



## **Wisconsin Department of Transportation Tribal Task Force**

# **Wisconsin Department of Transportation Inter-Tribal Task Force By-Laws**

### **Article I. Name**

The name of the group shall be the Wisconsin Department of Transportation Inter-Tribal Task Force (ITTF)

### **Article II. Purpose**

The purpose of the ITTF shall be to:

1. Review and provide advice and guidance to the Secretary of the Wisconsin Department of Transportation (WisDOT) and tribal leaders on long term and short term transportation policies and priorities that have the potential to impact tribal transportation systems and communities.
2. Evaluate the results and efficacy of transportation policies and priorities upon tribal transportation systems and communities.
3. Review and make recommendations on the programs, policies and initiatives of the agency impacting tribal transportation to Federal Highways Administration (FHWA), Bureau of Indian Affairs (BIA), WisDOT and tribal governments.

### **Article III. Mission**

The mission of the ITTF is to articulate and facilitate a clear direction in joint transportation systems between the individual tribal governments and FHWA, BIA, and the WisDOT.

### **Article IV. Objectives**

1. To study and consult together on the strategies and tactics that will best advance the development of safe and effective transportation systems for tribal and state stakeholders and all citizens in Wisconsin.
2. Tribal representatives and agency staff will develop annual strategic goals and objectives that address transportation systems in relation to:
  - a. Economic development
  - b. Partnerships between Tribal, Federal, State and Local/municipal governments
  - c. Transportation safety
  - d. Task Force structure
  - e. Cultural resource

## **Article V. Scope of Authority**

The ITTF was developed through the Tribal Partnership Agreement. The intent of the ITTF is to implement Executive Order 39 *“Relating to an affirmation of the Government-to-Government relationship between the State of Wisconsin and the Tribal Governments located within the State of Wisconsin.”*

The purpose of the ITTF is to continue to create and define the processes by which WisDOT and FHWA will work in collaboration with Wisconsin’s eleven sovereign and federally recognized Indian Nations. The ITTF is designed to support the Government-to-Government relationship and support the transportation related needs of all State and Federal agencies and the eleven Tribes.

As a body acting to implement the intent of Executive Order 39, the ITTF has the authority and responsibility through motions to:

1. Establish and implement procedures and standards that result in safe and efficient transportation systems serving both tribal and state stakeholders.
2. Develop budget and policy recommendations to the Secretary, FHWA, BIA and tribal leaders.
3. Mediate and resolve conflict that cannot be resolved at lower levels.

## **Article VI. Membership**

1. Membership of the ITTF shall consist of the following:
  - a. Tribal elected officials
  - b. Tribal representatives delegated by their elected leaders
  - c. WisDOT agency representatives:
    - i. Statewide Tribal Liaison
    - ii. Regional Tribal Liaisons
    - iii. Other staff as needed
    - iv. Other individuals working on ITTF related projects
2. Advisory membership:
  - a. Tribal representatives delegated by their elected leaders may include other tribal staff to provide advice and guidance to the ITTF.
  - b. FHWA, BIA and WisDOT may enlist other staff to provide advisory support to the ITTF.
  - c. American Indian Chamber of Commerce of Wisconsin (AICCW)
  - d. FHWA agency representatives
  - e. BIA agency representatives
  - f. Other federal and state agencies as determined by the ITTF
3. If a member is absent for three consecutive meetings the ITTF Chairperson shall contact the respective tribal government in writing to notify the tribe of the absence and request a reappointment.
4. Meeting attendance:

ITTF membership will be expected to RSVP to meeting announcements to facilitate meeting management by:

  - a. Announcing their intention to attend the meeting
  - b. Requesting an excused absence
  - c. Appointing a proxy
  - d. Announcing any advisory membership attendance

5. Compensation:

If ITTF funds are appropriated, WisDOT provides funds for one designated representative (or an alternate) per tribe to attend ITTF meetings. Tribal representatives requesting travel subsidy must submit a formal letter or tribal resolution indicating that the tribe has designated an individual to attend. This document must be updated annually. Travel funds will also be made available to individuals working on behalf of the ITTF. Prior written approval by the WisDOT Statewide Tribal Liaison is required.

Travel subsidies can be paid directly to the Tribe or the individual. A letter will be sent annually to the tribal government listing payments made to that Tribe or individual for attendance to the Task Force. These summaries will indicate financial indications based on the federal fiscal year (November-October).

### **Article VII. Officers**

The **Chairperson and Vice-Chairperson** shall be voted on by the ITTF at its first meeting of the calendar year, to serve a one-year term. In the event of a vacancy in the Chairperson's position, the Vice-Chairperson shall succeed as the Chairperson for the balance of the Chairperson's position as provided below. In the event of a vacancy in the Vice-Chairperson's position, the ITTF shall appoint a successor from its membership with non-binding recommendations from the ITTF to fill the Vice-Chairperson's position for the remainder of the Vice-Chairperson's term.

The Chairperson shall preside over the ITTF meetings, represent the ITTF, have signatory authority, act as the spokesman for the ITTF and appoint the Chairpersons for each ITTF subcommittee. Additionally the Chairperson shall provide regular reporting to the tribes, agencies and Great Lakes Inter-Tribal Council (GLITC) at their quarterly meeting.

The Vice-Chairperson shall perform the duties of the Chairperson when the Chairperson is absent and after one year of service, the Vice-Chairperson shall succeed to the position of Chairperson.

Terms: The Chairperson and Vice-Chairperson shall serve for a term of one calendar year.

### **Article VIII. Staff Positions**

Recording Secretary: This position will be appointed by the ITTF coordinating tribe/college (IGA facilitator). The ITTF coordinating tribe/college shall maintain a record (minutes) of all proceedings of the ITTF as required and shall perform other duties as provided in the by-laws.

ITTF Coordinator: This position is staffed by the ITTF coordinating tribe/college as an employee and shall coordinate all ITTF meetings and subcommittee meetings, develop and distribute all meeting materials including but not limited to agendas, minutes and meeting announcements. The ITTF Coordinator will facilitate all meetings and provide a bi-monthly report to the ITTF.

### **Article IX. Meetings**

1. Annual planning meeting
  - a. The ITTF will develop an annual meeting schedule.
  - b. The ITTF will develop goals and objectives for each of the sub-committees.
2. Regular meetings

- a. All regular meetings of the ITTF will be held in conjunction with the Tribal Historic Preservation Officers meetings and according to the schedule developed during the annual planning meeting.
- 3. Parliamentary Authority
  - a. All ITTF meetings will be conducted in a professional and businesslike manner with ample opportunity for all members to share concerns and provide feedback.
  - b. Formal action items will require an application of Robert's Rules of Order
  - c. Any disruptive conduct at a meeting shall require the application of Robert's Rules of Order
- 4. Quorum; Vote; Committee of the Whole
  - a. The presence of 10 members shall constitute a quorum for the transaction of business.
  - b. All acts of the council shall require the presence of a quorum and affirmative vote of a majority of the total membership present.
    - i. Voting privileges will be limited to tribal representatives or tribal elected officials and tribal liaisons.
    - ii. Delegates are permitted to vote
    - iii. Proxies are permitted when submitted in writing to the ITTF Coordinator
    - iv. Voting is acceptable via telephone, video or other means of technology
    - v. Poll voting
      - 1. Shall be permitted in cases where time is a critical consideration for ITTF action.
      - 2. The Chairman shall determine the necessity of a poll vote and ensure that each ITTF member is advised of the request for a poll vote and that there is documentation regarding such request.
      - 3. Due to the nature of poll voting, a poll vote will require a two thirds (2/3) majority in order to pass. The Chairman shall cast a vote in all poll vote matters.
      - 4. A poll vote shall be ratified at the next regularly scheduled meeting of the ITTF following such a vote.
  - c. At any regularly called meeting not held because of a lack of a quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the council members present. If a quorum is eventually met at a meeting the Chairperson shall call the meeting to order.

## **Article X. Agendas and Meeting Notices**

### 1. Agenda Format and Content

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. At a minimum each ITTF meeting agenda shall include the following:

- d. Call to order
- e. Invocation
- f. Review/modifications to the agenda
- g. Approve agenda
- h. Reports
- i. Old business
- j. New business

- k. Other business
  - l. Adjournment
  - m. Networking with Tribal Liaisons
2. Items may be referred for inclusion on an agenda by:
- a. The ITTF with a quorum present and upon the affirmative vote of a majority of the members present.
  - b. The ITTF Chairperson;
  - c. The Tribal Affairs Office at WisDOT

The order of business shall be established by the Chairperson.

3. Public Presentation
- Each agenda for a regular meeting shall provide an opportunity for interested parties to address the ITTF on matters of interest either before or during the ITTF's consideration of the item if it is listed on the agenda or if it is not listed on the agenda but is within the jurisdiction of the ITTF, under the agenda item heading "Other Business". The ITTF shall not act upon an item that is not listed on the agenda.
4. Agenda Preparation
- The Chairperson shall prepare the agenda for each meeting in consultation with the Inter-Tribal Task Force Coordinator.
5. Agenda Posting and Delivery
- The Task Force Coordinator shall post the written agenda for each regular meeting on the Tribal Task Force web site at least 10 days before the meeting is scheduled to begin. The agenda shall be posted for all ITTF members via email. The agenda together with supporting documents shall be delivered to each ITTF member via email 72 hours before each regular meeting.
6. Meeting Notices
- The Tribal Task Force Coordinator shall, using email, send a meeting notice within 20 days of every regular meeting to each ITTF member with appropriate considerations given to travel needs.
7. RSVP
- The membership of the ITTF will RSVP to indicate attendance, request an excused absence and/or appoint a proxy to facilitate meeting management.

## **Article XI. Amendments to the By-laws**

These by-laws shall be adopted and amended when deemed necessary by a 50% plus 1 majority of the ITTF membership as defined by these by-laws in Article VIII, sec. 4 and b. Any proposed amendments must be submitted in writing and provided in advance of any meeting to be included in a meeting agenda.