



# SENECA-CAYUGA NATION

## CONSTITUTION COMMITTEE MEETING

<b>DATE</b>	Monday, Jan 05, 2026	<b>TIME PLACE</b>	6pm CT Zoom only	<b>FACILITATOR</b>	Carrie Kneeland
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MEMBERS			
<b>Roberta Smith</b>	Present – Zoom	<b>Yvonne Perryman</b>	Present – Zoom
<b>Carrie Kneeland</b>	Present – Zoom	<b>Jo Lynn Gentry</b>	Present – Zoom
<b>Natalie Dixon</b>	Present – Zoom	Others Present:	<b>Curt Lawrence – Present via Zoom</b> <b>2 General Council Members</b>

TIME	ITEM	OWNER
6:00pm	<b>Called to Order</b> - Quorum established at the Seneca-Cayuga Nation's regular Constitution Committee (CC) meeting.	Carrie
	<p><b>Approval of Previous Minutes</b> – December 08, 2025 and December 22, 2025 minutes spoken to with prior email corrections including minor grammatical changes for ease of reading. – <b>minutes APPROVED</b></p> <p style="text-align: center;"><b><u>CERTIFICATION</u></b></p> <p style="text-align: center;"><b>On <u>01/05/2026</u> the minutes of <u>12/22/2025</u> were approved by unanimous committee consent. Copy emailed to BC Secretary on <u>01/26/2026</u>.</b></p>	Natalie

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	<p style="text-align: center;">/s/Natalie Dixon  <b>Attest:</b> _____  <b>Natalie Dixon, Secretary</b></p>	
	<p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>i. Roll Call</li> <li>ii. Approval of Previous Meetings Minutes – DEC 08 &amp; 22, 2025</li> <li>iii. Confirmation of next regular meeting – JAN 19, 2026</li> </ul>	Natalie
--	<p><b>Planned Agenda</b></p> <ul style="list-style-type: none"> <li>• Housekeeping</li> <li>• Newsletter - Purpose and Performance Group update</li> <li>• Chair Update with Enrollment Officer</li> <li>• Draft Enrollment Questions</li> <li>• Draft Secretary/Treasurer Questions</li> <li>• Draft Secretary/Treasurer Duties</li> <li>• Open Forum</li> <li>• Next Constitution meeting 01/19/2026 @ 6pm</li> </ul>	
<b>Minutes Begin</b>		
	<p><b>Newsletter Update</b></p> <ul style="list-style-type: none"> <li>• Secretary has been in contact with contractor doing tribal newsletter who stated they are not using our letter design and it will look different from the final product</li> <li>• Proof of newsletter will be sent and distributed when ready</li> </ul>	
	<p><b>Enrollment Committee and meeting with former/current Secretary-Treasurers discussion</b></p> <ul style="list-style-type: none"> <li>• Chairperson emailed Enrollment Officer and Enrollment Officer asked who to share information with, it was shared with current and all past Secretary-Treasurers the Enrollment Officer had contact with</li> <li>• Secretary of Constitution Committee to send questions and Zoom link to Enrollment Officer and 2 known former Secretary-Treasurers' contact information</li> </ul>	

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	<p>provided by CC Chairperson</p> <ul style="list-style-type: none"> <li>• List of Secretary-Treasurers in no particular order <ul style="list-style-type: none"> <li>○ Kay Ellison (walked on)</li> <li>○ Thomas Wiedman (no longer employed by Bureau of Indian Affairs per CC member's personal knowledge)</li> <li>○ Joanne Lankford (formerly Joanne Edwards)</li> <li>○ JR Birkes</li> <li>○ Sarah Sue Channing</li> <li>○ Kim Guyett</li> <li>○ Raymond Rogers (walked on)</li> <li>○ Sue Nuckolls (walked on)</li> <li>○ Logan Line (walked on)</li> <li>○ Margaret Davis</li> <li>○ Melissa Morrison (current)</li> </ul> </li> <li>• Constitution Committee member contacts Margaret Davis via Facebook; contact information for all other current and past Secretary-Treasurers is accounted for by Enrollment Officer and Constitution Committee Chairperson</li> <li>• Enrollment Committee meeting is scheduled for 01/07/2026 @ 2pm in the HR building and CC will meet with them after the Enrollment Committee meeting concludes <ul style="list-style-type: none"> <li>○ Natalie to provide Zoom link for all digital participants</li> </ul> </li> <li>• Drafted questions reviewed <ul style="list-style-type: none"> <li>○ For Enrollment Committee <ul style="list-style-type: none"> <li>▪ Are there consequences for someone who commits fraud in an enrollment application?</li> <li>▪ What is the procedure when finding out there's fraud?</li> <li>▪ What do you think about adding the terms "birth name" and "birth father" and "birth mother" to the enrollment application?</li> <li>▪ Should adoption with regards to enrollment be clarified?</li> <li>▪ Should we recognize adoption within our community?</li> </ul> </li> <li>○ For Current/Past Secretary-Treasurers</li> </ul> </li> </ul>	

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	<p>regarding their terms and a possible split of the Secretary-Treasurer position</p> <ul style="list-style-type: none"> <li>▪ When did you serve as a Secretary-Treasurer?</li> <li>▪ How big was the tribal administration then?</li> <li>▪ Were there any employees who helped with either Secretary or Treasurer duties at that time?</li> <li>▪ If not, would it have been helpful to have employees assist with these duties?</li> <li>▪ Would the Nation have benefited from having two elected officials to do the Secretary-Treasurer job at that time? Was the job big enough for two people at that time?</li> <li>▪ When reviewing the duties of a Secretary or a Treasurer, what are the most important duties to you?</li> <li>▪ What qualifications would you like to see in a Secretary? What qualifications would you like to see in a Treasurer? What qualifications of either positions should be added into the Constitution and By-Laws?</li> <li>▪ Should copy fees be charged for physical copy requests? Have they been charged in the past?</li> <li>▪ What should be on the minutes?</li> <li>▪ How far in advance should the yearly budgets be prepared?</li> <li>▪ How should we define duties related to the Tax Commission in a Secretary or Treasurer role?</li> <li>▪ Should people be elected or nominated onto the Tax Commission (2 positions) ?</li> <li>▪ Should the General Council and/or Chief be able to assign additional duties to the Secretary and/or Treasurer and/or other Business Committee members?</li> </ul> <ul style="list-style-type: none"> <li>• Draft Secretary and Treasurer duties reviewed</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Drafted Secretary duties reviewed and amended to the following: <ul style="list-style-type: none"> <li>▪ <b>Authentication.</b> To authenticate by their signature, all acts, orders, and proceedings of the assembly and Business Committee and to sign all certified copies of the Nation’s legislation.</li> <li>▪ <b>Correspondence.</b> The Secretary shall handle the general correspondence of the Nation and Business Committee <ul style="list-style-type: none"> <li>• <b>Committee Notification.</b> To notify officers, Committees, and delegates of election or appointment and furnish them with the necessary credentials. The Secretary shall maintain a list of all Committees with all current members.</li> <li>• <b>Monthly Meetings.</b> To make available administrative information reports, enterprise financial information, and the month’s prior approved Business Committee meeting minutes for all meetings at the regular monthly Business Committee meeting.</li> <li>• <b>Annual Reporting.</b> Giving a written report of the past year at the Annual Meeting of the General Council.</li> <li>• <b>Agendas for the Business Committee.</b> The Secretary shall publish the Business Committee’s agenda at least 24 hours in advance with all relevant documentation. The Chief and Secretary shall collaborate on the agenda</li> <li>• <b>Agendas for the Annual Meeting.</b> The Secretary shall give</li> </ul> </li> </ul> </li> </ul>	

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	<p>notice to the General Council for the Annual Meeting and its agenda at least 72 hours in advance and posted via at least 2 methods of digital as well as physical methods.</p> <ul style="list-style-type: none"> <li>• <b>Committee Assistance.</b> To keep on file all Committee reports and minutes, and provide technical or administrative assistance as requested.</li> <li>▪ <b>Records.</b> Maintain custody and safeguard records and papers/documents of the General Council and Business Committee; this will be a digital and physical filing system. All digital access and physical media shall be handed over to the next elected Secretary. <ul style="list-style-type: none"> <li>• <b>Minutes.</b> Correctly record the proceedings of all Business Committee and General Council meetings. This shall include detailed minutes released within ten (10) business days to the General Council of the Nation. Ten (10) business days shall generally be considered timely. <ul style="list-style-type: none"> <li>○ <b>Minimum Minutes Requirements.</b> Minutes require the date, location, attendance, roll call voting, meeting Chairperson, agenda, discussion summaries, all motions whether carried, failed, withdrawn, tabled, or amended</li> </ul> </li> <li>• <b>Publishing.</b> To simultaneously receive and timely publish record of all proceedings including minutes and</li> </ul> </li> </ul>	

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	<p>Resolutions from all Committees and meetings. How do Committees turn in minutes?</p> <ul style="list-style-type: none"> <li>○ <b>Records Requests.</b> To provide any member the access to examine, make, or be given copies pursuant to records requests from a member of the General Council. All Committees shall have the right to receive relevant documentation for their work.</li> <li>○ <b>Entering Requests.</b> Records requests will be considered when they are written, dated, and signed with a list containing each document requested.</li> <li>○ <b>Executive Session.</b> Executive session minutes and related Resolutions shall be made available for viewing-only at a reasonable time and place. Citizens will not abuse this reviewing privilege and will be honor-bound to keep the proceedings secret. Executive sessions of Business Committee meeting will begin with and end with a motion that includes a reason. Viable reasons for executive session minutes include Indian Child Welfare matters,</li> </ul>	

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	<p>tribal administrative or enterprise personnel matters, attorneys advising the Business Committee as a client, and when discussing proprietary information.</p> <ul style="list-style-type: none"> <li>▪ <b>Confidentiality.</b> The Secretary must use their discretion to redact the personally identifying information of tribal members and/or tribal personnel information. Egregious acts determined to have occurred against the Nation by Nation employees, contractors, or other associated peoples committing, for example, theft or abuse of power, shall not be made confidential from the General Council including the name(s) of perpetrators.</li> <li>▪ To maintain record books where bylaws, special rules, standing rules and minutes are entered, any amendments being properly recorded and for this record book to be on hand at every meeting (Robert’s Rules 47:33(8))</li> <li>▪ Copy fees for physical copy requests? General Council to set fees as check and balance?</li> <li>▪ Other administrative duties as required by the General Council and/or Chief? <ul style="list-style-type: none"> <li>• Difference between Executive Secretary of a Business Committee and a general Secretary on a given Committee or subcommittee</li> </ul> </li> </ul>	
7:24pm	<b>General Council member arrives</b>	
	<p><b>Discussion regarding Secretary and Treasurer duties split continues</b></p> <ul style="list-style-type: none"> <li>• Secretary would be appropriate person to organize the installation of newly elected officials and notify subcommittee members of their appointment</li> <li>• Any notary public requirements for Qualifications of</li> </ul>	

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	<p>Officers (specifically for Secretary) would mean that a Secretary cannot be convicted of a felony to be a State of Oklahoma public notary, there are other procedural concerns including insurance, seals, journals</p> <ul style="list-style-type: none"> <li>• The specifics of an Annual Report requirement should be outlined for each relevant Officer duty <ul style="list-style-type: none"> <li>○ Financial concerns include reports on all enterprises, all bank balances, profit distributions for the year, tribal administration grants</li> <li>○ Administrative concerns include tribal administration department reporting, support for financial Annual Reports as needed,</li> </ul> </li> <li>• Suggestion made by a General Council member present that agendas for any meeting of the General Council should be posted in advance with a deadline <ul style="list-style-type: none"> <li>○ Business Committee agendas should also have a deadline but have provisions for providing for emergencies or short-notice matters such as ICWA proceedings</li> </ul> </li> <li>• The Chairperson sets the agenda, the Secretary publishes it, the two position work together as needed</li> <li>• Are copy fees necessary? Should the General Council set copy fees?</li> <li>• Some tribes have a vacant office filled permanently for the rest of the term if there's less than half the term left. If there's more than half the term left then some tribes will only have the vacant office be filled until the next regular or special election.</li> <li>• Robert's Rules does state that if the 2<sup>nd</sup> in command is unwilling to become Chairperson upon vacancy of that office then they must step down from being the Vice Chair or equivalent position (Rule 47)</li> <li>• A referenced prior Grievance defense has noted that elected officials have no duty to manage or oversee other elected officials; having Chief assign duties as necessary to other elected officials does solve the problem of lack of written managerial standards for elected officials</li> <li>• Timeframes for certain Treasurer duties discussed <ul style="list-style-type: none"> <li>○ Audit for prior fiscal year ending in September – 9 months is appropriate time to finish audit and</li> </ul> </li> </ul>	

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	<p>report on it at the Annual Meeting of the General Council the following June</p> <ul style="list-style-type: none"> <li>○ Budgets should be placed on a timeframe either first Saturday of June or 120 days before start of next fiscal year, whichever comes first, so the Nation does not have procedural issues reoccurring due to regular election cycles</li> </ul>	
	<p><b>Drafted Treasurer duties reviewed and amended to the following</b></p> <ul style="list-style-type: none"> <li>● <b>Monies.</b> The Treasurer or their designee shall receive and deposit all monies for the Nation. <ul style="list-style-type: none"> <li>○ <b>Collection.</b> Ensure the collection of all monies due to the Nation</li> <li>○ <b>Payment.</b> Ensure the payment of all monies owed by the Nation</li> <li>○ <b>Records.</b> The Treasurer shall keep all Nation monies entrusted in their care in a special account, with disbursements made via traceable physical or digital financial methods.</li> <li>○ <b>Financial Documentation.</b> Log or provide records of bills and expenditures, handle the receipts, bookkeeping, and protection of the Nation's funds and securities.</li> <li>○ <b>Monthly Reporting.</b> Compile monthly financial reports for the public Business Committee meetings.</li> <li>○ <b>Annual Reporting.</b> The Treasurer shall provide a detailed annual report to the General Council at the Annual Meeting of the General Council. This annual report shall include accurate financial information including but not limited to the current assets of the Nation, the sources and amounts of all anticipated tribal revenues for the year, current bank balances, a financial report and profit and loss statement for each tribal enterprise, and the Nation's audit for the prior fiscal year.</li> </ul> </li> <li>● <b>Management.</b> The Treasurer shall come to understand and be the final financial management of tribal enterprises, tribal funds and expenses, and the general financial day to day operations of the Nation.</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ <b>Financial Responsibility.</b> Safeguard the financial wellbeing of the Nation.</li> <li>○ <b>Financial Best Practices.</b> Enforce financial policy and procedural compliance within the Nation and its government, including best practices and proper adherence to financial tax regulations. This shall include monthly and yearly reconciliations.</li> <li>○ <b>Financial Authority.</b> The Treasurer shall have oversight and access to all Nation administrative and enterprise bank accounts and financial documentation.</li> <li>○ <b>Financial Review.</b> Oversee the income and expenses of the Nation, including for any entities organized by the Nation.</li> <li>○ <b>Succession.</b> All digital access and physical documentation shall be handed over to the next elected Treasurer with a current audit.</li> <li>● <b>Auditing.</b> The Treasurer shall have the authority and responsibility to audit the financial records of the Nation including but not limited to tribal enterprises, tribal credit cards, and tribal claims.</li> <li>● <b>Budgeting.</b> The Treasurer shall work with all Committees, administrative departments, and tribal enterprises to make yearly budget appropriations. <ul style="list-style-type: none"> <li>○ <b>Timing.</b> The yearly budget appropriations will be done one hundred and twenty (120) calendar days before the beginning of the upcoming fiscal year. The incumbent Treasurer shall be responsible for finalizing a budget in an election year through their date of office.</li> </ul> </li> </ul>	
	<p><b>Open Forum</b></p> <ul style="list-style-type: none"> <li>● General Council member mentions Grievance Committee positions being 4-year terms, they state they do not like it being 4-year terms</li> <li>● Upcoming 01/20/2026 Special Meeting of the General Council called to address certain electoral provisions including mail-in balloting</li> <li>● Target Completion Date: March 31, 2026</li> </ul>	

TIME	ITEM	OWNER
	<b>Confirmation of next regular meeting on January 19, 2026 @ 6pm</b>	
9:04pm	<b>Motion #16 (Jo Lynn/Roberta) – to adjourn meeting - unanimous committee vote – motion carries</b>	