

INTRODUCTION

This Standard Operating Procedure Manual is for the sole purpose of providing a consistent way of order with business decisions for the Nagaajiwanaang (Fond du Lac) Constitution Reform Delegates. It will serve as a guide in the journey of writing a revised document.

Section 1: Delegate Membership

At the 9/10/18 convention meeting, the motion, “Vote on 10 delegates to be picked by the reservation, reservation will determine how to select the delegates,” passed 51-8. There is no minimum number.

1.1 Eligibility - Must write a **Letter of Interest** to request to be a delegate and email to: delegate@fdlconstitution.org. Current delegates will review and keep the Letter of Interest in Google Docs. Letter of Interest will be reviewed at the next Executive meeting. If an objection is given by a current delegate and accepted as valid by the rest of the delegation, the Letter of Interest may be rejected. The announcement of the filled position will happen at the next Community Input meeting. Delegate positions will be filled in the order Letters of Interest are received. Alternate positions will be filled after Delegate positions and would be filled first come first serve as well.

Process for Seating a Delegate:

Candidate must write and email a Letter of Interest to delegate@fdlconstitution.org

Each delegate needs to sign in to the delegate email account to review each letter, which will be stored in email and Google Docs.

Letter of Interest will be reviewed at the next available Executive Committee Meeting.

Invite to next Executive meeting.

Orientation: Review Standard Operating Procedures, Q&A

Provide password.

Welcome and introduce as an FDL Delegate.

The volunteer Delegation will consist of up to 10 Nagaajiwanaang Delegates and 10 Nagaajiwanaang Alternates, including a majority of enrollees and a minority of Nagaajiwanaang descendants. Only Nagaajiwanaang enrollees and descendants can be Nagaajiwanaang delegates. In order to prioritize enrollee votes, descendants will take Alternate positions and will only be allowed to vote if less than 10 enrolled delegates are in attendance at Roll Call, 10 minutes after the meeting has started. It is the responsibility of every Nagaajiwanaang Delegate to put forward an active and consistent effort towards changing the structure of the Constitution in ways that are most reflective of us Anishinaabeg.

The delegates will serve as advocates to and from the Convention Meetings. Nagaajiwanaang delegates will always speak with pride and respect for the betterment of our whole tribe.

1.2 Orientation All persons requesting to be a delegate will go through an orientation process. Read Standard Operating Procedures. Read past and present Minutes pertinent to topics being discussed to familiarize the mission of rewriting the MCT Constitution.

1.3 Resignation If for any reason a delegate chooses to resign, they will be asked to submit in writing with a date, to all delegates at delegate@fdlconstitution.org. Current delegates will review it. This letter will be filed in Google Docs. Prior delegates will be welcome to attend and participate as a community member in Community Input meetings if you resign.

All delegates are expected to keep yourself updated. If you miss **three unexcused consecutive Community Input meetings** you will be asked to explain the absences and whether you might prefer being an alternate. A letter or email will be signed and sent to the delegate notifying them of their options. All delegation meetings are based on working committees. If you miss one meeting the flow of work will be affected.

Code of Ethics

Conflict of interest - All delegates agree that delegates must follow a code of ethics, designed for transparency and inclusiveness. The use of delegate resources must be approved in advance by the delegation.

Code of Conduct - delegates are expected to be regular and punctual in attendance and make an effort to notify the facilitator if unable to attend. Also be prepared to address the topics on the agenda.

Also, see Section 4 - Compensation.

Section 2: Meetings: The expectation of our behavior is to treat each other with respect and dignity.

2.1 Community Input - meetings are held twice (2x) monthly or more frequently as deemed necessary. This is to give the Fond du Lac Community an opportunity to give their input and become active in revising the Constitution.

2.2 Convention Meetings - 10 regular delegates from each of the Minnesota Chippewa tribes; Mille Lacs, White Earth, Bois Forte, Leech Lake, Fond du Lac, and Grand Portage will meet together once (1) a month, on the third Friday, 9 am-4 pm.

2.3 Executive Delegate Meetings - will be held in a closed meeting at least the second and fourth Thursday at 6 PM each month. The purpose is to have private time for business and confidential matters. No threats or intimidating behavior will be allowed. Delegates are all equal and govern their own actions.

Section 3: Meeting Protocols

3.1 All Community Input meetings are open to all tribal members and the public. At the end of each meeting, a delegate facilitator will be named for the next meeting. All meetings will have minutes for every meeting using **FORM M**. The draft minutes are written and distributed to all delegates within 48 hours. The minutes will be used by the next facilitator to draft an agenda for the next meeting using **FORM A**. The draft agenda with attached minutes will be sent by email with the draft minutes for approval within the next 72 hours to all delegates. This allows time for any changes to be made. The minutes and agenda will be read at the meeting and approved or amended at the beginning of the next meeting and noted in the minutes. All minutes will be posted on the www.fdlconstitution.org website.

Section 4: Compensation

4.1 *Volunteer* All delegate positions are on a voluntary basis. There is no wage.

4.2 *Travel* Approved parking and hotel (block room rate) expenses will be reimbursed with a receipt, standard mileage rates will be paid according to a Google map estimate from the FDL RBC building using a round-trip mileage calculation to and from 1720 Big Lake Road, Cloquet, MN 55720 to the destination meeting point.

4.3 *Meals* are provided by the hosting band. If a delegate chooses to eat on their own that meal will not be reimbursed.

Section 5: Committees

Delegates have the opportunity and are encouraged to volunteer on one (1) or more of the following **FDL and/or Convention** working committees.

5.1 TEC Sub-Committee - As described in Convention Meeting minutes.

5.2 Education Sub- Committee - As described in Convention Meeting minutes.

5.3 Survey Sub-Committee - As described in Convention Meeting minutes.

5.4 Drafting Sub-Committee - As described in Convention Meeting minutes.

5.5 Facilitation SubCommittee - As described in Convention Meeting minutes.

5.6 Finance Committee - Both FDL and Convention Delegates have these committees. For Convention Reform - As described in Convention Meeting minutes. For FDL see Financial section.

5.7 FDL Drafting Committee - Draft FDL Constitution wording/document.

Any Ad Hoc committee can be developed as needed by the vote of the delegates.

Section 6: FDL Delegate Voting

6.1 All decisions require a motion, a second, and a vote from a quorum of delegates. A quorum consists of a super-majority (66%) of all delegates. A motion will be passed by a super-majority of the quorum. All decisions will be documented in the meeting minutes and stored in Google Docs.

Section 7: Fiscal Responsibility

7.1 The responsibility of the budget applies to all delegates. Any financial decisions are made by the Executive Delegate group. All expenditures will require a consensus vote and approval of a quorum prior to writing any contract or payment. Delegates will ensure proper financial oversight and ensure that adequate financial controls are in place.

7.2 The FDL Financial Committee consists of no less than two (2) delegates. They are the only people who can sign a green sheet. An FDL green sheet (voucher) will be filled out and given to the FDL Accounting department within 5 business days of delegate approval for payment. A green sheet is an FDL form (voucher) that needs to be filled out to request payment for goods and services.

7.3 All inventory will be managed by the Finance Committee by keeping a list of all purchases made. Delegates can sign out equipment and then sign when it is returned. Delegates are responsible for any loss or damage to equipment.

7.4 A monthly financial report of expenditures will be given. There will be a quarterly full budget report.

Section 8: Communications

8.1 Accountability - will be practiced by all delegates in a respectful way.

It is the responsibility of the Executive Committee to come to a consensus on an official form of communication. The current consensus is to use Facebook Messenger as a quick way to communicate and follow-up with email.

8.2 Platforms

Google Docs - Document repository - letters of interest, minutes,

Website - Public information, education, link sharing,

Internal Emails are sent to all delegates by group email.

Section 9: Delegate Electronic Accounts

This Standard Operating Procedure rule applies to all users on-site or remotely. The delegation meetings were originally face-to-face meetings. In March 2020 the Corona-19 Virus caused a pandemic and our meetings were suspended. When activities resumed we

utilized Zoom Video Conferences. It increased the need to purchase equipment and for some delegates to receive training.

The use of hybrid, in-person, and zoom, meetings is likely essential to reach as many Fond du Lac members as possible.

10.1 All business decisions will be made in an Executive Committee meeting which will make informed business decisions by discussion and vote.

10.2 All accounts purchased are the property of the FDL Constitution Committee.

10.3 Delegates decide who has access to electronic accounts; this will be determined by the Executive Delegate Committee vote. This includes Gmail, Wix, Zoom, and Facebook. ALL accounts and passwords pertaining to FDL delegates should be accessible to the delegates only.

10.4 Any additional service or purchase will be approved prior to any action by a vote by Executive Committee.

10.5 Training will be provided on electronic accounts that we have purchased. Delegates that miss the Zoom training meeting will have the ability to watch the training video.