

Categories functions	General Tribal Council	Business Committee	Land Committee DEVELOP	Litigation Committee PROCEDURES TO HIRE A LAND	Law Office Personnel LAND CLAIMS COUNSEL
POLICY AND PLANNING	Provides direction on Land Claims issues at the semi-annual meetings.	Established Litigation Committee & Law Office	Assist in the development of land settlement strategies on Land suits.	Set priorities for Land Claims activities. Assist in drafting the contract to hire a Land Claims Counsel	Provide sufficient information on Land Claims issues to enable decision making.
	Land Committee provided for in Constitution & Bylaws	Developed and maintains the tribal management system.	Develop a Land Use Plan for Lands within the jurisdiction of the Oneida Tribe.	Develop recommendations on litigation of Land Claims for the Business Committee.	Assist in the review and development of strategies for handling Land Claims.
	Approved the tribal management system.		Review draft contract for Land Claims Counsel	Thoroughly discuss Land Claims strategies.	Draft initial contracts, job descriptions, legal forms and papers, etc. for review by Litigation Committee and/or the Business Committee.
SUPERVISING AND COORDINATING	Reviews activities of Bus. Committee, Litigation Committee and Law Office at Semi-annual meetings.	Review/approve priorities for litigation of Land Claims. Review/approve monthly reports	Submit monthly reports to the Bus. Cttee. Review Litigation Cttee. Reports monthly.	Supervise and review activities of Law Office Submit monthly reports to the Business Committee and to the Land Committee	Coordinate the handling of information, research, correspondence, etc. on all Land Claims of the Oneida Tribe.
				Notify Land Committee and Business Committee of important changes in Land Claims situation.	Notify immediately the Litigation Committee of important changes in Land Claims situations. Supervise clerical staff of Law office.

GOAL: TO LITIGATE ALL LAND CASES ON BEHALF OF THE ONEIDA TRIBE OF WISCONSIN.

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Categories functions	General Tribal Council	Business Committee	Land Committee	Litigation Committee	Law Office Personnel
IMPLEMENTATION	<p>Approve the filing of Land Claims suits.</p> <p>Approve the settlement of Land Claims suits.</p>	<p>Investigate and designate funding for Land Claims Counsel.</p> <p>Approve contract for Land Claims Counsel.</p> <p>Hire/fire Land Claims Counsel</p>		<p>Request special meetings with Business Committee and/or Land Committee when necessary</p> <p>Request travel expenses from the Business Committee for necessary out of area meetings.</p>	<p>Fact finding and research on Land Claims cases.</p> <p>Prepare basic records and perform program duties necessary to assure efficiency within the Law Office and to comply with funding regulations and the tribal management system.</p>

ONEIDA LAND COMMITTEE  
OFFICE MANAGEMENT

GOAL STATEMENT: To Develop a Land Use Plan For Lands That are Within the Boundaries of the Oneida Reservation

Categories	Functions	Land Committee	Land Office Director
<p>Policy and Planning</p> <p>Supervising and Coordinating</p>	<p>Business Committee Final Authority</p> <p>Hire/Fire Personnel Grievances</p> <p>Decide Policy and Plan (Review and approve Land Committee Policies and plans).</p>	<p>Draft overall land use plan which includes <u>ordinances</u>, procedures for <u>acquiring</u> land, land appraisals, soil testing, surveying, procedures for leasing land.</p> <p>Develop land negotiating strategies.</p> <p>Procedures for enforcing Land use policies.</p> <p>Interview and recommend for hiring/firing-final reviews of Personnel Grievances in Land Office</p> <p>Supervise the Land Committee Director</p> <p>Review/Approve Land Committee Director's Reports</p>	<p>Draft plan for office management to contain procedures for maintaining office files, land desc., leases, maps, surveys, appraisals, soil tests, and all activities within the land office.</p> <p>Draft initial contract or proposal for Land Office funding</p> <p>Review/Approve reports of all activities in the Land Office</p> <p>Responsible for Coordinating all activities in the Land Office.</p> <p>In charge of all Land Office personnel, Develops and maintains good office procedures</p>

Categories	Business Committee Final Authority	Land Committee	Land Office Director
Functions	<p>Sign off on Land Committee funding</p> <p>Review/Approve all Land Committee activities</p>	<p>Review/Approve all budget plans and changes.</p> <p>Approve all equipment purchases over \$100.00</p> <p>Review/Approve out-of-town travel for the Director</p> <p>Review/Approve all leases acquisition plans, land exchange, land sale, revocation of lease and assignments</p>	<p>Coordinating Training of office personnel for upgrading their skill.</p> <p>Responsible for all office equipment and supplies</p> <p>Responsible for written communications.</p> <p>Coordinates information to the Land Committee members.</p> <p>Responsible for proper administration of the Land Committee budget</p> <p>Draft initial contract or proposal for Land office funding</p> <p>Follow-up on all Land Committee actions.</p> <p>Accept all Land applications, leases and assignments, and follow them through all procedural steps.</p> <p>Delegate job responsibilities to Land Office Personnel.</p> <p>Review/Approve out-of-town travel for Land Office personnel.</p>
Implementing Action			