" prohibits making motions, seconding motions, and voting.

O. PREVAILING LAW: In the event of a conflict between any of the provisions or terms of these procedures and the provisions or terms of state law, statute, or administrative rules, the provisions or terms of state law, statute, or administrative rules prevail.

P. TRAVELING POLICY: In the event of travel approval of the commission, the Chairman, Vice Chairman, and Program Manager will have authority to grant travel permission to commission members.

Q. PROXY: Tribal government representatives have designated alternates that may attend and vote on their behalf in meetings. The other statutory delegates including agency directors for Indian Affairs, Commerce and Economic Development may select a proxy to attend meetings on their behalf. A proxy statement shall identify the delegate, the individual to whom they are authorizing as their proxy, whether the proxy is allowed to vote on their behalf, and the term of the proxy.