

**Torres-Martinez Desert Cahuilla Indians
Tribal Legislative Committee**

GUIDELINES

SECTION I

Title

THESE GUIDELINES MAY BE CITED AS “Torres-Martinez Desert Cahuilla Indians Tribal Legislative Committee Guidelines.”

SECTION II

Tribal Findings

The Torres-Martinez Desert Cahuilla Indians acting through their duly elected Tribal Council finds that:

1. It is in the best interest of the Torres-Martinez Desert Cahuilla (the “Tribe”) to establish and utilize a Tribal Legislative Committee (the “Committee”) to develop laws of the Tribe in accordance with the Constitution of the Torres-Martinez Desert Cahuilla Indians (the “Constitution”), Article XVI, Section 3, and to provide information and education regarding such laws to members of the Tribe and its community.
2. These guidelines set forth the mechanism under which the Torres-Martinez Desert Cahuilla Indians Tribal Legislative Committee will develop tribal laws, and provide information and education to members of the Tribe and its community.

SECTION III

Purpose

The purpose of these Guidelines are:

1. To adopt ordinances and keep a relationship with our Amna’a (Creator) and Ancestors; to maintain our language, culture, customs and traditions; to protect our people, lands and resources; to administer justice; and to promote equality, freedom, self-sufficiency and quality of life; and otherwise to safeguard and promote the peace, safety, morals and general welfare of the Tribe.
2. To assure that the Torres-Martinez Desert Cahuilla Indians Tribal Legislative Committee serves the best interest of the Tribe.

3. To create a structure and process for the development of the Tribe's legislative and judicial branch of government, in accordance with and as outlined in the Tribe's Constitution.
4. To inform and educate the members of the Tribe and its community about tribal laws and all information and resources pertaining to these laws.

SECTION IV

Composition and Functioning of the Torres-Martinez Desert Cahuilla Indians Tribal Legislative/Court Committee

1. Appointment: Appointment is open to any member of the Tribe over the age of 18. Notwithstanding a Tribal Youth member appointed for membership on the Committee. Inquires for selection will be made in writing to the Committee's Secretary. Committee Members will be appointed bi-annually, or as vacancies exist, by General Council at either a regular or special General Meeting.
2. Membership: Membership shall consist of eight (8) members; five (5) of which shall be Tribal Members. Technical staff will assist the Committee as needed.
3. Term of Office: Officers shall be appointed and serve staggered terms of two (2) years or until their successors are duly appointed.
4. Vacancies: If there is a vacancy in the office of the Chair, the Vice-Chair will become the Chair. At the next duly called meeting there will be an appointment for Vice-Chair. If there is a vacancy in any other office, members will fill the vacancy at the next regular meeting.
5. Removal from Office: Officers can be removed from office with or without cause by a two-thirds vote at a duly called meeting where previous notice has been given.
6. Resignation: If a Committee Member desires to withdraw from the Committee, he or she shall submit a written letter to the Committee's Secretary.
7. Committee Chairperson: The Chairperson shall be responsible for conducting the meetings, attending at least one training session a year related to Tribal Legislative/Court purposes. The Chairperson shall have foundational knowledge of Tribal Sovereignty, Public Law 83-280, the Indian Civil Rights Act (ICRA) and Robert's Rules of Order.
8. Committee Vice-Chairperson: The Vice-Chairperson shall serve in the Chairperson's absence. He or she (or designee) shall be responsible for having an Agenda at each meeting. The Vice-Chairperson shall attend at least one training session a year related to Tribal Legislative/Court purposes and have foundational knowledge of

Tribal Sovereignty, Public Law 83-280, the Indian Civil Rights Act (ICRA) and Robert's Rules of Order.

9. Committee Secretary: The Secretary shall be responsible for keeping the minutes, and sending out notices and correspondence. The Secretary shall attend at least one training session a year related to Tribal Legislative/Court purposes and have foundational knowledge of Tribal Sovereignty, Public Law 83-280, the Indian Civil Rights Act (ICRA) and Robert's Rules of Order.
10. Committee Treasurer: The Treasurer shall be responsible for financial oversight of funds related to the Committee. The Treasurer shall attend at least one training session a year related to Tribal Legislative/Court purposes and have foundational knowledge of Tribal Sovereignty, Public Law 83-280, the Indian Civil Rights Act (ICRA) and Robert's Rules of Order.
11. Committee Members: Committee Members shall fulfill all duties assigned to them in these guidelines or other acts of the Committee. They shall attend at least one training session a year related to Tribal Legislative/Court purposes and have foundational knowledge of Tribal Sovereignty, Public Law 83-280, the Indian Civil Rights Act (ICRA) and Robert's Rules of Order.
12. Attendance: Committee Members are required to attend duly called meetings and may be removed for more than three (3) unexcused absences.
13. Quorum: A quorum shall consist of five (5) members of the Committee, including the Chairperson.
14. Order of Business:
 - a) Prayer
 - b) Roll Call
 - c) Reading of the minutes of previous meeting
 - d) Old Business
 - e) New Business
 - f) Adjournment
15. Regular (Perpetual) Meetings: The regular meeting of this Committee is the first Monday of the month.
16. Annual Meetings: The annual meeting is the _____ in _____. The annual meeting is for receiving reports, electing officers and other business that shall arise.
17. Special Meetings: The Chairperson, or five (5) members submitting a written request to the Secretary, may call a special meeting. Notice of the meeting shall be sent to the members at least ten (10) days prior to the meeting. The notice may be given by e-mail, postal mail, telephone or fax.

18. Rules of Order: The rules contained in Robert's Rules of Order shall be the governing rules of order during Committee meetings, where there is no conflict with bylaws, rules of order or other regulations for the governance of the Tribe.

SECTION V

Duties of the Torres-Martinez Desert Cahuilla Indians Tribal Legislative/Court Committee

1. This Committee serves to promote and provide structure to the legislative branch of the Torres-Martinez Desert Cahuilla Indians' sovereign government in accordance with the Tribes' Constitution.
2. The Committee shall inform and educate tribal members and its community through promoting programs, workshops, various projects and updates that are related to tribal legislation and judicial process.

SECTION VI

Guideline Amendment Policies and Procedures

These Guidelines shall be adopted, implemented, or amended as follows:

1. The Guidelines shall be approved by Tribal Council by way of a resolution adopting these Guidelines;
2. The Committee shall follow these Guidelines:
 - a) The Committee shall not have the authority to change, amend or delete any part of these Guidelines. The Committee may make suggestions and/or recommendations to the Tribal Council for changes, amendments, or deletions to the Guidelines;
 - b) In order to change or amend these Guidelines a formal amendment must be made to the Guidelines through a dully adopted Tribal Council resolution.