

# GU ACHI DISTRICT POLICY AND PROCEDURE COMMITTEE BYLAWS

## I. ESTABLISHMENT

The Policy and Procedure Committee is established as one of the standing committees of the Gu Achi District and shall be known as the “Gu Achi District Policy and Procedure Committee (PPC)”

## II. PURPOSE:

1. The Policy and Procedure Committee shall review and make recommendations to amend to the District’s Personnel and Procedure Manual, which shall require a majority vote of the District Council.
2. To advise and assist the Chairperson and Vice Chairperson on matters of interpretation of the Personnel and Procedure Manual.
3. Administer the employee grievance and appeals procedures as it appears in the Personnel and Procedure Manual.
4. The Policy and Procedures Committee shall review and make recommendations on any Policies, By-laws or guidelines written by any other Committee(s) of the District.
5. Any laws, ordinances, forms or policies affecting the Gu Achi District shall be reviewed by the Policy and Procedure Committee.
6. To review all homesite forms before proceeding to the Gu Achi District Council. The individual requesting for the homesite and a community representative should be present at the Policy and Procedure Committee (PPC) meetings. The committee has the authority to hold the document until the form is complete.
7. To review all project request forms.

## III. MEMBERSHIP:

1. The Policy and Procedure Committee members shall consist of three (3) District council members, and one (1) District member At-Large. The District–Chairperson, Vice Chairperson shall serve as ex-officio members of the committee and will also provide support for the Committee’s activities.
2. The Chairperson of the committee:
  - a. Shall be elected by the voting members of the committee to serve until the end of their term.
  - b. Shall preside at all committee meetings.
  - c. In case of absence of the Chairperson where a quorum is present, the members will select a chairperson to preside over that meeting.
3. The District Council Secretary shall serve as the Secretary for the meetings.

#### IV. VOTING:

Committee members will have voting rights, excluding the District Chairperson and Vice Chairperson and the District Council Secretary.

#### V. APPOINTMENT:

The Gu Achi District Council following the general election shall appoint Committee Members.

#### VI. TERMS, RESIGNATIONS AND REMOVALS

The Policy and Procedure Committee members will serve for (2) two years. Committee members may resign from the Policy and Procedure Committee, at anytime with a written resignation letter addressed to the Committee Chairperson. The District Council shall appoint another member to serve out the remainder of that term. The Policy and Procedure Committee members may be removed by the Gu-Achi District Council, by resolution, for just cause.

#### VII. MEETING AND QUORUMS

1. Committee meetings shall be held on Tuesdays prior to the scheduled District meeting. Special meetings may be called when necessary by The Chairperson of the Committee or the Chairperson of the Gu Achi District Council.
2. A quorum will be established with (3) three Committee Members present. Business shall be conducted only during this time.
3. The Polices and Procedures Committee shall have closed sessions if an issue arises, which is deemed personal and confidential.
4. A committee member shall be removed if he/she fails to attend (3) three consecutive meetings without legitimate cause.
5. Any presenter(s) shall notify the Committee Chairperson within (3) three working days prior to a scheduled committee meeting.
6. The Policy and Procedure Committee shall make reports to the District Council when necessary.

#### VIII. COMPENSATION

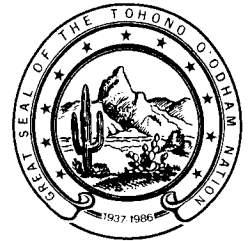
The Gu Achi District Policy and Procedure Committee members shall receive compensation at a rate determined by the Gu Achi District Council, in accordance to the approved Fiscal Year Budget.

#### IX. AMENDMENTS:

Policies, and By-laws, of the Gu Achi District Policy and Procedure Committee may be, amended at anytime, or when deemed necessary by the Committee, subject to approval by the Gu Achi District Council.



**Gu Achi District**  
OF THE  
**Tohono O'odham Nation**



HC 01 Box 8713 • Sells, Arizona 85634  
520/361-2404 • 520/361-2540 • 520/383-8948  
Fax: 520/361-2724 • gadistrict@toua.net

**GU ACHI DISTRICT COUNCIL RESOLUTION**

Resolution No. 0511-487

**Approving the Amended Gu Achi District Policy and Procedure Committee (PPC) By-Laws**


- WHEREAS, the Gu Achi District Council established a quorum at a regularly scheduled meeting in the Community of Santa Rosa on May 13, 2011 to address issues regarding the district; and
- WHEREAS, the Policy and Procedure Committee members were appointed by the Gu Achi District Council on June 4, 2009; and
- WHEREAS, the Committee's By-Laws states on **IX. AMENDMENTS** that ***"Policies, and By-laws, of the Gu Achi District Policy and Procedure Committee may be, amended at anytime, or when deemed necessary by the Committee, subject to approval by the Gu Achi District Council."***; and
- WHEREAS, the Committee's By-laws were approved and amended by the District Council on May 30, 2009 (*Resolution #0509-397*); and
- WHEREAS, the members of the Policy and Procedure Committee have reviewed the Committee's By-Laws and have forward their recommendations for additional amendments; and
- WHEREAS, the members of the District Council had reviewed the proposed amendment to Policy and Procedure Committee By-Laws.

NOW THEREFORE BE IT RESOLVED THAT, the Gu Achi District Council hereby approves the amended Gu Achi District Policy and Procedure Committee (PPC) By-Laws as attached hereto.

**CERTIFICATION**

The foregoing Resolution was enacted by the Gu Achi District Council on the 13<sup>th</sup>, day of May 2011 with a vote count of 12, For; 0, Against, and 1, Absent.

GU ACHI DISTRICT COUNCIL

  
Camillus Lopez, Chairman

ATTEST:

  
Paul Gonzales, Secretary