

Pawnee Nation of Oklahoma

# Intergovernmental Affairs Committee

Standard Operating Procedures (SOP)



Committee Approved on August 10, 2021

## Pawnee Nation Intergovernmental Affairs Committee Standard Operating Procedures (SOP)

### PURPOSE:

The following is a Standard Operating Procedure (SOP) for the Pawnee Nation Intergovernmental Affairs Committee (Committee) to establish guidelines to follow describing the role of the Committee and Scholarship guidelines. 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 INTERGOVERNMENTAL AFFAIRS COMMITTEE

The Committee shall consist of up to seven (7), 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 or by virtual technology (I.E...Teams App, Zoom). Meeting agendas will be posted 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.

1. All funds must be submitted in a form of a money order or check for deposit by the Finance Department.
2. 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.
3. 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.
4. After PBC approval, the Committee will submit forms with signatures to the Finance Department for processing.

### 4. COMMITTEE ROLE

The Intergovernmental Affairs Committee is responsible for the external relationships that include but not limited to federal, state(s), local, Native nations organizations e.g., National Congress of American Indians and United Indians of Oklahoma, Kansas and Texas.

### 5. PAWNEE NATION INTERGOVERNMENTAL AFFAIRS COMMITTEE SCHOLARSHIP

The Pawnee Nation Intergovernmental Affairs Committee will hold an annual scholarship for enrolled Pawnee Tribal members who are enrolled full-time in a college or university. 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:

1. Must be an enrolled Pawnee Tribal member;
2. Studying for a degree in Liberal Arts;
3. Enrolled full-time in a College or University and provide class schedule;
4. Have above a 3.0 grade point average and provide a transcript; and

5. Submit a 250 word essay on How your degree will help you to make a contribution to your Tribe's governmental process.

Deadline for applications will be June 15<sup>th</sup> 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 point, 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.