



SQUAXIN ISLAND TRIBE

RESOLUTION NO. 20-40

of the

SQUAXIN ISLAND TRIBAL COUNCIL

WHEREAS, the Squaxin Island Tribal Council is the Governing Body of the Squaxin Island Tribe, its members, its lands, its enterprises and its agencies by the authority of the Constitution and Bylaws of the Squaxin Island Tribe, as approved and adopted by the General Body and the Secretary of the Interior on July 8, 1965;

WHEREAS, under the Constitution, Bylaws and inherent sovereignty of the Tribe, the Squaxin Island Tribal Council is charged with the duty of protecting the health, security, education and general welfare of tribal members, and of protecting and managing the lands and treaty resources and rights of the Tribe;

WHEREAS, the Tribe is a federally-recognized Indian Tribe possessing reserved powers, including the powers of self-government;

WHEREAS, the Squaxin Island Tribal Council has been entrusted with the creation of ordinances and resolutions in order to fulfill its duty of protecting the health, security, education and general welfare of tribal members, and of protecting and managing the lands and treaty resources of the Tribe;

WHEREAS, the Emergency Management Homeland Security Committee (EMHSC) is a requirement of Federal Emergency Management Agency (FEMA) for the submission of recovery expenses during and/or after an emergency or disaster;

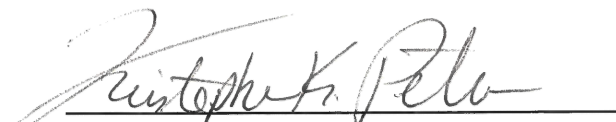
WHEREAS, the adopted Emergency Management Code refers to the EMHSC as the group, in its official capacity, that shall review, comment, provide guidance and approval of all Emergency Management Plans, prior to presenting to Tribal Council for adoption;

WHEREAS, the Tribe's Commission's and Committee's Policy in Code Ch. 2.24 makes it desirous for the Council approve the Emergency Management Homeland Security Committee's Bylaws, which were recently reviewed and adopted by the committee during a special meeting held on July 15, 2020;

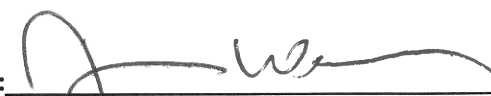
NOW THEREFOR BE IT RESOLVED, the Council hereby approves the Emergency Management Homeland Security Committee's Bylaws.

CERTIFICATION

The Squaxin Island Tribal Council hereby certifies that the foregoing Resolution was adopted at the regular meeting of the Squaxin Island Tribal Council, held on this 10 day of August, 2020, at which time a quorum was present and was passed by a vote of 5 for and 0 against, with 0 abstentions.



Kristopher Peters, Chairman

Attested by: 

Jeremie Walls, Secretary



Charlene Krise, Vice Chairman

Chapter 2.xx - EMERGENCY MANAGEMENT HOMELAND SECURITY COMMITTEE

2.xx.xxx - Emergency Management Homeland Security Committee established.

The Squaxin Island Tribal Council hereby establishes the Emergency Management Homeland Security Committee, a Committee organized under the Squaxin Island Commissions and Committees Policy Ordinance, to assist the Tribal Government in exercising its sovereign rights and responsibilities.

2.xx.xxx – Purpose.

The purpose of the Committee shall be:

1. To provide guidance, participate in preparation, and implementation of a Tribal Comprehensive Emergency Management Plan (CEMP) and all other emergency preparedness plans. These plans are necessary to assist and mitigate, prepare for, respond to, and recover from injury and damage to persons or property resulting from emergencies or disasters, whether natural or man-made.
2. To oversee that the appendices comply with the Tribe's emergency management plans, such as the CEMP, the Continuity of Government or Operations Plans, and Mitigation Plan during standard operations.

2.xx.030 - Delegated authority.

The Emergency Management Homeland Security Committee (EMHSC) is tasked with assisting Tribal Council and the Executive Leadership in conducting and instituting necessary government-related Emergency Management, Homeland Security, and Public Health initiatives focusing on protecting the Tribal Community, as well as cultural and environmental interests.

2.xx.050 - Membership.

Tribal Council shall identify one Council Member to sponsor the Emergency Management Homeland Security Committee in an advisory capacity.

The membership of the Emergency Management Homeland Security Committee shall consist of:

1. Tribal Government Director of Operations
2. Island Enterprises Inc. representative
3. Little Creek Casino Resort representative
- 4-17 Tribal Government Department Directors or their alternate representatives (14) (Natural Resources, Human Resources, Law Enforcement, Family Services, Human Health & Safety, Tribal Gaming Agency, Finance, Education, Parks and Recreation, Planning and Community Development, NWITC, Legal, Information Services, Cultural Resources)
- 18 Squaxin Island Tribe Emergency and Safety Manager
19. Tribal member or Community member
20. Community Emergency Response Team (CERT) Member

Participation is encouraged for advisory agencies such as:
Mason County Fire District 4

Each primary member may recommend an alternate to attend and represent their area of expertise and responsibility in their absence. Alternate names should be provided to the Chair annually or updated as needed. Each primary representative or their alternate shall have one vote.

- A. The term of each Emergency Management Homeland Security Committee member's appointment shall run concurrently with his or her tenure with the Tribe. The Tribal Council representative shall serve at the pleasure of the Tribal Council until term of any member selected to represent the Tribal Council expires. If any vacancy in the position of Tribal Council representative occurs, the Tribal Council shall appoint a new representative from Tribal Council. The community member, CERT member, and their alternates will be appointed by the Tribal Council for three-year terms.
- B. The EMHSC Chairperson will prepare the meeting agenda and documents at least one week before the meeting. The agenda will be distributed to the committee at least one week before the meeting. All documents up for review and/or approval must be provided to the Committee at least one week before the meeting.
- C. The Committee will elect a Committee Chairperson, Vice Chairperson, and a Secretary for a one-year term. The Chairperson shall preside at all meetings and shall receive and coordinate all matters to be reviewed by the Committee. The Chairperson shall report committee activities to the Tribal Council quarterly. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence. The Secretary shall keep records of the meetings.
- D. Any Committee member having three unexcused absences from regularly scheduled meetings, during any calendar year, shall have his or her membership to the Committee automatically terminated. The Tribal Administrator shall be notified and shall appoint a member to fill in. The Committee Secretary will keep track of attendance and report to the Tribal Administrator.
- E. The Emergency Management and Safety Manager shall serve as technical advisor to the Committee and work with the Committee Officers in preparation of agendas, minutes, and other forms of documentation and providing training for representatives to better understand emergency management and homeland security activities and needed preparedness processes and procedures.

2.xx.xxx - Quorum.

A majority of the voting members of the Committee shall constitute a quorum, and no act of any Committee shall be valid unless at least a majority (12) of those members constituting a quorum concur; any act of any Committee shall be accomplished by a roll call vote in person, by video/audio conferencing, by phone poll or by email.

2.xx.xxx - Meetings.

- A. Official minutes recording the motions entertained and actions taken by the Committee Secretary at each Committee meeting shall be prepared and submitted by the Committee to the Tribal Council Secretary and the Tribal Administrator.
- B. Meetings will be held monthly on the first Wednesday of each month at 9:00 a.m. Committee members will be notified by written notice, electronic calendar invitation, email or documented phone calls.
- C. Meetings will be conducted using Robert's Rules of Order. Committee members will wait 10 minutes past scheduled meeting time for a quorum to be present.

2.xx.xxx - Reports.

- A. An annual report for each fiscal year shall be submitted by the Committee to the Tribal Council and to the Tribal Administrator by November 15th of each year. The annual report shall highlight the activities, accomplishments, and future goals of the Committee and shall utilize the following report format:
 - 1. Role(s) of the Committee;
 - 2. Meeting dates, time and location;
 - 3. Committee structure;
 - 4. Committee staff (designated staff or staff assigned through department);
 - 5. Attendance;
 - 6. Annual goals and accomplishments (reporting year goals and attainment of those goals; summary of reporting year activities including special projects and projects and workshops or seminars that members have attended, if applicable);
 - 7. Future goals; and
 - 8. Recommendations.
- B. A final report, containing a summary of activities and projects undertaken by a special advisory Committee or subcommittee and any final recommendations to the Tribal Council, and any other information requested by the Council, shall be submitted by each special advisory Committee to the Council and Tribal Administrator before expiration of the special advisory Committee's life.
- C. Besides the annual report or final report, the Committee shall submit progress reports and recommendations to the Tribal Council and the tribal administrative office.

2.xx.xxx - Organization and procedures.

The Emergency Management Homeland Security Committee shall abide by the Squaxin Island Commissions and Committees Policy Ordinance and this chapter. Where there is conflict between the two ordinances, this chapter shall govern.

2.xx.xxx - Expenses.

The members of the Committee may receive reimbursement for travel and other expenses incurred while on official business of the Squaxin Island Tribe when such reimbursement is approved in advance by the Tribal Council.