

**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 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. As of May 19, 2018, there is an estimated one hundred ninety-three members 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 Terms:** The terms of Officers shall be two years.

**2.3 Duties of the Officers.** The Chairperson shall call regular and special meetings, determine the agenda, chair the meetings, and serve as liaison with 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 Commission and Committee ordinance. The Treasurer shall oversee the management of Committee funds, and make monthly budget reports to the Committee.

**ARTICLE III**  
**Decision Making Process**

**3.1 Decision-Making:** The Elders' Committee will make every effort to reach 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.

**ARTICLE IV**  
**Meetings**

**4.1 Meeting Schedule:** The Committee shall hold regular meetings no less than quarterly as determined by the Chairperson. Special meetings must be called by the Chairperson. The Tribal Council, Tribal Administrator or the Family Services Director may request the Chairperson to call a special meeting.

**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.

**4.3 Quorum requirement:** A quorum of for the committee is three officers and three members. 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 by the

Chairperson in consultation with the Elders' Coordinator. 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 and the original files will be maintained in the Family Services Department.

**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.

**ARTICLE VII**  
**Reporting**

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

Adopted July 11, 2018, by the unanimous approval of the Elders Committee.

**CERTIFICATION**

The Elders' Committee hereby certifies that the foregoing was adopted at the regular meeting held on July 11, 2018, at which time a quorum was present and was passed by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, with \_\_\_\_\_ abstentions.

\_\_\_\_\_  
**Elizabeth Heredia, Chairman**

Attested by: \_\_\_\_\_  
**Rose Brownfield, Secretary**

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**Dorinda Thein, Vice Chairman**