

**KIOWA TRIBE  
KIOWA INDIAN COUNCIL MEETING  
APRIL 7, 2018  
RED BUFFALO HALL, CARNEGIE, OK  
RESOLUTION NUMBER: \_\_\_\_\_**

**DATE POSTED:**

**DATE APPROVED:**

**SUBJECT: Kiowa Indian Council Rules of Order and Procedure**

**WHEREAS:** the Kiowa Tribe is a sovereign nation since time immemorial and is federally recognized as a Tribal Government by the United States; and,

**WHEREAS:** The Kiowa Tribe is organized under a Constitution approved by tribal membership on April 17, 2017, and approved by the Secretary of the Interior, U.S. Bureau of Indian Affairs on May 5, 2017; and,

**WHEREAS:** Article V, section 3(b) of the Constitution grants the Kiowa Indian Council the power to set policy for the Tribe, and shall have all other powers and duties specifically provided by the Constitution

**WHEREAS:** The Kiowa Indian Council shall adopt and follow rules of order and procedures for enacting all resolutions which shall include the following:

**(1) Annual Meeting.** An Annual Meeting of the Kiowa Indian Council shall be held on the first Saturday in April. No other meetings of the Tribe shall be held on the first Saturday in April including a Special Meeting of the KIC or a Session or meeting of the Legislature. The Annual Meeting of the Kiowa Indian shall be held at the Tribal Headquarters. *A recent tribal Financial Statement shall be provided for the Kiowa Indian Council. To include a financial report from the KCOA.*

A Tribal Financial staff member shall be present to present the financial statement Legislators shall be present. Executive Branch shall be present and any other branch or entity to present by this resolution of shall it be a request from the Coordinator as received from the KIC Members.

**(2) Calling a Special Tribal Council Meeting.** A Special Council Meeting shall be held within the Kiowa Tribal boundaries.

*a. Special Meetings of the Kiowa Indian Council may be called by five members of the Legislature. A formal request signed by five members of Legislature shall*

be submitted to the Coordinator and shall include purpose of the special Meeting with proposed resolutions attached in proper format as indicated by the rules of order and procedure of the Kiowa Indian Council. No other boundaries shall be conducted at the Special Meeting.

*b. Special Meetings of the Kiowa Indian Council may be called by valid petition signed by one hundred and fifty members of the Kiowa Indian Council. Petition shall include purpose of Special Meeting with proposed resolutions attached in proper format as indicated by the rules of order and procedure of the Kiowa Indian Council. Validation of petition shall be coordinated between the Office of the Kiowa Indian Council and Enrollment Office. No other business shall be conducted at the Special Meeting.*

**(3) Posting and Publishing of Resolutions.** All proposed Resolutions shall be posted by the Office of the Kiowa Indian Council fifteen days prior to the Annual or Special Meetings. Specific posting sites should include: Kiowa Tribe website, Kiowa Tribal Complex (Public Notice and Resolutions), Kiowa Tribal Newsletter (dependent upon timing of resolutions and publication date of newsletter) **ANY OTHER SITE SUGGESTIONS**

**(4) Notice.** Public Notice of all Annual and Special Meetings of the Kiowa Indian Council shall be posted fifteen days before such meetings. Specific public notices should be published in the Kiowa Newsletter, Anadarko Daily News, Lawton Constitution, Kiowa Tribal Website, **OTHER SUGGESTED SITES.**

**(5) Introducing a Kiowa Indian Council Resolution.** All proposed resolutions shall be submitted to the Office of the Kiowa Indian Council with supporting documents (i.e., hard copy and/or disk format) 45 days prior to scheduled meeting. All resolutions shall statement identifying the specific resolution, if any, to be superseded, repealed or amended, and all such Resolutions shall be placed on the agenda of the Kiowa Indian Council Meeting.

**(6) Order of Business. The Order of Business at any Annual or Special Meeting of the Kiowa Indian Council shall be as follows:**

- a. Call to Order**
- b. Invocation**
- c. Roll Call**
- d. Selection of Chairman, Secretary, and Sgt. Of Arms**
  - i. Chairman appoints 8 counters**
- e. Resolutions**
  - i. Introduction of resolution**
  - ii. Reading of resolution into Kiowa Indian Council Record**
  - iii. Discussion**
  - iv. Voting**
- f. Financial Report and Other requested reports (Annual Meeting only)**
- g. Other business for discussing (Annual Meeting Only)**
- h. Announcements**
- i. Adjournment**
- j. Benediction**

**(7) Procedures for Annual Meeting and Special Meetings**

- a. The KIC Coordinator shall call the meeting to order**
- b. The KIC Coordinator appoints a Kiowa Indian Council member to perform the invocation.**
- c. The KIC Coordinator shall verify a quorum of at least one hundred and fifty members of the Kiowa Tribal Council has been met.**
- d. At the beginning of each KIC Meeting, the KIC will select a Chairman to preside at the meeting to facilitate the meeting, a Secretary to record decisions and publish the minutes of the meeting, and a Sgt. Of Arms to maintain order. The meeting shall follow Robert's Rules of Order.**
- e. Each proposed Resolution shall be read into the KIC record by the chairman or KIC member appointed by the Chairman. The reading of Resolution shall take place between introduction of resolution and discussing of resolution.**
- f. Any KIC member may propose an amendment to resolution during the discussion.**
- g. All decisions of the KIC shall be made by majority vote of the KIC present. All KIC members shall be eligible to vote including the Chairman, Secretary and Sgt. Of Arms. The KIC shall vote on each individual resolution separately, unless directed by the vote of the KIC.**

- h. The Secretary shall provide a copy of the decisions and minutes to the KIC Coordinator by the end of five business days.**
- i. The KIC Coordinator of the Office of the Kiowa Indian Council shall compile all approved laws and resolutions within ten days of passage into a code which shall be published and housed in the Office of Records and Management.**
- j. The minutes and resolutions shall be made available to an eligible Kiowa Indian Council member with written request.**

**(8) Voting. The Kiowa Indian Council shall have the right to approve or disapprove proposed resolutions by secret ballot or hand count. A certified list of eligible voters, members of the tribe 18 or older, will be provided by the Enrollment Office and will be used at all Annual and Special meetings (i.e. wrist bands or voting form)**

**(9) Proposed Resolutions. Proposed resolutions shall include: Meeting Date, time and location resolution will be presented; Resolutions numbers space for the Office of Kiowa Indian Council Coordinator to apply appropriate number; date posted; date approved space for Office of Kiowa Indian Council Coordinator to apply appropriate approval date; signature lines for Chairman and Secretary (see Attachment A)**

**(10) Petitions. Petitions for Special Kiowa Indian Council Meetings and petitions for repeal must be filed by close of business**

- a.) *Petitions to call Special Kiowa Indian Council Meeting* shall include: date, time, and place of proposed Special Meeting site; all proposed resolutions in order of presentations during Special Meeting; and Tribal Members name printed and signed (see Attachment B)**
- b.) *Petitions to call Special Meeting of Kiowa Indian Council to repeal an enacted law or resolution* shall include: date, time, and place of proposed Special Meeting site; bill or resolution number to repeal; bill or resolution subject; and Tribal Member's name printed and signed (See Attachment C) Repeal petitions must be submitted the day before the Legislature Bill takes effect as law.**

**(11) Maintain Order. It is the duty of the Chairperson of the Kiowa Indian Council to conduct the Annual and Special Meetings according to Robert's Rules of Order.**

**NOW THEREFORE BE IT RESOLVED** that the Kiowa Tribe hereby enacts the following rules of order and procedure (with attachments) for the Branch of the Kiowa Indian Council.

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**2018 KIOWA INDIAN COUNCIL OF THE KIOWA TRIBE**

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Secretary, Kiowa Indian Council

KIOWA INDIAN COUNCIL, RESOLUTION NO. \_\_\_\_\_:

**CERTIFICATION**

The foregoing resolution was duly voted upon by the 2018 Annual Kiowa Indian Council of the Kiowa Tribe; was present at the duly called Annual Kiowa Indian Council Meeting held on the 7<sup>th</sup> day of April 2018, and that the foregoing resolution was adopted by the affirmative vote:

For: \_\_\_\_\_ Opposed: \_\_\_\_\_ Abstention: \_\_\_\_\_

\_\_\_\_\_  
Secretary, Kiowa Indian Council