

Squaxin Island Tribe Elders' Committee Bylaws

The purpose of bylaws: bylaws are the rules adopted by an organization chiefly for the government of its members and the regulation of its affairs. The Elders' Committee adopts these bylaws to set the rules for the committee.

The purpose of the Elders' Committee: The Elders' Committee is established by the Squaxin Island Tribal Council to provide advice and recommendations concerning tribal issues. In addition, the Tribal Council recognizes the need for the Squaxin Island Tribal Elders' to address and decide their specific needs.

The authority of the Elders' Committee: The Elders' Committee is authorized to provide advice and recommendations to the Tribal Council; the Elders' Board member(s) will take Committee recommendations to the Council and the Family Services Department. The Committee may hold public hearings as approved by the Tribal Administrator to solicit community comments on topics and issues. The Committee is not authorized to give direction to any staff members or independently establish policies.

Relation between Elders' Committee and Elders' Inc. Elders' Inc. is a not for profit corporation distinct from the Elders' Committee. The corporation was created to provide a distinct fund source and to minimize or eliminate indirect costs for the Elders' Committee. The Elders' Inc. has distinct and strict financial policies and procedures. The governance of Elders' Inc. is distinct from the Elders' Committee, although for convenience purposes, the Elder's Committee Officers may also be the Elders' Inc. Officers.

ARTICLE I Membership

1.1 Eligibility: Members of the Committee are all those enrolled members and spouses of the Squaxin Island Tribe who are age 55 or older.

1.2 Terms: There are no terms.

ARTICLE II Officers

2.1 Officers: There shall be a Chairperson, Vice Chairperson, Secretary, Treasurer, and one Member-at-Large.

2.2 Eligibility for Service: Three or more board member positions will be held by Tribal members. Election of Tribal Spouses is permissible as long as a minimum of three officers are Tribal Members.

2.3 Terms: The terms of Officers shall be two years. Each February Board elections will be held. Three officer positions (Chairman, Treasurer, and Secretary) will be elected one year, and the following year the other two positions (Vice-Chair and Member at Large) will be elected.

2.4 Duties of the Officers. The Chairperson shall call regular and special meetings, determine the agenda, chair the meetings, and serve as liaison along with the other members of the Board, to the Tribal Council. The Vice-Chairperson shall serve as Chairman when the Chairperson is unavailable. The Secretary shall ensure minutes are kept for each regular and special meeting, and make the reports required by the Tribes' Commission and Committee ordinance. The Treasurer shall oversee the management of Committee funds, and make monthly budget reports to the Committee. The Member at Large will support the Board.

ARTICLE III Committees

3.1 Full Committee. The full Committee shall consist of all those enrolled members and spouses of the Squaxin Island Tribe who are age 55 or older.

The full Committee shall hold regular meetings no less than quarterly, on a date and time determined by the Chairperson. Special meetings shall be called by the Chairperson. The Tribal Council, Tribal Administrator or Director of Operations may request the Chairperson to call a special meeting, and thereafter, the Chairperson shall call a special meeting to address the requested topic.

3.2 Elders' Board. The Elders' Board shall consist of all Officers of the Elders' Committee. The Elders' Board shall have the power to act on behalf of the Committee with final ratification of its act by the full Committee. A meeting of the Elders' Board may be called by any Elders' Board Officer. A majority of the Elders' Board shall constitute a quorum.

The Elders' Board shall hold regular meetings no less than quarterly, on a date and time determined by the Chairperson.

3.3 Other Committees. The full Committee may appoint such other committees or sub-committees and its members as it deems necessary to further the purposes of the Elders' Committee. Other committees shall meet at a time and place as determined by the presiding officer.

3.4 Open Meetings. Meetings shall be open to all enrolled members of the Squaxin Island Tribe who are age 55 and older and their spouses, members of the Tribal Council and guests of the presiding officer. However, only members of the committee may vote.

ARTICLE IV Meetings

4.1 Consensus Preferred. The Elders' Committee, the Elders' Board and any other committee or sub-committee shall make every effort to reach consensus in its decisions. If, however, it is unable to do so, as the presiding officer determines, a vote will be taken by a show of hands. If a vote is taken, the minutes shall reflect any minority position.

4.2 Notice: Notice of meetings shall be by mail or email or other practical means of notice. The Elders' Coordinator shall ensure notice is provided. Notice shall include date, time, place, agenda, and topics to be considered. Notice shall be given with enough time to prepare for the topics to be considered and to afford all those that wish to attend an opportunity to attend.

4.3 Quorum Requirement. Three officers and ten members shall constitute a quorum. The officer in charge of running the meeting will wait a reasonable time (no less than 15 minutes) before cancelling the meeting due to a 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 by the Board. Discussions will occur on each item; the Chairperson will call for outcome/decision.

ARTICLE V Minutes

5.1 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' Committee for review and approval at each subsequent meeting. Upon Committee approval, copies of minutes will be given to the Tribal Council Secretary, a copy sent to each of the Elder Committee members and the original files will be maintained in the Elders' Building.

ARTICLE VI Vacancy

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

6.2 If an officer fails to attend three consecutive meetings without good cause, the officer will be removed from his/her position and the remaining officers shall select a member to fill the remainder of the term.

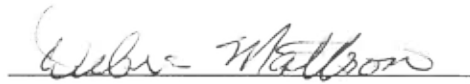
ARTICLE VII Reporting

7.1 **Reports required by the Tribe's Commission and Committee Policy Ordinance:** The Secretary, in cooperation with the Elders' Coordinator shall prepare and submit the annual report required by the Tribe's Commission and Committee Policy Ordinance. The annual report is due to the Tribal Council Secretary and the Tribal Administrator on or before November 15th of each year.

Adopted January , 2026, by vote and ratification of the Elders Committee.

CERTIFICATION

The Elders' Committee hereby certifies that the foregoing was adopted at the regular meeting held on April 1, 2026, at which time a quorum was present and was passed by a vote of 16 for and 1 against, with 0 abstentions.


Debra Mattson, Chairman

Attested by: 
Martha Witcraft, Secretary


Mark Peters, Vice Chairman