



PUEBLO OF ISLETA

P.O. BOX 1290
ISLETA, NM 87022

RESOLUTION NO. 2011-021

PUEBLO OF ISLETA TRIBAL COUNCIL MINUTES PROTOCOL

At a duly called meeting of the Tribal Council of the Pueblo of Isleta, the following Resolution was passed:

WHEREAS, the Tribal Council hereby declares its policy to develop and utilize protocol in Tribal Council operations, including the drafting and approving of minutes of its meetings and resolutions adopted therein, consistent with the Pueblo's interests;

WHEREAS, the Tribal Council has determined that it is necessary and appropriate to adopt this Protocol concerning the operation of Tribal Council meetings and operations.

NOW, THEREFORE, the Tribal Council does hereby adopt the following Protocol:

1. Tribal Council Minutes. In accordance with the Pueblo of Isleta Tribal Constitution and practice, the Tribal Council Secretary, or in his or her absence, a Secretary Pro Temp appointed by the Tribal Council for a particular meeting, shall take, or cause to be taken, Minutes of each meeting of the Tribal Council. Such Minutes shall contain a record or summary of all motions, proposals, resolutions, or other matter(s) formally voted upon, the results of the vote and, only in the event of a roll call vote that is requested by motion, the vote of each member of Tribal Council that actually voted. The Minutes may contain such further information as the Tribal Council Secretary and the Tribal Council determine appropriate. All such Minutes shall be subject to approval by the full Tribal Council, as provided in Section 3, and shall be considered merely as drafts prior to such approval and ratification.


2. Request for Verbatim Minutes or Audio Tape Recordings. Any request by a Tribal Council Member for verbatim Minutes or to listen to audio tapes of Tribal Council proceedings must be accompanied by a justification and must be approved by majority vote of Tribal Council. When approving a request for verbatim Minutes or to listen to audio tapes of Tribal Council proceedings, Tribal Council shall consider the amount of time it takes to generate verbatim Minutes and the reasons for the request to listen to audio tapes of Tribal Council proceedings.

3. Approval of Minutes. The Tribal Council Secretary or Secretary Pro Temp responsible for their transcription shall initially review draft the Minutes for grammar and thereafter will provide the draft of such Minutes to the Tribal Council for consideration and approval. With such corrections as the Tribal Council may direct, the Tribal Council shall approve Minutes for each meeting of the Tribal Council duly convened and conducted. All Minutes within a given month shall be approved by Tribal Council by the end of the following month, except when Tribal Council determines by majority vote that a given set of Minutes are needed prior to this deadline or except under extenuating circumstances as determined by Tribal Council.

4. Executive Sessions. In accordance with longstanding policy and practice, the Tribal Council, upon motion adopted by the Tribal Council, may conduct a portion of any meeting in Executive Session, at which access to persons other than Tribal Council Members is restricted to invitees of the Tribal Council, in order to consider confidential and proprietary matters of a sensitive nature. In the spirit of open meetings and supplying full information to Tribal Membership concerning government operations, the Tribal Council shall limit Executive Sessions to those essential matters requiring confidentiality. Executive Sessions shall be convened by motion and vote. Such motion shall include a short and concise explanation for moving into Executive Session. Individual Tribal Council Members and Tribal Council Administrative Staff are allowed to take notes of the Executive Session. Executive Sessions shall be adjourned by motion and vote. Once Tribal Council adjourns from an Executive Session, any action to be taken by Tribal Council shall be done by motion and vote, which shall be recorded in the Minutes. If no action is required, the Minutes will reflect that no action was taken.

CERTIFICATION

We, the undersigned Governor and President of the Tribal Council of the Pueblo of Isleta, do hereby certify that the foregoing policy was considered and passed at a duly called meeting of the Tribal Council of the Pueblo of Isleta, at which a quorum was present, held on the 28th day of April, 2011, with -8- voting for, -1- against, and -0- abstaining.


Governor


President of the Tribal Council

Attest:


Council Secretary