

Port Gamble S’Klallam Lot Advisory Committee

The Port Gamble S’Klallam Tribal Council shall appoint a Lot Advisory Committee (LAC). The LAC shall be advisory only and make recommendations to Council concerning Title 10, Land Code Policies, Lot Advisory procedures and annual goals.

Structure and Procedures

1. The Port Gamble S’Klallam Tribal Council shall appoint a LAC which shall be made up of five (5) tribal members who are familiar with or have a strong interest in learning the overall governing policy and operations of Title 10 Tribal Land Code, sections 10.01-10.03.16. This process shall comply with the Tribal Board Recruitment Policy. Terms will be staggered and will be up for reappointment every two (2) years. In even years, re-elections will include the Chairman, and board positions 1 and 3, and odd years will include the Vice-Chairman and board position 2. Reappointments will occur each February, by motion. The first year the Chairman and board positions 1 and 3, will be a 2 year term and; the Vice-Chairman and board position 2 will be a 1 year term. The Special Projects Coordinator shall oversee the appointment process for Council’s consideration.

After appointment to the LAC, the Special Projects Coordinator will provide an orientation to all new members at the following LAC meeting. All members of the LAC are required to sign a confidentiality form. The Tribe’s Legal Attorney may provide annual Ethics training to all committee members.

2. The LAC shall elect a Chairman and Vice Chairman who will be responsible for conducting the meetings and provide guidance to the Special Projects Coordinator on reporting to the Tribal Council.

3. A quorum of the LAC shall be three (3) members. A simple vote of majority constitutes a valid vote when a quorum is present.

4. If a LAC member misses three (3) or more unexcused meetings in a calendar year, other members of the LAC may recommend Tribal Council replace that LAC member.

5. The LAC shall use a very basic guide of Roberts Rules of Order when conducting business.

6. Phone Polls are discouraged outside of regularly scheduled meetings, however, emergent items that require a vote from the LAC, in which case, the Special Projects Coordinator shall request a Phone Poll through the Administrative Director of Tribal Services. All attempts, (telephone, text or email), will be made to contact every LAC member; each vote shall be recorded, the outcome will then be reported to the LAC

members, and then presented at the next LAC meeting for formal approval in the form of Minutes.

7. A stipend established by the Tribal Council will be paid to members who attend the LAC meetings. LAC members must sign a stipend form for compensation. PGST employee's are eligible for a stipend when and if the meeting is scheduled during their lunchtime or after business hours. Only one stipend per day will be paid.

Lot Advisory Committee Mission

The Port Gamble S'Klallam Lot Advisory Committee is committed to providing safe, sanitary land to eligible tribal members for their housing needs and to monitor the Lot Waiting List to ensure fair and proper management.

Lot Advisory Committee Goals

- Provide safe and sanitary lots to our tribal members.
- Conduct fair and accurate tracking of the Lot Waiting List.
- Reduce the amount of people on the Lot Waiting List.
- Recommend enforcement of all sections Title 10 Tribal Land Code to Tribal Council.
- Provide Tribal Council with unbiased, fair recommendations that best serve our tribal members.

Lot Advisory Committee Responsibilities

- Ensure all policies are followed when allotting tribal land assignments
- Make recommendations to Tribal Council on lot assignments/issues
- Review and approve the Lot Waiting List
- Review and recommend changes to Title 10 Land Code
- Review and recommend changes to the LAC structure, mission, goals and responsibilities.