

TRIBAL SELF-GOVERNANCE ADVISORY COMMITTEE

DEPARTMENT OF HEALTH AND HUMAN SERVICES INDIAN HEALTH SERVICE ORGANIZATIONAL PROTOCOLS

**Originally Adopted: July 10, 1996
Updated: July 12, 2006**

PREAMBLE

At the recommendation of the Self-Governance Tribes, representatives from the Self-Governance Tribes and Indian Health Service staff developed guidelines for establishment of a Tribal Self-Governance Advisory Committee. After review and revision, the guidelines were approved by the Director, Indian Health Service, on April 23, 1996. The Tribal Self-Governance Advisory Committee (TSGAC) will provide information dissemination, education, advocacy and policy guidance for implementation of Self-Governance within the Indian Health Service. The passage of Title V, The Tribal Self-Governance Amendments of 2000 (P.L. 106-260) and the subsequent promulgation of the Title V regulations, published in the Federal Register on Friday, May 17, 2002, further strengthen the role of the TSGAC in implementing this Act. The Committee will operate in good faith and within the guidelines established.

1. Meetings

- a. Attendance. TSGAC Delegates must make a good faith effort to attend all full TSGAC meetings. A TSGAC Delegate may be accompanied by such other individuals as that Member believes is appropriate. In the event a Delegate cannot attend a meeting, the designated Alternate will attend.
- b. Participation. Meetings are open. Non-committee attendees at the meetings may be recognized by the TSGAC Chair at various times throughout each meeting to make comments, raise questions, or submit materials for the record.
- c. Agenda. TSGAC Members will provide agenda items to the Chair prior to the development of the Agenda. Two weeks prior to each quarterly meeting, the Agenda and accompanying materials will be provided to the TSGAC Members. When appropriate, materials may be available and accessed on the tribal self-governance website.
- d. Minutes. The Self-Governance Communication and Education office will maintain minutes, records and documents. Approved minutes will be distributed to the TSGAC by the SGCE Office. A meeting report including issues discussed and actions taken, will be available for distribution to all Self-Governance Tribes following approval by the TSGAC.
- e. Caucus. A caucus can be requested by any TSGAC Member and declared by the Chair.
- f. Meeting Schedule. Meetings will be held quarterly. Special Meetings may be called at the discretion of the Chair upon request by a member of the TSGAC.
- g. Quorum. A quorum shall consist of five (5) Members.

2. Decision Making

- a. Consensus. The TSGAC will operate by consensus.
- b. Technical Workgroup. The TSGAC appointed a Technical Workgroup comprised of Tribal and Federal representatives. At the direction of the TSGAC, this Technical Workgroup provides assistance and research on issues as determined by the TSGAC. The Technical Workgroup shall report on any findings and recommendations developed.

The TSGAC may also form smaller workgroups to address specific issues and to make recommendations to the TSGAC. All workgroups are open to any TSGAC Member plus such other individuals as the TSGAC believes would enhance the functioning of the Workgroup. Workgroups are not authorized to make decisions for the TSGAC. All TSGAC Members will be notified of all Workgroup meetings. TSGAC shall confirm the Co-Chairs of the Technical Workgroup.

- c. Representation on other Committees. Participation in other HHS/IHS/Tribal Committees, Workgroups, Task Forces and Subcommittees. On August 23, 2001, the TSGAC adopted protocols regarding TSGAC participation in such other Committees, etc. (See attachment).
- d. Constituents' Interests. TSGAC Members are expected to represent the concerns and interests of their constituents.

3. TSGAC Officers

The Chair, Vice-Chair and Recording Secretary will be elected by the TSGAC on an annual basis. The role of the Officers includes developing draft agendas, chairing the TSGAC and Work Group discussions, working to resolve any impasses that may arise, preparing meeting summaries/minutes, assisting in the site selection of meetings and the circulation of background materials and materials the TSGAC develops, and other functions the TSGAC requests. The Officers will represent positions of the full TSGAC. Election of Officers shall occur in the last quarter of the calendar year.


4. Membership

- a. Delegates and alternates to the TSGAC shall be elected tribal officials or their designee with written authority to represent their respective area.
- b. TSGAC membership shall include 9 representatives from Self-Governance Tribes.
- c. Delegates and alternates will represent IHS areas participating in Self-Governance
- d. Vacancies will be filled as they occur.

ATTESTED:

These Organizational Protocols are adopted by the Tribal Self-Governance Advisory Committee on July 10, 1996, by consensus with no objection.

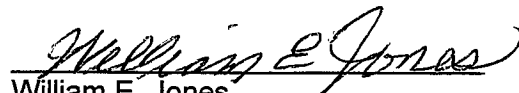
These Organizational Protocols are further amended by the Tribal Self-Governance Advisory Committee on July 12, 2006, by consensus with no objection.



Don Kashevaroff
TSGAC Chair

7/12/06

Date



William E. Jones
TSGAC Recording Secretary

7/12/06

Date