

**White Earth Reservation Business Committee
Elders Commission By-Laws**

I. Name

The name of this commission is the White Earth Reservation Elders Commission. It is established and recognized per Resolution #XXX-XX-XXX of the White Earth Reservation Business Committee (RBC).

II. White Earth Reservation Elders Commission Purpose

The Elders Commission is established by the White Earth Reservation Business Council to provide advice and recommendations concerning Tribal elder programming; the ultimate decision on elder programming will be made by the White Earth Reservation Business Council. In addition, the White Earth Reservation Business Council recognizes the need for the White Earth Reservation Tribal elders to address and decide their specific needs.

III. Authority

The White Earth Reservation Elders Commission is authorized to provide advice and recommendations to the White Earth Reservation Business Council. The Commission may hold public meetings as approved by the Executive Director to solicit community comments on topics and issues. The Commission is not authorized to give direction to any staff members or independently establish policies.

IV. Relation between White Earth Reservation Elders Commission and White Earth Council of Elders

The White Earth Reservation Elders Commission is distinct from the White Earth Council of Elders.

**ARTICLE I
MEMBERSHIP**

1.1 Eligibility

Members of the Elders Commission are those enrolled members of the White Earth Tribe who are age 55 years and older and are not an active member on the White Earth Council of Elders.

1.2 Appointment

Selection of Elders Commission members shall be by appointment of the White Earth Reservation Business Committee.

1.3 Resignation

Any member may resign at any time by delivering written notice to the Chairperson or the White Earth Executive Director or the White Earth Reservation Business Committee.

**ARTICLE II
OFFICERS**

2.1 Officers

There shall be a Chairperson, Vice Chairperson, Secretary/Treasurer, and 3 Members-at-large from each district.

2.2 Terms

The terms of Officers shall be two years/no term limit.

2.3 Duties of the Officers

The Chairperson shall call regular and special meetings, chair the meetings, and serve as liaison with the White Earth Reservation Business Council.

The Vice Chairperson shall serve as Chairperson when the Chairperson is unavailable.

The Secretary/Treasurer shall ensure minutes are kept for each regular and special meeting and making reports required by the Elders Commission and RBC. In addition, the Secretary/Treasurer shall oversee the management of Commission funds and make monthly budget reports to the Commission and quarterly budget reports to the RBC.

ARTICLE III DECISION MAKING PROCESS

3.1 Decision Making

The Elders Commission will make every effort to reach a consensus in its decisions. If, however, it is not able to do so, as the Chairperson determines, a vote will be taken by a show of hands. The minutes shall reflect any minority position. The ultimate decision on programming will be made by the White Earth Reservation Business Council.

ARTICLE IV MEETINGS

4.1 Meeting Schedule

The Commission shall hold regular meetings no less than quarterly as determined by the Chairperson. Special meetings must be called by the Chairperson. The RBC and/or the Executive Director may request the Chairperson to call a special meeting.

4.2 Notice

Notice of meetings shall be made public. The Elder's Advocate shall ensure notice is provided

4.3 Quorum Requirement

A quorum of the committee is two officers and two Members-at-large. The Officer in charge of running the meeting will wait a reasonable time (no less than 15 minutes) before cancelling the meeting due to lack of quorum.

4.4 Conduct

Meetings will be conducted in a cooperative and respectful manner. Meetings are most productive when the meeting time is devoted to, and remains devoted to, the items on the agenda. Meetings will focus on agenda items. The agenda will be developed the Chairperson in consultation with the Elders Advocate. Discussions will occur on each item; the Chairperson will call for outcome/decision.

ARTICLE V MINUTES

5.1 Minutes

The Secretary shall ensure that minutes are taken that include any matter approved or rejected, and any tasks or assignments to be completed, by whom and by when. Draft minutes will be presented to the Elders Commission for review and approval at each subsequent meeting. Upon Commission approval, copies of the minutes will be given to RBC Secretary-Treasurer and the original files will be maintained by the Elders Advocate in the Human Services Division.

**ARTICLE VI
VACANCY**

6.1 Vacancy

If an Officer resigns or passes, the remaining Officers shall select a member to fill the remainder of his/her term.

**ARTICLE VII
REPORTING**

7.1 Reports required by the Elders Commission

The Secretary, in cooperation with the Elders Advocate, shall prepare and submit the annual report to the RBC Secretary-Treasurer and Executive Director on or before October 1st of each year.

**ARTICLE VIII
STIPENDS**

8.1 Stipend

Member shall not receive any stated salaries for their services but may be paid a stipend and reimbursement for their expenses, if any, for attendance at each Board meeting.

8.2 Stipend/Reimbursement Amounts

Regular Quarterly Meeting:	\$150
Special Meeting:	\$50
Local Training:	\$75
Mileage:	.57.5/mile