

BYLAWS

LOUISIANA GOVERNOR'S OFFICE OF INDIAN AFFAIRS NATIVE AMERICAN COMMISSION

ARTICLE I – NAME AND OFFICES

SECTION 1.

The name of the organization shall be the Louisiana Governor's Office of Indian Affairs Native American Commission, or officially as otherwise prescribed in Act No. 102, and provided under Section 1. R.S. 46:2305, Louisiana Revised Statutes, 2018, otherwise referred to as the "Native American Commission within the Governor's Office of Indian Affairs Act" and may herein thereafter be referred to as the "**Native American Commission**" and/or "**Commission**".

SECTION 2.

The Louisiana Native American Commission shall be domiciled in East Baton Rouge Parish, Louisiana. The Native American Commission may have offices at other such places as the Commission may appoint or as the Commission may require.

ARTICLE II – MEMBERS AND POWERS OF THE COMMISSION

SECTION 1. MEMBERS

The Louisiana Native American Commission shall be composed of one (1) appointed member from each of the State or Federally Acknowledged Louisiana Tribes.

The members shall include:

- (1) One member appointed from each of the fifteen (15) Native American Tribes, Bands or Groups in the State of Louisiana:
 - (a) Adai Caddo Indians of Louisiana, one (1) member;
 - (b) Bayou Lafourche Band of Biloxi-Chitimacha-Choctaw, one (1) member;
 - (c) Chitimacha Tribe of Louisiana, one (1) member;
 - (d) Choctaw-Apache Tribe of Ebarb, one (1) member;
 - (e) Clifton Choctaw Tribe of Louisiana, one (1) member;
 - (f) Coushatta Tribe of Louisiana, one (1) member;
 - (g) Four-Winds Cherokee Tribe, one (1) member;
 - (h) Grand Caillou/Dulac Band, one (1) member;
 - (i) Isle de Jean Charles Band of Biloxi-Chitimacha-Choctaw, one (1) member;
 - (j) Jena Band of Choctaw Indians, one (1) member;
 - (k) Louisiana Band of Choctaw Indians, one (1) member;
 - (l) Natchitoches Tribe of Louisiana, one (1) member;
 - (m) Point au Chien Tribe, one (1) member;
 - (n) Tunica-Biloxi Tribe of Louisiana, one (1) member; and
 - (o) United Houma Nation, one (1) member.

- (2) The following shall serve as ex officio members:
 - (a) The Director of the Governor's Office of Indian Affairs;
 - (b) The Secretary of the Department of Veterans Affairs or designee; and
 - (c) The State Archeologist or designee.
- (3) The commission may add Louisiana state recognized tribes and federally acknowledged tribes, bands or groups to its membership as they are officially granted state or federal acknowledgement.

SECTION 2. CERTIFICATION AND TERMS

Certification of each of the Native American members specified above shall be by letter from an official of the Tribe, Band or Group authorized to transmit appointments by the chief executive office or the governing body of the Tribe, Band or Group. Each Commissioner shall submit his/her letter of appointment from the appointing authority to the Director of Indian Affairs and the Chairperson of the Commission within fifteen (15) days of his/her appointment.

All appointments shall be made for four years except in cases where appointees are unable to complete their terms. If a member is unable to complete his/her term, the appointing entity shall appoint a member for the length of the unexpired term.

SECTION 3. POWERS

The Commission shall assume all powers delegated to it by Act No. 102 Creating the Native American Commission within the Louisiana Governor's Office of Indian Affairs, R.S. 46:2305 and not otherwise forbidden by the Constitution and laws of the State of Louisiana; including but not limited to the following:

- (1) To conduct meetings and elect/appoint officials to operate in its behalf;
- (2) To adopt bylaws, rules and procedures for its operation;
- (3) Advise the Governor's Office of Indian Affairs regarding issues pertaining to Native Americans;
- (4) Identify the needs and concerns of the Native Americans in Louisiana and bring such needs and concerns to the attention of the Governor's Office of Indian Affairs;
- (5) Make recommendations to the Governor's Office of Indian Affairs to address the needs and concerns of Native Americans in Louisiana;
- (6) Review applications for the Office of Indian Affairs Scholarship and recommend scholarship awardees to the Governor's Office of Indian Affairs;
- (7) Promote Native American culture, awareness, and education across the state; and
- (8) Promote Native American Heritage Month in Louisiana;

ARTICLE III – OFFICERS AND RESPONSIBILITY

SECTION 1.

Officers of the Commission shall be elected biennially and shall be the Chairperson, Vice-Chairperson and the Secretary. A majority vote of a quorum of the Commission members is required.

SECTION 2. CHAIRPERSON

The Chairperson shall preside at all meetings of the Commission and exercise general charge and supervision of the Commission. The Governors Office of Indian Affairs shall assist as needed. The Chairperson shall also be known as the Chairperson of the Louisiana Native American Commission and shall have the following duties:

- (1) To represent the Commission in its official business;
- (2) To disseminate or cause to be disseminated information pertaining to the betterment of Native American citizens of Louisiana and the Commission;
- (3) To appoint all standing, special and ad hoc committees;
- (4) To render an annual report of the activities of the Commission to the Louisiana Governor's Office and Legislature, as approved by the Commission; and
- (5) To serve as an ex officio member of all Committees.

SECTION 3. VICE CHAIRPERSON

The Vice Chairperson of the Commission shall serve as Chairperson of the Commission in the absence of the Chairperson at any meeting of the Commission, and if the office of the Chairperson is vacated for any reason, shall become the Chairperson of the Commission for the remainder of the term of the Chairperson, exercising all of the duties and powers of the Chairperson delineated by these bylaws.

- (1) In the event that the Vice Chairperson becomes Chairperson as outlined in Section 3 above; the Commission shall at its next regular Board Meeting elect a Vice Chairperson from its members.
- (2) In the event the Vice Chairperson resigns, his/her appointment is terminated, or is no longer able to continue in office, with the exception of Section 3 (1) above, the Commission shall elect a Vice Chairperson from its members at its next regular Board Meeting.

SECTION 4. SECRETARY

The Secretary shall preside at all meetings of the Commission and shall have the following duties:

- (1) To provide for the recording and keeping of all official minutes of the meetings of the Commission;
- (2) To prepare meeting agendas, along with the Chairperson, to be published and distributed to the Commission in advance of the meeting and to make copies available to the public at the meeting;

- (3) To read the minutes of the previous meeting(s) and all correspondence, including applications and/or forms to be brought before the Commission;
- (4) To have a copy of the bylaws, and previous minutes of all official meetings for ready reference; and
- (5) In the event the Secretary resigns, his/her appointment is terminated, or is no longer able to continue in office, the Commission shall elect a Secretary from its members at its next regular Board Meeting.

ARTICLE IV - VOTING

SECTION 1.

A majority of the voting membership shall constitute a quorum. All official business of the commission shall require the affirmative vote of not less than a majority of the members present. Voting by proxy is prohibited.

Each of the members of the Commission appointed from the fifteen (15) Native American Tribes, Bands or Groups shall have one (1) vote to exercise on any issue or question brought before the Commission in session assembled.

Legislation may be recommended by the commission to the Governor's Office of Indian Affairs only upon approval by a two-thirds vote of the commission members present. The commission shall not recommend legislation that would impair ownership interests in any immovable property or any mineral rights associated therewith.

ARTICLE V - MEETINGS

SECTION 1.

The Commission shall meet at least once every quarter, and may meet more often as determined by the chairperson.

Any item to be placed on the agenda of a scheduled meeting must be filed with the secretary seven (7) business days prior to the meeting.

ARTICLE VI – AMENDMENTS

SECTION 1.

These bylaws may be amended by a vote as defined in Article 4 Section 1 of the commission in regular or special session assembled, provided that written notice be given by the Chairperson of any intent to amend these bylaws at any meeting. Such intentions must be stated at the call for the meeting.

ADOPTED: By the Native American Commission on November 12, 2019.