



IIA High Council™

INTERNATIONAL INDIGENOUS AFFAIRS HIGH COUNCIL™

Special Projects

Team Operating Agreement

Project Name: INDIGENOUS AFFAIRS INTERNATIONAL MANDATE OF PROTECTION
Project Manager Name: IIA HIGH COUNCIL, INC.
Project Sponsor: LINNA LEAGUE OF INDIAN NATIONS OF NORTH AMERICA & CANADA
Project Team Member Names: IIA PROVISIONAL HIGH COUNCIL MEMBERS
Date: 11/10/2014
Prepared by: IIA HIGH COUNCIL ADMINISTRATION SERVICES.

Special Project(s) Team Operating Agreement

Purpose of the Special Projects Team Operating Agreement (SP-TOA) ©

The Mission Statement of the IIA High Council, Promotes Multilateral Involvement. **We endeavor to Develop lasting Community Partnerships with International Corporations and Coalitions supporting Human Wellness and Sustainability for Treaties and NGO styled Activities.**

This (SP-TOA), serves as the Guidelines and Ground rules to help the Special Project Team work most productively together over the course of any Designated and Pending Special Project(s).

Please Note: The (SP-TOA) is a living document and may be updated as the need arises throughout any **Special or Sector Specific Project(s)**. Any updates will be discussed with and ratified by the **Special Committee Project(s) Team** and/or High Council Members at a Regular Meeting or Chambers Tele-conference.

Special Project(s) Team Communications

All Special Project(s) Team Information, Emails, Agendas, Meeting Presentations, Membership Directories or Conversations, Notes, Work Product, Case Studies and Vital records or Intellectual property is the Property of the IIA High Council and Should Be Handled as **Confidential** Information, and **Private Records of the IIA High Council**. * Should you believe Confidential information has been "Breached", *Please Notify the IIA Administration Services, via Phone or the Members Only Website, to report the occurrence.

- The Special Project's SharePoint website will house the most up-to-date version(s) of Special Project(s) Documents. All Special Committee Team Members and High Council Officers and Trustees will be given all access.
- Regular Meeting agendas will be e-mailed or Postal Mailed to Special Project Team Members at least **(72) Hours** prior to Special Meetings. Regular Meeting minutes will be posted to the Project SharePoint website within **(48) Hours** after Special or Regular Meetings.
- Sector and Committee Team members will appreciate the sensitive nature of information discussed during this project and will share with care. Where applicable, documents will include a footer indicating that information is **Confidential**.
- "Sidebar" conversations between team members during team meetings will not be allowed. * We promote Open Dialogue via Reports and Articles for Consideration.
- All communication will be Open and Courteous. No "overtalking" or interrupting.
- High Council Members shall maintain Order and Professionalism during all Meetings.

IIA HIGH COUNCIL SPECIAL PROJECT(S) COMMUNICATION PLAN

- IIA Regional Ambassadors
- IIA Sector NGO Officers
- IIA Diplomatic Corps. Representatives
- Community Partnerships and International Coalitions.
- Special Committee Team members will keep each other informed via the Secure Website, and We encourage all Feedback via Secure Communication methods.

Agenda and Special or Regular Meeting(s) Decision Making

IIA High Council Agendas may cover a Range of Technical Issues, to be Researched or Qualified for Vote of the Members as Described below, A Vote is Final and May Only be Changed after the Issue has been “Parked” or “Tabled” for additional Review. Please refer to the Keys Below for Voting Members Status, and Other Official Designations for a Complete Process of Checks and Balances; Members are encouraged to Share all relevant Concerns or Points of Order, to be addressed by a Special Meeting or Regular Resolution.

1. A Complete Consensus means that everyone can live with the Executive decision.
It doesn't mean everyone has to agree 100% However, there are always issues to address.
2. The team will use thumbs up/thumbs down voting to make decisions quickly and move on.
 - Thumbs up = Completely Agree with no further discussion.
 - Thumbs sideways = One agree(s), but have further questions. (Questions will be asked and answered immediately after the vote.) Recommend the Issue be: “Parked” or “Tabled”
 - Thumbs down = One cannot agree to the solution proposed.
(Be prepared to answer the question: What would it take for you to go to thumbs sideways or thumbs up?)
Anyone on the team may call for a vote at any time.
3. High Council Members (**Executive Voting Member**)
4. IIA Regional Ambassadors (**Committee Voting Member**)
5. IIA Sector NGO Officers (**Neutral Observer Voting Privileges on Special Issues, Regarding Sector Affairs, and Accommodations, as may be reasonable.**)
6. IIA Diplomatic Corps. Representatives. *(Non-Voting Participant)
7. Community Partnerships and International Coalitions. *(Non-Voting Participant)
8. IIA High Council, Regional Ambassadors, and IIA Sector NGO Officers/Members may abstain from voting. ***However, Each Member must elaborate on their abstention, So as to prevent any Delays in the Completion of the Special Project(s), or Other Program(s).***
9. No Final decision is made if there are any thumbs-down votes. **** The Issue is Tabled until A Complete Consensus has been Voted and Accepted into the Regular or Special Meeting Minutes.***
10. Regular and Special Meeting minutes will document the Final decision(s) Concurred.
If you have questions after Reviewing the Minutes, Contact the Special Project Manager and Determine the reasonable course of action, such as bringing Questions to the Special Projects Committee Team for discussion again or to Submit a Special Report.

Special Project v. Regular Meetings

Special Project Meetings are Special Due to the Amount of Representatives Included in the Regular Meeting Notices, Regular Meetings are Classified as “Special” When there are (5) or More Members Present or Voting.

REGULAR MEETING ARE HELD ONCE PER CALENDAR MONTH

Special Meetings are called to Order, When there is an Exigent Issue for Vote or Implementation.

- Special Project sub-team leaders will report the **Status** at each Regular team meeting.
- Project team members will Organize to Meet at least Once per Month and (3) Times per Quarter. *During each meeting, a “**parking lot**” will be used to record topics that require discussion, research, fact finding, or additional members at a later date.
- ***Issues, risks, change requests, and action items will be reviewed and updated at each auxiliary committee meeting and redirected for Review or Further Vote.***
- The Project Manager or IIA Sector Representative(s) will be responsible for facilitating and keeping meetings on track.* **Team members will accept the project manager’s decision to table or “park” a discussion topic.**
- Meetings will start and end on time. Team members will attend meetings in person when feasible. A dial-in number will be available for remote attendance or Website participation.
- **Sending “stand ins” to meetings will not be allowed unless approved by the project manager prior to meetings.**
- **It is the responsibility of each team member to stay current on the project team activities, even when he or she has missed a meeting.**

Personal Courtesies

The Rules of Engagement are Simple, Respect is Paramount to the IIA High Council Members, While we Understand there will be Strong Feelings, at the End of Every Meeting, We strive to Lead by Example, and Extend Diplomatic and Professional Courtesies to every participant in Special Project(s), Committees, and Assemblies Organized for IIA High Council NGO Business.

- Each special Project(s) Committee Team member represents a specific area of Special Expertise or Business Sector. Each Committee member should endeavor to bring their individual perspectives, research, fact finding(s) and additional evidence(s) to the team and will also consider what is best for the IIA High Council and The Issue.
- All cell phones and other communication or recording devices must be silenced during Conventions, Meetings, or Caucuses and used on an exceptional basis only.

Reviewed and approved by:

Interim Project Manager or IIA Sector Representative

Date:

Special Project Team Member Autograph

Date:

Special Project Team Member Autograph

Date:

Special Project Team Member Autograph

Date:

Special Project Team Member Autograph

Date:

IIA HIGH COUNCIL SPECIAL PROJECT(S) COMMUNICATION PLAN

Project Team or Committee Member Name

Date:

Project Team Member Name

Date:

Project Team Member Name

Date:

Project Team Member Name

Date: