

## MISS TOHONO O'ODHAM NATION COMMITTEE BYLAWS

### Section 3101 Establishment of the Committee; Duties

(A) The Miss Tohono O'odham Nation Committee ("Committee") is established to carry out the duties set forth in these Bylaws.

(B) The Committee shall

(1) Select a pageant site location on the Nation and otherwise plan and conduct the Miss Tohono O'odham Nation pageant.

(2) Adopt necessary rules, guidelines, standards of conduct, applications and forms for the pageant, all participants, and for the Miss Tohono O'odham Nation titleholder and attendants ("Miss Tohono O'odham Royalty").

~~(3) Assist~~ Plan and fully pay any associated costs for the Miss Tohono O'odham Royalty ~~with: appearances, transportation, lodging, meals, and attire for appearances.~~

~~(3)~~

~~a. Appearances~~

~~b. Transportation~~

~~c. Attire for appearances~~

~~(4) d. Foster and support Miss Tohono O'odham Royalty p~~ Personal development.

~~(4)(5)~~ Establish files for Miss Tohono O'odham Nation pageant entry guidelines, personal data, agreement, etc.

~~(5)(6)~~ Develop criteria ~~for~~ selection of pageant judges, who will include:

(a) A former Miss Papago or Miss Tohono O'odham Nation.

(b) A council member (Legislative or District).

(c) A non-Native female.

(d) An outstanding elder within the reservation community.

(e) An outstanding adult within the reservation community.

~~—The criteria for selecting pageant judges shall include a process for disqualifying a potential judge if a contestant is an immediate family member. The term~~

~~i. "immediate family" means a household member, spouse, cohabitant, child, grandchild, or sister.~~

~~(6)(7)~~ Serve as chaperones, provided that at each monthly meeting the Committee will review upcoming events for the month and adopt a rotating schedule for each member to chaperone. If a Committee member is not available due to unforeseen circumstances, the Committee may approve another chaperone, who is at least 25 years old and a female

member of Miss Tohono O’odham Nation titleholders’ family. All chaperones shall abide by the Chaperone Standards of Conduct, however, chaperones who are not members of the Committee shall not be responsible for using personal funds to pay for any costs associated with chaperone duties.

~~(7)~~(8) Negotiate contracts and agreements for Miss Tohono O’odham Nation for television and other media appearances and interviews, subject to legal review and approval in accordance with 26 Tohono O’odham Code Chapter One, Article 4, Contracting and Procurement Authority and additional, applicable laws of the Nation.

~~(8)~~(9) Develop annual budgets to conduct the Miss Tohono O’odham Nation pageant and other functions set forth in these Bylaws.

~~(9)~~(10) Manage and promote public relations for Miss Tohono O’odham Nation, provided that

(a) Appearance and interview requests must be submitted in writing to the Committee ~~30~~15 business days prior to the event, -in accordance with requirements established by the Committee.

~~(a)~~(b) Requests for appearances submitted after the ~~30~~15 business -day deadline will be reviewed and considered by the Committee on a case-by-case basis with consideration of Miss Tohono O’odham Nation’s schedule and availability.

(c) The Committee shall communicate with the titleholder and/or Attendants and family at least three (3) business days of receiving a request for appearance to verify if the titleholder and/or attendants are available to make an appearance.

~~(b)~~(d) The Committee shall ensure that any associated costs for Miss Tohono O’odham Nation to attend the appearance are paid for entirely by the Committee.

~~(10)~~(11) Provide the Nation’s Chairperson and Legislative Council with a written, annual evaluation of Committee finances, functions, and pageant activities within 60 days after the pageant is conducted.

~~(11)~~(12) Provide written bi-monthly progress reports to the Legislative Human Resources Development Committee, including any highlights or issues with previous appearances.

(C) The Committee may make recommendations to the Executive Branch and the Legislative Human Resources Development Committee for achieving the duties described in subsection (B).

### **Section 3102 Miss Tohono O’odham Nation Committee Membership**

(A) Appointments to the Committee are exempt from the Tohono O’odham Nation Board Appointment Guidelines, provided that a background investigation report will be conducted for each candidate for review solely by the Human Resources Development Committee.

(B) Committee Eligibility and Composition. The Committee shall consist of five enrolled female members of the Nation who are at least 25 years of age with a preference for O’odham speakers.

~~(B)~~(C) Committee Member Disqualification. A person shall not be eligible for appointment to the Committee if that person has been found guilty of, or entered a plea of nolo contendere or guilty to, any offenses under federal, state or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution, crimes against persons, or offenses committed against children, or an offense involving dishonesty such as fraud or embezzlement.

~~(D)~~(E) Term of Office. Members of the Committee shall serve staggered terms. Of the initial members, three shall serve a term of three years and two shall serve a term of four years. Thereafter, all terms shall be for four years. Members shall remain in office until their successors have been appointed and may serve an unlimited number of terms.

~~(E)~~(D) Vacancies. If a vacancy occurs in a member position because of resignation, removal or any other cause, it shall be filled for the unexpired portion of the vacant member’s term of office. The Human Resources Development Committee shall provide a public service announcement to the Tohono O’odham Nation members, within ten business days after the vacancy occurs, that letters of interest may be submitted in accordance with section 3102~~(F)~~(E).

~~(F)~~(E) Letters of Interest, Nomination and Appointment.

(1) Letter of Interest. A female who is eligible and wishes to serve as a member of the Committee shall submit a letter of interest to the Chairperson of the Human Resources Development Committee.

(2) Nomination. The Legislative Human Resources Development Committee shall interview applicants for the Miss Tohono O’odham Nation Committee. A majority of the Legislative Human Resource Development Committee shall nominate individuals for membership positions. The Legislative Human Resources Development Committee shall assign a proposed term of office to each nominee.

(3) Appointment. The Legislative Human Resources Development Committee shall introduce the nominees and their proposed terms of office to the Legislative Council for appointment. Nominees must be appointed by Legislative Council resolution; provided that each Committee member must be appointed in a separate resolution.

~~(G)~~(F) Committee Officers. The Committee shall select from among its membership a Committee chairperson, vice chairperson and secretary each of whom shall serve a one-year term as a Committee officer.

(1) Chairperson. The chairperson shall preside at all meetings of the Committee, and shall ensure that all duties assigned under these Bylaws or by the Miss Tohono O’odham Nation Committee, so long as such Committee assignments are in furtherance of the duties assigned under these Bylaws, are completed.

(2) Vice Chairperson. The vice chairperson of the Committee, in the absence of the chairperson, shall act in the capacity of the chairperson at Committee meetings and shall be responsible for any additional duties assigned by the chairperson so long as such assignments are in furtherance of the duties assigned under these Bylaws.

(3) Secretary. The secretary shall take minutes at every Committee meeting and transcribe the minutes into typewritten form. The Miss Tohono O’odham administrative assistant shall maintain all records for the Committee and prepare any documentation that is or may be needed for a meeting or upon request by the Legislative Human Resource Development Committee or the Executive Office.

(HG) Removal. A member of the Committee may be removed with or without a Committee recommendation, by Legislative Council resolution if the Legislative Human Resources Development Committee determines that the removal is in the Nation’s best interest. Written notice of the removal shall be provided to the Executive Office, the Miss Tohono O’odham Nation Committee, and the person being removed.

(H) Resignation. A member of the Committee may resign at any time by giving written notice to the Legislative Human Resources Development Committee. A resignation shall be effective at the time specified therein or, if no time is specified, on the date the notice was received. The acceptance of such resignation shall not be required to make it effective. The Legislative Human Resources Development Committee, shall provide written notice of the resignation to the, the Executive Office and the Miss Tohono O’odham Nation Committee.

### Section 3103 Meetings

(A) Monthly Meetings. The Committee shall meet monthly, on a regularly scheduled day designated by the committee unless the Committee votes to reschedule a meeting ([for example, the second Tuesday of every month](#)). The Committee shall provide advance written notice [of the rescheduled meeting to the Miss Tohono O’odham title holders](#) within ~~24~~ 8 hours ~~to the Miss Tohono O’odham title holders~~ of the ~~rescheduled meeting~~ [rescheduling](#).

(B) Special Meetings. Special meetings may be called by the chairperson of the Committee with notice to all committee members to address Committee business.

(C) Notice of Meetings

(1) Monthly Meeting. Written notice of a monthly meeting shall be issued by the Miss Tohono O’odham Nation Committee Secretary to the Miss Tohono O’odham Nation

Committee and Titleholders. The notice shall list the time, place, date and agenda for the meeting.

(2) Special Meetings. The Miss Tohono O'odham Nation Chairperson shall inform the Miss Tohono O'odham Nation Committee of the time, place, date and agenda for the meeting at least three business days in advance. The Miss Tohono O'odham Nation Committee shall provide written notice within 48 hours of the meeting to the Miss Tohono O'odham Nation Titleholders. The notice shall list the time, place, date and agenda for the meeting.

(D) Meeting Minutes. Summarized minutes shall be taken at each meeting. The Committee secretary shall provide a copy of the draft minutes of each meeting to each Committee member within 15 business days after a meeting is held. Committee minutes shall become final and official when they are approved by a majority vote of the Committee. The Committee secretary shall make the monthly and special meeting minutes available, upon request, to the current titleholders, Legislative Human Resources Development Committee and members of the Nation unless the minutes derive from a closed meeting.

(E) Meeting Quorum. The presence at any meeting of at least three members of the Committee shall constitute a quorum. A quorum must be present to hold an official meeting. If there is no quorum present, a meeting may be held for informational purposes but no official action may be taken.

(F) Closed Meetings. Closed meetings would include members of the Committee and or any other individuals who a majority of the Committee agrees to include. There will be no notes, audio, video recordings, or minutes for closed meeting discussions.

(G) Absence of a Member. A member who is unable to attend a Committee meeting shall give one-day advance written notice to the Committee chairperson and or vice chairperson of the Miss Tohono O'odham Nation Committee of her inability to attend the meeting.

(H) Votes. A majority vote of the Committee shall be the official action of the Committee. Official actions shall be noted in the meeting minutes but do not require a written resolution. Each member is entitled to one vote. No voting shall be conducted except at a properly noticed meeting during which a quorum is present.

#### **Section 3104 Compensation and Expenses**

(A) Committee Meetings. Subject to appropriation of funds and a budget approved by the Legislative Council, a Committee member shall be provided a per diem and/or mileage while utilizing Personal Owned Vehicle for attending Miss Tohono O'odham Nation Committee meetings.

(1) Per Diem

Regular/Special Meeting. A Committee member shall be provided a per diem for attending the Regular/Special monthly meeting.

(2) Mileage - POV

If a quorum is not present for a Committee meeting, the attending Committee members shall be entitled to mileage reimbursement only.

(B) Miss Tohono O'odham Nation functions. A designated chaperone shall be provided travel per diem and/or mileage for attending Miss Tohono O'odham Nation functions in accordance with written policies and with the Committee's advance authorization.

**Section 3105 Written Notices**

For purposes of these Bylaws, written notices may be delivered personally, by mail, fax, email, or other forms of electronic communication. The Miss Tohono O'odham Nation Committee may use additional means to distribute public notices.

**Section 3106 Amendments**

These Bylaws may be amended subject to review by the Miss Tohono O'odham Nation Committee and Legislative Human Resources Development Committee and approval by Legislative Council resolution.