

Legislative Council Standing Committee Attendance Procedure

- I. Scope. This Attendance Procedure shall apply to all Legislative Council Representatives and shall govern their attendance during regular meetings of the Council standing committees to which they have been elected or appointed. For purposes of this Procedure, "regular" meetings are those held on the day designated by the Legislative Council, provided however, that this Procedure shall not apply to standing committee meetings held on Legislative Council sessions days or during adjournments or recesses.
- II. Absence. When used in this Attendance Procedure, "absence" means a Legislative Council committee member's non-attendance at a committee meeting for any reason. An absence may only be excused as provided in these Attendance Procedure.
- III. Attendance Verification.
 - A. For every regular committee meeting, the committee chairperson shall submit to the Legislative Council Chairperson and Vice Chairperson ("Legislative Officers") a written committee roster identifying the meeting date, time a quorum is established, and the time each committee member arrives. The committee vice chairperson shall submit the committee roster when the chairperson is absent. If both the committee chairperson and vice chairperson are absent, any committee member may submit the committee roster. Committee attendance rosters shall be submitted to the Legislative Officers by the end of the next business day after the scheduled committee meeting.
 - B. The committee officers shall notify the committee members and Legislative Officers in writing and in advance before a regular meeting is cancelled. Regular committee meetings shall not be cancelled except by a majority of the committee membership.
 - C. If no committee meeting roster is submitted and no meeting cancellation notice is submitted as required, it will be assumed that all unexcused committee members were absent.
- IV. Excused Absences; Advance Notice.

A. A Legislative Council Representative's absence from a regular committee meeting shall be excused if

1. the Representative provides advance written notice to the relevant committee officers with a copy to the Legislative Officers of the date(s) and time(s) of the absence, and specific reason therefore; and

2. the absence is due to

a. a scheduled medical or other essential appointment, jury duty, military service, maternity/paternity leave, observance of traditional O'odham practices;

b. approved travel on behalf of the Nation, Legislative Council, or the Representative's district, with written verification to the committee officers and Legislative Officers;

c. serving on an authorized Legislative Council delegation or serving on a committee delegation when conducting activities authorized by a full committee; or

d. official business on behalf of the Nation, Legislative Council, a Legislative committee or a district.

B. In the event of a dispute concerning an absence due to an essential appointment under Article IV(A)(2)(a), the Legislative Council Chairperson shall make a written decision whether an appointment was "essential."

V. Excused Absences; Without Advance Notice.

A. A Legislative Council Representative's absence from a regular committee meeting shall be excused if

1. as soon as possible, the committee officers are notified by telephone of the date(s) and time(s) of the absence and specific reason therefore;

2. the absence is due to an illness or personal injury to the Representative or a family

member, death of a family member, or circumstances over which the Representative has no personal control (including but not limited to road construction or detour, weather, or transportation problems); and

3. the committee officers provide a written notice to the Legislative Officers of the date(s) of, time(s) of, and specific reason for the committee member's absence; if both committee officers are absent, a quorum of the committee shall provide such notice.

VI. Fine Procedure.

- A. A Legislative Council Representative shall not be fined for an unexcused absence during the first thirty minutes after a committee quorum is established.
- B. Thirty minutes after a committee quorum is established, a Representative who is absent and unexcused shall be fined an amount equal to one-half that Representative's daily rate of pay.
- C. The Legislative Officers shall be ex officio, non-voting members of the Council standing committees and shall be responsible for notifying the committees in writing if they are unavailable to establish a quorum.
- D. Unless a committee schedules a regular meeting for another time, regular committee meetings shall begin at 9:00 a.m. If a regular committee meeting is not held due to a lack of a quorum, each absent and unexcused committee member shall be fined an amount equal to one-half that Representative's daily rate of pay. The committee members in attendance shall be responsible for filing a committee roster noting their presence and the inability to establish a quorum.
- E. Such fines shall be deducted from the Representative's salary during the pay period immediately following the absence.

VII. Reporting; Writings.

Committee attendance for the preceding three months shall be provided to the Council by the

Legislative Officers in writing and shall be reported during an open Council session on a quarterly basis. For purposes of this Procedure only, written notices and verifications may be sent by e-mail.