

RESOLUTION OF THE SUMMIT LAKE PAIUTE COUNCIL
SUMMIT LAKE PAIUTE TRIBE
OF THE
SUMMIT LAKE PAIUTE RESERVATION, NEVADA

RESOLUTION NO.: SL - 09 - 2008

TITLE: Amending the Summit Lake Paiute Tribe Office Procedures

WHEREAS, the Summit Lake Paiute Tribe, is a modern entity of the Northern Paiute People known, in English, as Lake Trout and Wild Onion Eaters who, for thousands of years, controlled 2,800 square miles of land in and around Summit Lake as a tribe with sovereign, unlimited, powers and laws (customs, traditions, usages, etc.); and,

WHEREAS, in 1964, and after much consideration, the members of the Lake Trout and Wild Onion Eaters organized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934 (48 Stat. 984) as amended, adopting, for certain sovereign purposes, the name "Summit Lake Paiute Tribe" with a tribal constitution titled "Articles of Association," the latter which was approved by the Secretary of the U.S. Department of the Interior on January 8, 1965; and,

WHEREAS, over time the members of the Summit Lake Paiute Tribe have regained a small fraction of their historic land base, including the Tribe's reserved lands (Reservation), and the Indian allotments outside the Reservation boundaries; and,

WHEREAS, the Summit Lake Paiute Tribe's Articles of Association grant to the Summit Lake Paiute Council (see Article II, Section 1) certain sovereign powers, including the power to seek funding from federal agencies like the U.S. Environmental Protection Agency (EPA) to improve the welfare and education of tribal members (see Article II, Section 1 (b), (k)); and,

WHEREAS, the Summit Lake Paiute Tribe received EPA General Assistance Program ("GAP") funding for the four (4) year Fiscal Year ("FY") periods from FY 2005 through FY 2009 and other EPA funding for other purposes; and,

WHEREAS, one of the requirements for spending EPA's GAP funding is that the Tribe's policies, including Personnel, must meet the requirements of Title 40, Code of Federal Regulations ("40 C.F.R."). See, GAP Work Plan Amendment #1 (September 27, 2007), Work Plan Component 1 (Financial/Administrative Capacity Building), Commitment 1.1 (requiring the Tribe to submit to EPA a completed Administrative Checklist and update as needed) and Commitment 1.2 (requiring Environmental Coordinator to submit report to EPA identifying deficiencies in tribal policies relative to the requirements of 40 C.F.R.; and,

WHEREAS, the Summit Lake Paiute Tribe's Environmental Coordinator has notified the Council of the need to amend to the Summit Lake Paiute Tribe Office Procedures due to changes in office procedures instituted several years ago but which are not reflected in the Office Procedures; and,

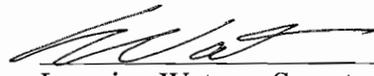
NOW THEREFORE, BE IT RESOLVED that the Summit Lake Paiute Tribal Council has reviewed and been briefed on the proposed changes to the Summit Lake Paiute Tribe Office Procedures at a duly held meeting on February 16, 2008 and,

BE IT FURTHER RESOLVED that the Summit Lake Paiute Council approves, and hereby amends the Summit Lake Paiute Tribe Office Procedures.

CERTIFICATION

I, LORRAINE WATSON, Secretary/Treasurer of the Summit Lake Paiute Council, hereby certify that the above Resolution, No. SL - -09- - 2008, was brought before the Summit Lake Paiute Council at a duly held meeting on the 16th day of February, 2008, with 4 members present, constituting a quorum, with the following votes to enact the Resolutions 09-08 3 FOR, 0 AGAINST; and 0 ABSTAINING, with the Tribal Chairman presiding and Not voting, and that this Resolution has not been rescinded, revoked or amended.

16 February 2008
Date


Lorraine Watson, Secretary/Treasurer
Summit Lake Tribal Council

CHAPTER 1
Filing

Section 1. Reference Material and Indian Publications.

Reference materials and Indian publications shall be filed as provided for in this section.

- (a) Location. All reference materials and Indian publications shall be filed in a space secured by the Secretary.
- (b) Order of Retention. The most recent issues of reference materials and Indian publications shall be placed on top.
- (c) Disposal. Each month, the Secretary shall discard the old reference materials and Indian publications received by the Summit Lake Paiute Tribe.

Section 2. Council Materials.

Materials collected, copied and collated for members of the Summit Lake Paiute Council ("Council") shall be filed as set forth in the rubber "Distributed" stamp which looks like the following:

DISTRIBUTED	
Date: _____	By _____
Original _____	_____
xc _____	_____
xc _____	_____
xc _____	_____
xc _____	_____

Materials should always be routed to the appropriate person for reviewing. NEVER assume they are not to see what is in the mail.

POLICY HISTORY

On February ¹⁶ 2008, this section of the policy was amended by the Summit Lake Paiute Council to remove codes and explanations (i.e., "XC6 [name of official]," "XC5. One copy to all Council members," etc.) that were used in earlier days. A rubber stamp titled "DISTRIBUTED" has been used for the last three to four years. See Resolution SL- ⁰⁹ - 2008.

Section 3. Mail.

All correspondence shall be date stamped and marked "received". The "Distributed" stamp (see above) shall be used showing to whom the mail was distributed. The person distributing the mail shall place a dated notation with their initials on or below the last "xc" line showing the completed distribution (i.e., "Done 11/03/07 ABC").

POLICY HISTORY

On February ¹⁶ 2008, this section of the policy was amended by the Summit Lake Paiute Council to remove notation requirements that were used in earlier days. A rubber stamp titled "DISTRIBUTED" has been used for the last three to four years. This section was originally titled "Coorespondence," however, someone wrote over that title and wrote in "Mail". "Mail" is retained. See Resolution SL- ⁰⁹ - 2008.

Section 4. Mail addressed as "BIDS" or "Personal" or "Do Not Open".
Mail marked "Personnel," Confidential, BIDS, election ballots, special orders or circumstances are to be routed directly to the person, employee or official to whom they are addressed.

On February ¹⁶, 2008, this section of the policy was amended by the Summit Lake Paiute Council to remove the original Section 4 (which was incorporated into Section 3). This undated provision was originally written onto page 2 of the policy. See Resolution SL- ⁰⁹ - 2008.

POLICY HISTORY

CHAPTER 2
Use of Office Equipment

Section 1. Answering Machine.
When the Tribe uses a digital answering machine, the digital answering machine shall be turned on when the last employee leaves the office, including during lunch breaks. The Secretary shall ensure that the proper message is recorded on the answering machine before turning on the answering machine.

All messages on the answering machine will be transcribed onto a telephone message note and placed in the mail slot of the employee or official to whom the telephone message was directed. No message need be taken for messages that are of an obscene nature.

When the Tribe uses the telephone company's voice-mail system, voice-mails will be checked as often as possible when the office staff see the voice-mail system signaling there is a voice-mail message.

Section 2. Fax Machine.
The fax machine shall be kept operational when necessary.

Section 3. Postage Meter Machine.
The postage meter machine shall be used for tribal business only. The instructions for the postage meter machine shall be followed with regard to changing date, replacing red ink cartridge, operation, and logging of info on the log. Be sure to mail all letters and envelopes bearing the postage meter stamp on the day it was stamped.

Section 4. Copier.
The copier is for tribal business. Personal use shall require reimbursement to the Summit Lake Paiute Tribe at the rate of ten cents (\$.10) per page. All instructions shall be followed in the operation of the copier. Give all monies collected to the Bookkeeper.

Section 5. Typewriter.
All tribal typewriters shall be used for tribal business only. Instructions for the typewriter(s) shall be followed with regard to replacing ribbon and operation.

Section 6. Desk Top and Laptop Computers.
The tribe's desk top and laptop computers of the Summit Lake Paiute Tribe shall be used for business only, except, that tribal employees taking computer classes through a

course of study or otherwise enhancing office skills may use the computers after business hours.

Section 7. Telephones.

All telephone calls will be handled in the following manner.

- (a) In-coming Calls; return call required. If an in-coming call is not referred to the person with whom the caller wishes to speak, a written message will be taken if the caller wishes to leave a message. The message will note:
 - a. Date and time of call,
 - b. Name of the caller,
 - c. Question desired answered or topic or reason for call (so employee can be prepared when call returned), and
 - d. Caller's telephone number.
- (b) In-coming Calls; answered. If an in-coming call is referred to the person with whom the caller wishes to speak, the employee will note the call on the Tribe's Telephone Log Sheet. See example immediately below. If the call concerns a grant or contract, the name of the grant or contract shall be noted in the "Reason" section of the Tribe's Telephone Log Sheet.

Page ____ of ____

Summit Lake Paiute Tribe
Telephone Log Sheet

NAME:					
POSITION/TITLE:					
DATE	TIME	TELEPHONE NUMBER	CONTACT NAME/COMPANY	REASON	INITIAL

- (c) Out-going calls. All out-going calls shall be recorded on the Tribe's Telephone Log Sheet (see above).
- (d) Personal calls. All personal calls shall be noted as such in the "Reason" section of the Tribe's Telephone Log Sheet.
- (e) Retention of Telephone Log Sheets. All employees shall retain their Telephone Log Sheets for review by their supervisor, the Chief Administrative Employee or the Tribal Chairman.

Section 8. Computer Routers.

The Tribe's computer routers will be used for tribal business only.

Section 9. Removing Tribal Office Equipment from Office.

No office equipment identified in this policy shall be removed from the Tribe's offices by anyone unless the person removing the Tribe's office equipment has the written permission of the director of the Department in which the office equipment is placed and the office equipment is either being transported to a repair facility or the duty station of an employee or official of the Summit Lake Paiute Tribe.

On February 16, 2008, this Chapter of the policy was amended by the Summit Lake Paiute Council. See Resolution SL- 09 - 2008.

POLICY HISTORY

**CHAPTER 3
Council Materials**

Section 1. Council Materials. Council materials shall be mailed to the members of the Summit Lake Paiute Council who give written notice that they want their materials mailed to them at the address listed in the written notice. The written notice may be amended by verbal notice.

Section 2. Memorandum or Letter to accompany Council Materials. When Council materials are mailed to a Council member, a memorandum or letter shall accompany the materials giving a brief description of what is being mailed.

On February 16, 2008, this Chapter of the policy was amended by the Summit Lake Paiute Council to address the change in policy necessary when the primary administrative office was moved from Winnemucca. See Resolution SL- 09 - 2008.

POLICY HISTORY

**CHAPTER 4
Office Maintenance**

Section 1. General Policy. All employees shall keep the areas where they work (desk, copier, fax machine, etc.) or use tribal equipment (e.g., microwave or refrigerator, etc.) clean and orderly. No confidential materials shall be left visible on an employee's desk when the desk is not secured. The Chief Administrative Employee or Department directors shall direct all employees on the disposition of trash (depending on recycling and trash collection services available) and, if such exist, the cleaning of restrooms, etc.

On February 16, 2008, this Chapter of the policy was amended by the Summit Lake Paiute Council to address the change in policy necessary when the primary administrative office was moved from Winnemucca. See Resolution SL- 09 - 2008.

POLICY HISTORY