
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Tribal Resolution Procedures

Overview

The following procedures shall be used for all departments and staff requesting Resolutions for the Karuk Tribe.

Format

All Resolutions shall follow a standardized format as shown in ATTACHMENT A. A Microsoft Word version can be found on the Personnel Forms webpage.

Resolution Numbers

All Resolution Numbers are assigned by the Executive Assistant.

Approval

Once the Resolution has been drafted and assigned a number, it shall be sent to the Self-Governance Coordinator for review to avoid duplication and ensure consistency with other Tribal actions, policies, and procedures. The Request for Resolution form is on the Karuk Tribe Website in the Personnel Forms Section. Please allow one week for review. In the event that the Self-Governance Coordinator is unavailable, the Director of Administrative Programs and Compliance or the Chief Financial Officer may review the Resolution.

After the Resolution has been reviewed it may be submitted to the Tribal Council for review and approval either at a regular meeting or through a phone vote.

Signatures and Required Copies for General Resolutions

There shall be two (2) originals submitted to the Chairman for signature after approval. One original is to be submitted to the Self Governance Office, and the other original is to be sent to the appropriate agency or department requesting the Resolution.

Signatures and Required Copies for Grant Application Resolutions

There shall be three (3) originals submitted to the Chairman for signature after approval. One original is to be submitted to the Self Governance Office, one original is to be sent to the

appropriate agency requesting the Resolution, and one original is to be sent to the Director of Administrative Programs and Compliance to be placed in the grant file.

Signatures and Required Copies for Enrollment Resolutions

There shall be two (2) originals submitted to the Secretary for signature after approval. One original is to be submitted to the Self Governance Office with the names and dates of birth blacked out to maintain confidentiality, and one original is to be kept in the Enrollment Office.

Signatures and Required Copies for ICWA Resolutions

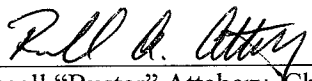
All ICWA Resolutions shall follow the standard format of the Social Services Department as maintained in their offices. There shall be three (3) originals submitted to the Chairman for signature after approval. One original is to be submitted to the Self Governance Office with the names and dates of birth blacked out to maintain confidentiality, one original is to be kept on file in the Tribal Court Office, and one original is to be sent to the requesting Court.

Procedure Approval

This procedure was reviewed and approved by the Tribal Council on April 25th, 2013.

Certification

I, the Chairman, hereby certify the foregoing procedure which was approved at a Tribal Council Meeting on April 25, 2013, was duly adopted by a vote of 6 AYES, 0 NOES, 0 ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which 6 voted.



Russell "Buster" Attebery, Chairman

4-25-13
Date

Attachment A:
Karuk Tribal Resolution Template

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RESOLUTION OF THE KARUK TRIBE

Resolution No: 13-R-XXX
Date Approved: [Date Approved]

RESOLUTION AUTHORIZING [INSERT WHAT THE RESOLUTION'S PURPOSE IS OR WHAT IT IS AUTHORIZING HERE]

WHEREAS; the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

WHEREAS; the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

WHEREAS; [include as many whereas' necessary to convey the history and background leading up to the need for a resolution here]; now

THEREFORE BE IT RESOLVED; that [include as many to convey the intent of the resolution if there will be more than one follow with and, on the last one use now]; now

THEREFORE BE IT FINALLY RESOLVED; that the Karuk Tribal Council [restate the purpose of the resolution or what the resolution is authorizing from the header here].

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution [Resolution Number] which was approved at a [type of meeting or phone vote] on [Date], was duly adopted by a vote of ___ AYES, ___ NOES, ___ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which ___ voted.

Russell Attebery, Chairman

Date