

**TLINGIT & HAIDA
COMMITTEE GUIDELINES**

Amended: March 2004, February 2010, April 2012, April 2013, **and April 18, 2023.**

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TRIBAL GOVERNMENT COMMITTEES

COMMITTEE ON COMMITTEES

Purpose

The Committee on Committees shall be a committee functioning primarily during Tribal Assembly and advises the President on dis/establishment of committees. This committee also recommends policy changes that it determines will improve the effectiveness of the committee system.

Composition

The Committee on Committees is comprised of the chairs of each of the committees, who are each appointed by the President.

Regular Meetings

This committee shall meet annually prior to the start of Tribal Assembly at the call of the Chair.

Special Meetings

Special meetings may be called of this committee at any time during Tribal Assembly at the direction of the Tribal Assembly.

Duties

- A. The committee shall also serve as an advisory committee to the President on committee composition making every effort to include all delegates in a committee of the Tribal Assembly.
- B. The committee shall assign resolutions to the consent calendar.
- C. The committee shall make recommendations for improvements and recommended changes to those resolutions dealing with committees and policies on committees to the Tribal Assembly.
- D. The committee may make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of committee functions.

CREDENTIALS/ENROLLMENT COMMITTEE

Purpose

The Enrollment Committee is responsible for ensuring that any person applying for tribal citizenship is eligible by reviewing all documentation relative to the application and certifying eligibility.

The Credentials Committee is responsible for reviewing the status of each Delegate to ensure that they are qualified to serve as Delegate. The Credentials Committee should also deal with issues and resolutions related to the credentials of Delegates to Tribal Assembly and the enrollment of tribal citizens.

Authority*

The Enrollment Committee is a Standing Committee pursuant to the Standing Rules of Order.

**Authority is only noted for Standing Committees.*

Composition

The Enrollment Committee shall consist of at least five (5) and no more than nine (9) Delegates, appointed by the President.

The Credentials Committee is an expansion of the Enrollment Committee during Tribal Assembly. The Enrollment Committee is expanded so as to have increased representation and to expedite the process of reviewing the credentials of Delegates. It is preferred to have Delegates on this expanded committee who are experienced and have a broad understanding of Tlingit & Haida citizens and their families.

Regular Meetings

The Enrollment Committee shall meet a minimum of twice a year and a maximum of four (4) times per year.

This committee shall meet annually prior to the start of Tribal Assembly at the call of the Chair. The committee shall meet at the call of the chair throughout the Tribal Assembly to review resolutions and propositions dealing with issues of tribal citizenship and Delegate qualifications.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

Enrollment Committee

- A. This committee shall approve and disapprove applications for citizenship.
- B. This committee shall make corrections to blood quantum.
- C. This committee shall approve or disapprove applications for relinquishment.
- D. This committee shall process disenrollments.

Credentials Committee

- A. This committee shall review the status of each Delegate to ensure that they are

- qualified to serve as Delegate.
- B. This committee shall ensure that the Delegate is an enrolled tribal citizen and was elected in compliance with the Constitution and Rules of Election.
 - C. This committee shall review Delegate credentials and make recommendations as to the seating of Delegates.
 - D. This committee shall prepare the quorum report to be used at Tribal Assembly.
 - E. This committee shall make reports throughout Tribal Assembly regarding the seating of Delegates, and any changes in Delegation.
 - F. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to enrollment and credentialing during Tribal Assembly.
 - G. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with enrollment and credentialing to the Tribal Assembly.
 - H. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of enrollment and credentialing.
 - I. The committee shall serve as an advisory committee to the Executive Council on issues related to enrollment and credentialing between Tribal Assemblies.

ELECTIONS COMMITTEE

Purpose

The purpose of the Elections Committee is to address issues and resolutions relating to the elections of Delegates and officials of the Tlingit & Haida. This committee also adjudicates election disputes.

Authority

The Elections Committee is a Standing Committee pursuant to the Standing Rules of Order.

Composition

Every effort will be made to have broad geographic diversity in this committee's membership.

In the event of an election dispute, a Challenge Committee will be selected from within this committee to review that particular dispute. Every precaution will be taken in the selection of these members to minimize any conflict of interest. The geographic proximity to the community with the dispute will also be taken into consideration in the selection of the Challenge Committee.

Meetings

This committee shall meet annually prior to the start of Tribal Assembly and at the call of the Chair in an election year to discuss and decide upon disputed elections from the Tlingit & Haida communities.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to elections during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with elections to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of elections.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to elections between Tribal Assemblies.
- E. The committee shall certify voting results during elections during Tribal Assemblies.

Election Dispute Duties

- A. This committee shall resolve disputes consistent with the Rules of Election.

JUDICIARY COMMITTEE

Purpose

The purpose of the Judiciary Committee is to address judiciary and Tribal Court matters in between Tribal Assemblies.

Authority

The Judiciary Committee is a Standing Committee pursuant to the Standing Rules of Order.

Composition

The Judiciary Committee shall consist of at least five (5) and no more than nine (9) Delegates of the Tribal Assembly, such number of Delegates to be determined by Executive Council.

Regular Meetings

This committee will meet at the call of the chair during Tribal Assembly and at least three times per year.

Duties

- A. This committee shall screen candidates and applications for the judicial office.
- B. This committee shall recommend the Tribal Court budget.
- C. This committee shall review the Rules of Court and Code of Judicial Conduct, and proposed changes, which shall be subject to adoption by the Tribe's governing body.
- D. This committee shall recommend, in consultation with the Chief Justice, additional justices and increases or decreases in the number of judges.
- E. This committee shall recommend a list of judges and justices pro tempore.
- F. This committee shall adjudicate complaints against judicial officers and Tlingit & Haida Bar members, consistent with the Constitution, the Tribal Rules of Judicial Conduct and this Title.
- G. The committee shall serve as an advisory committee to the Tribal Assembly on judiciary and Tribal Court issues during Tribal Assembly.
- H. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with judiciary and Tribal Court issues to the Tribal Assembly.
- I. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of the judiciary and Tribal Court.
- J. The committee shall serve as an advisory committee to the Executive Council on issues related to the judiciary and Tribal Court between Tribal Assemblies.

RESOLUTIONS COMMITTEE

Purpose

The Resolutions Committee is a committee functioning primarily during Tribal Assembly that shall address issues and resolutions submitted to and acted upon by the Tribal Assembly.

Regular Meetings

This committee shall meet annually prior to the start of Tribal Assembly and at the call of the Chair during Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee will review and ensure that all resolutions are presented consistent with acceptable format before presentation to Tribal Assembly.
- B. The committee shall determine to which committee a Tribal Assembly resolution would be referred, if not assigned to the consent calendar; this assignment ensures the committee will not need to reconvene to refer resolutions pulled from consent calendar.
- C. The Resolutions Chair shall preside over the consideration of resolutions during Tribal Assembly.
- D. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to resolutions and resolution management during Tribal Assembly.
- E. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with resolutions and resolution management to the Tribal Assembly.
- F. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of resolutions and resolution management.
- G. The committee shall serve as an advisory committee to the Executive Council on issues related to resolutions and resolution management between Tribal Assemblies.

TRIBAL GOVERNMENT RULES COMMITTEE

Purpose

The Tribal Government Rules Committee shall be a committee that functions primarily during Tribal Assembly to address issues and resolutions relating to Tribal Government rules, the Constitution, Tribal Government status and Tribal Assembly Rules.

Regular Meetings

This committee shall meet annually prior to the start of Tribal Assembly and at the call of the Chair during Tribal Assembly.

This committee also has discretion to meet one time prior to a Tribal Assembly that has been declared by the prior Tribal Assembly to be constitutional convention.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to Tribal government rules during Tribal Assembly.
- B. The committee shall determine resolutions eligible to be assigned to the consent calendar.
- C. The committee shall rule resolutions in or out of order.
- D. The committee shall determine the majority required for approval of resolutions or any additional requirement of previous notice.
- E. The committee shall make recommendations for improvements to resolutions to the Committee on Committees and Resolutions Committee, and refer such recommended changes to those resolutions committed to committees.
- F. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of Tribal government rules.
- G. The committee shall serve as an advisory committee to the Executive Council on issues related to Tribal government rules between Tribal Assemblies.

TRIBAL MANAGEMENT COMMITTEES

AUDIT COMMITTEE

Purpose

The Audit Committee shall assist the Tribal Assembly in fulfilling its oversight responsibilities for the financial reporting process, the audit process, and Tlingit & Haida's process for monitoring compliance with applicable laws, regulations, Constitution, statutes, and code of conduct and ethics policies. The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility within budget authorities approved by Tribal Assembly.

Authority

The Audit Committee is a Standing Committee pursuant to the Standing Rules of Order.

Composition

The Audit Committee will consist of at least three (3) and no more than six (6) delegates, appointed by the President. Members shall be independent and free from any relationship that would interfere with the exercise of their independent judgment in fulfillment of their duties. Members shall be financially literate and have a working familiarity with basic financial and accounting practices. At least one member of the Audit Committee shall be designated as the "financial expert" and have accounting or related financial management expertise.

The President Emeritus, if any, shall be designated as an ex-officio member of the Audit Committee.

Regular Meetings

This committee shall meet at least two (2) times annually, or more frequently as circumstances warrant.

Duties

- A. This committee shall review financial statements documents, as outlined in statute.
- B. This committee shall review internal control documents, as outlined in statute.
- C. This committee shall review internal audit documents, as outlined in statute.
- D. This committee shall review external audit documents, as outlined in statute.
- E. This committee shall review compliance documents, as outlined in statute.
- F. This committee shall report to the Executive Council, as outlined in statute.
- G. This committee shall fulfill other responsibilities as outlined in statute.
- H. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to the audit during Tribal Assembly.
- I. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with the audit to the Tribal Assembly.
- J. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of the audit.
- K. The committee shall serve as an advisory committee to the Executive Council on issues related to finance and the budget between Tribal Assemblies.

ECONOMIC DEVELOPMENT COMMITTEE

Purpose

The Economic Development Committee is a committee that functions primarily during Tribal Assembly to address issues and resolutions relating to economic development.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to economic development during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with economic development to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of economic development.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to economic development between Tribal Assemblies.

EDUCATION COMMITTEE

Purpose

The Education Committee is a committee that functions primarily during Tribal Assembly to address issues and resolutions relating to education.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to education during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with education to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of education.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to education between Tribal Assemblies.

FINANCE COMMITTEE

Purpose

The Finance Committee shall assist the Tribal Assembly in fulfilling its oversight responsibilities of the Tribal Trust Fund and the annual General Fund budget. It shall review budgets and fiscal policies, procedures, and practices, and recommend approval or disapproval to the Executive Council and Tribal Assembly.

Authority

The Finance Committee is a Standing Committee pursuant to the Standing Rules of Order.

Composition

The Finance Committee shall consist of at least three (3) and no more than six (6) Delegates, appointed by the President. Members shall be independent and free from any relationship that would interfere with the exercise of their independent judgment in fulfillment of their duties. Members shall be financially literate and have a working familiarity with basic financial and accounting practices. At least one member of the Finance Committee shall be designated as the “financial expert” and have accounting or related financial management expertise.

The President Emeritus, if any, shall be designated as an ex-officio member of the Audit Committee

Regular Meetings

This committee shall meet at least two (2) times annually, or more frequently as circumstances warrant.

Duties

- A. This committee shall review General Fund documents, as outlined in statute.
- B. This committee shall review fiscal policy documents, as outlined in statute.
- C. This committee shall review budget variance documents, as outlined in statute.
- D. This committee shall report to the Executive Council, as outlined in statute.
- E. This committee shall fulfill other responsibilities, as outlined in statute.
- F. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to finance and the budget during Tribal Assembly.
- G. The committee shall make recommendations on resolutions and recommended changes to finance related resolutions and resolutions with a budgetary impact to the Tribal Assembly. Resolutions with a budgetary impact must be accompanied by an adequate budget proposal for the committee’s review.
- H. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of finance and the budget.
- I. The committee shall serve as an advisory committee to the Executive Council on issues related to finance and the budget between Tribal Assemblies.

HEALTH & HUMAN SERVICES COMMITTEE

Purpose

The Health & Human Services Committee is a committee that functions primarily during Tribal Assembly to address issues and resolutions relating to education.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to health and human services during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with health and human services to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of health and human services.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to health and human services between Tribal Assemblies.

TRIBAL ISSUES COMMITTEES

CULTURAL HERITAGE COMMITTEE

Purpose

The Cultural Heritage Committee is a committee functioning primarily during Tribal Assembly to address issues and resolutions relating to cultural heritage issues.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to cultural heritage during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with cultural heritage to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of cultural heritage.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to cultural heritage between Tribal Assemblies.

GOVERNMENT AFFAIRS COMMITTEE

Purpose

The Government Affairs Committee is a committee functioning primarily during Tribal Assembly to address issues and resolutions relating to all external government affairs, including federal and state relations, legislative advocacy, and issues related to Public Law 93-638. It is also responsible for addressing Tlingit & Haida relations with other Tribal governments and foreign nations.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to government affairs during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with government affairs to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of government affairs.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to government affairs between Tribal Assemblies.

HOUSING COMMITTEE

Purpose

The Housing Committee shall be a committee functioning primarily during Tribal Assembly to address issues and resolutions relating to housing.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to housing during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with housing to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of housing.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to housing between Tribal Assemblies.

NATURAL RESOURCES, FISHERIES, & SUBSISTENCE COMMITTEE

Purpose

The National Resources, Fisheries & Subsistence Committee is a committee functioning primarily during Tribal Assembly to address issues and resolutions relating to natural resources, fisheries, and subsistence.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to natural resources, fisheries, and subsistence during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with natural resources, fisheries, and subsistence to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of natural resources, fisheries, and subsistence.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to natural resources, fisheries, and subsistence between Tribal Assemblies.

PUBLIC SAFETY COMMITTEE

Purpose

The Public Safety Committee shall be a committee functioning primarily during Tribal Assembly to address issues and resolutions relating to public safety.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to public safety during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with public safety to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of public safety.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to public safety between Tribal Assemblies.

TRANSPORTATION

Purpose

The Transportation Committee shall be a committee functioning primarily during the Tribal Assembly to address issues and resolutions relating to transportation.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to transportation during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with transportation to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the area of transportation.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to transportation between Tribal Assemblies.

VETERANS COMMITTEE

Purpose

The Veterans Committee shall be a committee functioning primarily during the Tribal Assembly to address issues and resolutions relating to veterans and military affairs.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly.

Special Meetings

Special meetings may be called of this committee between Tribal Assemblies only at the direction of the Tribal Assembly, the Executive Council, or the President of the Tribe.

Duties

- A. The committee shall serve as an advisory committee to the Tribal Assembly on issues related to veterans and military affairs during Tribal Assembly.
- B. The committee shall make recommendations on resolutions and recommended changes to those resolutions dealing with veterans and military affairs to the Tribal Assembly.
- C. The committee may also make other recommendations to the Tribal Assembly that the committee itself deems useful or necessary in the areas of veterans and military affairs.
- D. The committee shall serve as an advisory committee to the Executive Council on issues related to veterans and military affairs between Tribal Assemblies.

VIOLENCE AGAINST WOMEN (VAW) TASK FORCE

Purpose

The Violence Against Women Act (VAW) Task Force Committee shall study, analyze and make recommendations relating to murdered and missing indigenous people and domestic and sexual violence. The Task Force shall include all victims regardless of age, gender or sexual orientation.

Authority

The Violence Against Women Task Force is a subcommittee to the Judiciary Committee pursuant to TA Res. 18-37: Creation of a Violence Against Women (VAW) Task Force.

Regular Meetings

The committee shall meet at the call of the chair throughout the Tribal Assembly and at the call of the Chair throughout the rest of the year.

Duties

- A. The committee shall study, analyze, and recommend how to continue to increase criminal justice protective and investigative resources for identifying murdered and missing Native American women in the state.
- B. The committee shall identify how to reduce indices of violence against women, identify rates of violence against women, identify barriers, identify and support tribal justice methods at the regional and the local level to address these issues within our communities.
- C. The committee shall find ways to create tribal, state, and federal partnerships to increase reporting and investigation for missing Native American women.
- D. The committee shall report on levels of domestic violence in our Nations, communities and homes, and how this affects all levels of tribal life.
- E. This committee shall make recommendations for action and potential funding sources.
- F. This committee shall include all victims of domestic and sexual violence regardless of age, gender, or sexual orientation in its findings and recommendations.
- G. This committee is authorized to pursue partnerships with the Alaska Native Women's Resource Center, the National Indigenous Women's Resource Center and the National Congress of American Indians Violence Against Women Task Force.
- H. This committee shall report its findings and recommendation to the Judiciary Committee.
- I. This committee shall regularly provide to the Judiciary Committee guidance on policies, procedures, and practices relating to violence against women, families and children, including sex trafficking related to our tribal citizens.
- J. This committee shall advise the Judiciary Committee on matters relating to law enforcement, tribal court development and support and on systemic problems and opportunities for improvement.
- K. This committee shall explore the legal and social issues of sex trafficking through a culturally specific lens.