



FILED
IN THE DISTRICT COURT

SAC AND FOX NATION

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2008 APR 29 A 10:17

RESOLUTION SF-08-156
SAC AND FOX NATION
CHARLOTTE CARTWRIGHT, COURT CLERK

FILED

DATE 4-15-08
BY: REGULAR BUSINESS COMMITTEE MEETING
SAC AND FOX RESERVATION
STROUD, OKLAHOMA

SECRETARY
SAC & FOX NATION
Gwen McCormick Wilburn

MARCH 19, 2008

A RESOLUTION AUTHORIZING AND APPROVING THE BLACK HAWK HEALTH CENTER HEALTH ADVISORY BOARD BYLAWS.

WHEREAS, the Business Committee of the Sac and Fox Nation met in a Regular meeting held the 19th day of March 2008, there being a quorum present, and

WHEREAS, the Business Committee is authorized to transact business and act on behalf of the Nation pursuant to the Constitution and Laws of the Sac and Fox Nation, and

WHEREAS, it is in the best interest of the Sac and Fox Nation to approve the Black Hawk Health Center Health Advisory Board Bylaws.

NOW, THEREFORE BE IT RESOLVED THAT the Business Committee of the Sac and Fox Nation hereby approves the attached Black Hawk Health Center Health Advisory Board Bylaws.

FURTHER, THEREFORE BE IT RESOLVED THAT the Principal Chief is authorized to execute the document.

CERTIFICATION

WE, George Thurman, Principal Chief, and Gwen McCormick Wilburn, Secretary of the Sac and Fox Nation, do hereby certify that Resolution SF-08-156 to be a true and exact resolution as approved by the Business Committee in a Regular meeting held at the Sac and Fox Reservation, Stroud, Oklahoma on the 19th day of March 2008, by a vote of: George Thurman-Yes, Cheryl McClellan Tofpi-Yes, Gwen McCormick Wilburn-Yes, Stella Nullake Nanaeto-Yes, Michael W. Hackbarth-Yes.

George Thurman
George Thurman, Principal Chief
Sac and Fox Nation

Gwen McCormick Wilburn
Gwen McCormick Wilburn, Secretary
Sac and Fox Nation



FILED

DATE 4-15-08

SAC AND FOX NATION HEALTH ADVISORY BOARD

SECRETARY
SAC & FOX NATION

Juan M. Cornish Williams

BYLAWS

ARTICLE 1. NAME

As of 04-1-2008, there is established a Sac and Fox Nation Health Advisory Board as the Advisory Board of the Sac and Fox Nation Health Services Department. [Hereinafter referred to as the "Health Advisory Board."]

ARTICLE 2. OFFICE AND AGENT

The Health Advisory Board shall locate its official headquarters or its office on Sac and Fox Land within the Tribal jurisdiction. The Director of the Sac and Fox Nation Health Services Department shall be authorized to serve as the agent for the purpose of receiving service of process upon the Health Advisory Board.

ARTICLE 3. PURPOSES

The purpose of the Health Advisory Board shall be to support the attainment of excellence in all services provided by and in conjunction with the Sac and Fox Nation Health Services Department.

ARTICLE 4. BOARD MEMBERSHIP

A. *Number and status:*

The Health Advisory Board shall consist of five voting members duly appointed by the Sac and Fox Nation Business Committee, and an ex-officio non-voting member.

B. *Stipends:*

Voting Health Board members will receive a stipend for each regular meeting attended, (not to exceed 12 regular meetings annually). Health Advisory Board members are expected to be in attendance throughout all monthly meeting proceedings and discussions. Any Health Advisory Board member, who is absent for more than one-half of the meeting, shall not receive a stipend for attendance.

C. *Membership Qualifications:*

Membership will include a total of five voting members with a minimum three of the members being Sac and Fox Nation citizens and the remaining two members may be Native or non Native. The Health Services Director shall serve as an ex-officio member.

D. *Officers:*

The Health Advisory Board shall elect from among its members a Chair, a Vice-Chair, and a Secretary at the first meeting. Thereafter, elections of Officers shall be held every October.

E. *Ex Officio Members:*

The Health Services Director shall serve as a non-voting member of the board. Non-voting members shall not receive a stipend for each meeting attended.

F. *Term :*

The terms of the Health Advisory Board members shall be staggered. For the first year, one member term expires in one year, two member for two years, and two member terms to expire in three years

G. *Appointment Procedures:*

Members shall be appointed to the Health Advisory Board by the Business Committee at least 30 days prior to the expiration of a current Health Advisory Board member's term or 30 days following an early termination of a current Health Advisory Board member's term. Members whose term expires may be re-appointed. The Business Committee shall provide the Health Advisory Board with a Business Committee resolution as evidence of the appointment. The Health Advisory Board shall acknowledge the resolution as conclusive evidence of the appointment of the Health Advisory Board member and duly record the appointment in the minutes of a Health Advisory Board meeting. The Health Advisory Board member whose term is to expire may continue to hold office, participate in decision-making, and serve as a Health Advisory Board member until his or her successor has been appointed and duly recorded if the Business Committee does not appoint a successor.

H. *Attendance:*

Any Health Advisory Board Member absent from three (3) consecutive regular meetings after receiving notice thereof, whether written or otherwise, without being excused by the Health Advisory Board shall be considered to have automatically resigned his/her office as a Health Advisory Board Member. This resignation shall not have the right of appeal except only as to the issue of attendance and receipt of notice of meetings.

I. *Removal Procedure:*

Any Health Advisory Board member may be removed by the Business Committee for serious inefficiency or neglect of duty or for misconduct in office, but only after a hearing before the Business Committee and only after the Health Advisory Board member has received written notice of allegations against him or her at least 10 days prior to the hearing. At the hearing of the Health Advisory Board member shall have the opportunity to be heard in person or in his/her choice by counsel, and to present testimony, and witnesses in his/her behalf. In the event of removal of any Health Advisory Board member, a record of the proceedings, together with the conclusions and findings, shall be filed with the Nations Secretary, and a certified copy filed with the Court Clerk.

J. *Resignation:*

Resignation from the Health Advisory Board shall be in writing stating reasons and shall be presented at a Health Advisory Board meeting. The Health Advisory Board shall acknowledge the resignation, noting the same in the minutes. The Business Committee will be notified of the vacancy for the purposes of appointing a successor to serve the remaining term. Resignations are effective upon acceptance by the Health Advisory Board at a regular monthly or special meeting.

K. *Vacancies:*

If a vacancy in the membership of the Health Advisory Board occurs for any reason, the Business Committee will fill the position within 30 days using the list of alternate board members developed by the Business Committee at the time of the initial appointments.

ARTICLE 5. BOARD DUTIES

A. *General:*

The Health Advisory Board is responsible for assisting the Health Service Director with the oversight of general operations and management of the Sac and Fox Nation Health Services Department program delivery.

B. *Chair Duties:*

1. To coordinate with the Health Services Director to develop an agenda and preside at all Health Advisory Board meetings, regular and special.
2. To represent the Health Advisory Board on behalf of the Sac and Fox Nation Health Services Department at various health meetings and to report back to the Health Advisory Board about such meetings.

3. To perform such other duties as may be prescribed by the Business Committee and Health Advisory Board.
- C. Vice-Chair Duties:**
1. Shall assume the duties of the Chair in his/her absence.
 2. To perform other duties as may be assigned by the Chair, Health Advisory Board or Business Committee.
- D. Secretary Duties**
1. Secretary will take minutes at all Health Advisory Board meetings, will review the minutes, file and report the minutes as required.
 2. Assure that all notices are duly given in accordance with these bylaws or as required by law.
 3. To assist in formulating meeting agendas.
- E. Contract Oversight Duties:**
To recommend contract services when necessary to provide technical assistance, share medical opinions, and coordinate activities in the development and operation of comprehensive health programs.
- F. Conflicts of Interest:**
Health Advisory Board members shall observe all Sac and Fox Nation and appropriate accrediting agency standards and regulations intended to avoid conflicts of interest.
- G. Chain of Command:**
Members of the Health Advisory Board shall direct community members and employees to the Health Services Director for addressing concerns, complaints or related issues. Health Advisory Board Members shall not become a part of employee personnel issues or become involved in the complaint process.

ARTICLE 6. MEETINGS

I. Types of Meetings:

A. Annual Meeting

1. The Health Advisory Board shall conduct its annual meeting for the purpose of the election of officers. Approval of a report of the activities of the Health Services Department, and to transact such other business as needed.
2. The annual meeting shall be conducted in October each year at a date time and place to be set by the Health Board, in accordance with the Health Act of 2008 and the Health Advisory Board bylaws.

B. Regular Monthly Meeting

1. The Health Advisory Board shall conduct a regular meeting each month, at a time agreed upon by the majority of the Health Advisory Board members. The Secretary shall provide notice of the meetings at least five days in advance of the scheduled meeting day in writing.
2. The meetings shall be held on Sac and Fox Nation land within tribal jurisdiction.

C. Special Meetings:

Special meetings may be held upon twenty-four (24) hours actual notice, or upon such notice as the Board may by rule determine, and business transacted, provided that not less than a majority of the full Board concur in the proposed action. Special meetings of the Board may be called by the Chairman, or upon written request of any three (3) members of the Board. The notice shall convey the date, time, location, and the business to be considered. No business other than that specified in the notice of special meeting shall be conducted.

D. Notice of Meetings:

Notice of Board Meeting, Annual, Regular and Special, shall be given to the Nations Secretary upon the setting of the meeting.

ARTICLE 7. MEETING PROTOCOL

A. *Quorum:*

Meetings shall only be official when a quorum is present. Three (3) voting members of the Health Advisory Board shall constitute a quorum. A quorum must be present for the transaction of business.

B. *Manner of Decision-Making:*

All matters shall be fully discussed and a reasonable attempt shall be made to secure unanimous agreement but the final decision will be by majority vote.

C. *Order of Business:*

The normal order of business of the Health Advisory Board, which may be varied by a motion duly adopted by the Board, shall be:

- (1) Call to Order
- (2) Invocation
- (3) Roll Call & Declaration of Quorum
- (4) Opening Statement by the Chair
- (5) Adoption of meeting agenda
- (6) Review and adoption of minutes of the previous meeting
- (7) Introduction of Guest(s) / Guest Speaker Presentation (s)
- (8) Report of the Health Director
- (9) Unfinished business
- (10) New business
- (11) Adjournment

ARTICLE 8. REPORTS

A. A report shall be submitted to the Office of the Secretary by June 1 of each year for the Sac and Fox Nation's Annual Governing Council meeting.

B. The Health Advisory Board's approved annual fiscal report must be submitted to the funding agency within 30 days of the end of the fiscal year, and a copy shall be forwarded to the Business Committee; This report shall identify:

- (1) A summary of the activities of the prior fiscal year,
- (2) The financial statements of the Health Services Department,
- (3) The conditions of the Health Services Department facilities;
- (4) A summary of the health care conditions of the Sac and Fox community;
- (5) Any significant problems and accomplishments;
- (6) Short term and long term goals: and ,
- (7) Any other information requested by the Health Advisory Board and the Business Committee.

ARTICLE 9. AMMENDMENTS

Recommendation to amend, alter, restate, change, add to or repeal these Bylaws at any regular or special meeting may be amended by the affirmative vote of not less than two-thirds vote of the entire Health Advisory Board. Written notice of the proposed amendment must be provided to all Health Advisory Board members at least 10 days prior to the meeting. The Bylaws, as amended, will receive final approval by the Business Committee.