

Pawnee Nation of Oklahoma

Governing Documents Committee

Standard Operating Procedures (SOP)



Committee Approved August 9, 2021

Pawnee Nation Governing Documents Committee

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PURPOSE:

The following is a Standard Operating Procedure (SOP) for the Pawnee Nation Governing Documents Committee (GDC) describes the role of the Committee, awarding the Pawnee Nation Political Science and Government Scholarship, and creating a written policy for revising Pawnee Nation Governing Documents. This SOP is to be used as a guide and can be amended or revised at any time by a majority vote of the Committee.

GUIDELINES:

1. PN GDC – The Committee shall consist of up to seven (7), but no less than five (5) members. Selection process will be in accordance with the PN Committees, Commissions, and Boards Handbook.
 - a. Terms: The Committee will be selected by the President of the Pawnee Business Council and voted on by a majority vote of the Council.
 - b. Quorum and Voting: A minimum of four (4) Committee members is required to establish a quorum. Any action taken by the Committee must be approved by a majority vote of those present. Voting by email may be allowed for time sensitive approvals.
 - c. Meetings: Regular meetings of the Committee shall be conducted in person by virtual meeting platforms or both. Meeting agendas will be posted in public view at least forty-eight (48) hours prior to the meeting date and time.
 - d. All other guidelines will be adhered to in compliance with the Pawnee Nation Committees, Commissions and Boards Handbook.
2. PN PROCUREMENT PROCEDURES – The following procedures are to be used as a guide to process scholarship awards. Any purchases or other guideline are outlined in the Pawnee Nation Fiscal Policies and Procedures. The process described is for compliance purposes for the Committee.
 - a. Check Requests – The Scholarship program will require a check to be processed for each awardee. This will be done through the PN Financial system, Microix. Support staff will attach the necessary documentation for this process and submit for approval.
3. Budget Modification Process (Adding Funds) - When the Committee raises funds from fundraisers or by donation, the Committee must follow

this procedure for Finance to record the amount depositing into the budget.

- a. All funds must be submitted in a form of a money order or check for deposit by the Finance Department.
- b. The Committee will submit paperwork and request to be added to the agenda for the Budget Committee. Request will be for a budget modification to record the amount to be added to the budget.
- c. After Budget Committee approves the modification, the recommendation will be submitted to the Pawnee Business Council agenda for approval. This is a Budget Committee process required to add additional funds to an existing budget.
- d. After PBC approval, the Committee will submit forms with signatures to the Finance Department for processing.

4. GOVERNING DOCUMENT REVISIONS

Each Commission, Board or Committee that wishes to revise or create any Pawnee Nation Law, governing document, charter, policy, or procedure will submit a draft of the document to the GDC Chair. Each document or revision shall be redlined with notes or comments to help guide the GDC for the purpose or reasoning of suggested revisions. The submission will be added to the next GDC meeting agenda.

Procedures for GDC Review:

- a. Upon receipt of submission of revisions or creation of any governing document, policy, procedure, law, or charter noted above; the Chair of GDC will review and discuss with the Commission or Board whether they are revising a current governing document or need to create a new governing document.
- b. The Chair will forward copies to the GDC for review.
- c. The GDC will review for compliance with their governing documents.
- d. The GDC will recommend the Commission/Board to initiate the 30-day comment period. Comment period maybe written or oral.
- e. The Commission/Board will schedule a meeting with the GDC for a final review of comments.
- f. The GDC will make the recommendation for PBC Approval

5. PAWNEE NATION GDC SCHOLARSHIP

The Pawnee Nation GDC will hold an annual scholarship contest for enrolled Pawnee Tribal members who are enrolled in high school, college, or university full-time. Each applicant will follow the application process and submit a written essay for consideration. The amount of the scholarship awarded will be at the discretion of the Committee based upon the availability of funds. This is

a one-time award, made in the month of August. There will be no limit on how many times an applicant may apply.

Qualifications:

- a. Must be an enrolled Pawnee Tribal member;
- b. Studying for a degree in Social Sciences and Law. Examples: Legal Studies, Court Reporting, Law, Paralegal/Legal Assistant, Criminology, Political Science & Government, or International Relations & Affairs.
- c. Enrolled full-time in a College or University and provide class schedule;
- d. Have above a 3.0 grade point average and provide a transcript; and
- e. Submit a 250-word essay on why you chose the field of study.

Deadline for applications will be May 31st of each year.

Each awarded scholarship will be awarded in the month of August in the form of a check to the applicant.

6. SCHOLARSHIP SELECTION PROCESS

Once applications are submitted, the Committee will meet in the month of July to review each applicant. Scoring will be based on the following:

- a. GPA – 4.0/10 points, 3.5+/8 points and 3.0+/6 points
- b. Grammar – 10 points
- c. Relevance to essay topic – 10 points
- d. Word Count – 10 points

The Committee will award the scholarship based on the score and essay. Each awardee will be announced and presented with the award the first Friday in the month of August.