



IYAKAPTAPI DISTRICT

**BIG COULEE
SISSETON - WAHPETON SIOUX TRIBE**

**P.O. Box 825
Agency Village, SD 57262
Phone (605) 938-4475**

Big Coulee Elderly Policies & Procedures Manual

Policies & Procedures

Elderly Advisory Board Big Coulee District Preamble

These policies and procedures specify the authority, responsibility and membership of the Elderly Advisory Board of the Big Coulee District.

These policies and procedures are derived from relevant laws regulations, standards and policies promulgated by the Big Coulee District Policies and Procedures which are not contrary to the Constitution and By Laws of the Sisseton Wahpeton Oyate.

Article I

The name of the organization shall be known as the Big Coulee District Elderly Board.

Article II

The period of duration of this organization shall be perpetual.

Article III

The objective of the Big Coulee District Elderly Board shall be to recommend policies to the Big Coulee District concerning the health & well being of the elderly members of the Big Coulee District. The Elderly Board shall formulate programs and establish priorities regarding the delivery of pertinent concerns of the elderly in the Big Coulee.

Article IV

A. Membership:

1. **Definition of membership:** Membership shall consist of all Big Coulee Members who are 55 years and older.
2. **Residency:** Elderly members of the Big Coulee District shall reside on the Lake Traverse Reservation.
3. **Terms of Membership:** Members who reach the age of 55 years will automatically become members of the Big Coulee Elderly Board.
4. **Scheduling of Meetings:** Regular Big Coulee Elderly Advisory Board Meetings shall be scheduled at the last Tuesday of each month following the reading & approval of previous minutes, the agenda will continue with present issues and concerns (in written form).
5. **Quorum:** A Quorum shall consist of $\frac{1}{4}$ of eligible Big Coulee Elderly.
6. **Voting:** All elected and elderly members of the Big Coulee District shall have voting privileges. The elected Chairperson shall not have voting

privileges except in the case of a tie. All measures shall be passed on a simple majority vote.

7. Officers: Definition of Officers shall be elected by the Big Coulee District Elderly Members. Officers shall be:

Chairperson

Vice-Chairperson

Secretary

Treasurer

8. Duties of the Officers:

- a. Chairperson:

The Chairperson shall preside over all the regular and special meetings of the Big Coulee Elderly Board. The Chairperson shall be responsible for reporting to the Big Coulee District Meeting. The Chairperson is responsible for rulings on conflicts of interest.

- b. Vice Chairperson:

In the absence of the Chairperson the Vice Chairperson shall assume all the duties with the authority vested in the Chairperson.

- c. Secretary:

The Secretary shall be responsible for all meeting notifications, minutes, reports and recommendations to the Big Coulee District.

- d. Treasurer:

The Treasurer will be responsible for the deposit of funds in the Big Coulee Elderly Boards designated Federal Credit Union or Bank. The Treasurer shall co-sign all checks along with the Chairperson. These two will be the only two designated for any and all monetary withdrawals. They shall be bonded the same as the Big Coulee District Officers. All withdrawals shall be accompanied by minutes authorizing the transaction.

9. Election of Officers:

- a. Election shall be by a majority vote of the Big Coulee Elderly Board. Officers shall be permitted to serve consecutive terms. Vacancies shall be filled by re-election for unexpired terms.

- b. The officers term of office shall be two years (2)

- c. Following approval of these policies and procedures by the Big Coulee District members at a regularly convened District meeting. The election of officers shall be declared valid.

- d. Conflict of Interest:

To resolve potential conflict of interest factors, it shall be a rule of order that any Board Member who has an interest relative to a voting issue that relates directly or personally shall withdraw from debate or vote.

10. Removal of Big Coulee Elderly Board Member: The Big Coulee Elderly Board shall declare an elected position vacant when an elected member fails to attend 2 (two) consecutive scheduled meetings.

Article V

Code of Conduct:

- A. Following behaviors and conduct are not acceptable for members of the Big Coulee Elderly Board.
 - a. Failure to live and promote alcohol and drug free lifestyle.
 - b. Failure to submit to alcohol and drug testing in accordance to Tribal Council Resolution No. SWO-06-027
 - c. Public conduct or conviction of a crime so as to bring into question the integrity of the Big Coulee District and the Sisseton Wahpeton Oyate.
 - d. The Big Coulee Elderly Board will not receive any stipends for these elected positions.
- B. Members shall recognize that authority vested in the Board exists only during official meetings and shall further understand that individual members have no legal status to commit the Big Coulee Elderly Board when it is not in session.
- C. Confidentiality of information which identifies individual person and is exchanged while the Big Coulee Elderly Board is in closed session shall be protected in accordance with requirements contained in the Health Insurance Portability and Accountability Act Privacy Rule.[45 CFR Part 164] and the Privacy Act of 1974 [5 USC 5552a]