

Oklahoma Tribal Transportation Council
Meeting Minutes
ODOT Commissioners Room – Oklahoma City, OK
November 16, 2015
3:00 PM - 5:00 PM

- **Call to Order/Invocation** –Chairman Lynn calls the meeting to order. Ray Ball gives the invocation.
- **Welcoming/Opening Remarks** – Chairman Lynn
- **Introduction of special guests** – Bryan Hendrix
- **Announcements** – Tribal Advisory Board meeting December 1st
- **Roll Call/declaration of quorum** - 12 members present. Quorum is established.
 1. Michael Lynn - Cherokee Nation (Transportation)
 2. Sherry Waters - Cherokee Nation (Transit)
 3. Angie Gilliam by proxy for Sara Factor - Chickasaw Nation (Transportation)
 4. Angie Gilliam – Chickasaw Nation (Transit)
 5. Sherry Waters by proxy for Art Muller - Citizen Potawatomi Nation (Transportation)
 6. Truman Carter - Iowa Tribe (Transportation)
 7. Ray Ball – Kaw Nation (Transportation)
 8. Michael Lynn by proxy for Charley LeSarge – Muscogee Creek Nation (Transportation)
 9. Chris McCray – Pawnee Nation (Transportation)
 10. Truman Carter – Sac & Fox (Transportation)
 11. Richard McCulley – Seminole Nation (Transportation)
 12. Richard McCulley – Seminole Nation (Transit)
- **Approval of Minutes/Treasurer's Report**
 - a) Meeting Minutes for September 15, 2015 – Presented by Secretary Waters. Motion is made by Chris McCray to pass the minutes. Second by Treasurer Gilliam and the motion passes.
 - b) Special Meeting by Conference Call – October 19, 2015 – Presented by Secretary Waters. Motion is made by Vice Chairman to pass the minutes. Second by Chris McCray and the motion passes
 - c) Treasurer's report - Presented by Treasurer Gilliam. Motion made by Vice Chairman Ball to pass the treasurer's report. The motion is second by Chris McCray and the motion passes.
- **Reports/Updates**
 - a) TTPCC Update/Report – presented by Art Muller
 - i. There is no activity since the last OTTC meeting. There will be a TTPCC meeting later this week in Washington, DC

- ii. Transportation Planner Robert Endicott spoke about the FTA NPRM on Transit Asset Management. Under Tier 2 of the proposed rule, tribes with one bus will be treated the same as transit agencies with one hundred buses. Mr. Endicott encourages tribes to send comments to the FTA.
- b) ITA Report – Presented by Angela Blind.
 - i. No report
 - ii. There will be an ITA meeting in Las Vegas in December
- c) Transit Subcommittee Updates/Report – presented by Treasurer Gilliam.
 - i. NTD reports are due in January. Reports are submitted online.
 - ii. The OTA winter conference is coming up
- d) Safety Subcommittee Update/Report –Milton Sovo.
 - i. No report
- e) TTAP/RTAP Update/Report – presented by Karla Sisco.
 - i. The Tribal Safety Champions Workshop in Oklahoma City will be held at the Aloft Hotel, November 17-18
 - ii. Defensive Driving:
 - 1. December 1st in Wewoka
 - 2. December 3rd and 4th in Muskogee
 - 3. December 8th in Ponca City
 - 4. December 18th in Concho
 - iii. “Alive at 25” Defensive Driving for teens is set for December 5th in Concho, OK
 - iv. OSHA 10-Hour and Disaster Response is set for December 14-15 in Mayetta, KS
 - v. New one-day ArcGIS classes are coming in 2016. The first one is January 20 in Stillwater. It’s called “Making Data Useful”
 - vi. Watch the TTAP website and e-Newsletters for more new classes in 2016
 - vii. An offer has been made to a new TTAP specialist. We are still waiting on the final approval processes. We hope to have the person in place by mid-December if everything checks out

- **Old Business**

- 1. OTTC Bylaws – Presented by Secretary Waters. Motion made by Vice Chairman Ball to pass. Second by Truman Carter and the motion passes

- **New Business**

- 1. Election of Vice Chairman Position – Secretary Waters makes a motion of nomination for Ray Ball. Second by Truman Carter. Nominations cease and motion of nomination passes
 - 2. Election of Secretary Position – Treasurer Gilliam makes a motion of nomination for Sherry Waters. Second by Chris McCray. Nominations cease and motion of nomination passes
 - 3. Election of Treasurer Position – Vice Chairman Ball makes a motion of nomination for Angie Gilliam. Second by Secretary Waters. Nominations cease and motion of nomination passes
 - 4. New OTTC letterhead – Truman Carter suggests adding a slogan or motto in the footer of the new letterhead. Secretary Waters makes a motion to table this issue until the next meeting. Second by Vice Chairman Ball and the motion passes

5. Lyle Deer Scholarship 2016 application form approval of the council for distribution - Vice Chairman Ball makes a motion to pass. Second by Truman Carter and motion passes
- **Next Meeting** – next meeting is January 12, 2016. Meeting location and time will be set at a later time.
 - **Adjourn** – Vice Chairman Ball makes motion to adjourn, seconded by Truman Carter and the motion passed unanimously.

Certification

I, Sherry Waters, Secretary of the Oklahoma Tribal Transportation Council, hereby certifies that these minutes were accepted and approved at a duly called meeting held January 12, 2016 by a vote of _____ for, _____ opposed, and _____ abstentions.

Sherry L. Waters, Secretary
Oklahoma Tribal Transportation Council



5202 N. Richmond Hill Dr. – Stillwater, OK 74078

(405)-744-4764/ FAX: (405)-744-7268

Michael Lynn – Chairman
Sherry Waters – Secretary

Ray Ball- Vice Chairman
Angie Gilliam – Treasurer

Cherokee Nation

Cheyenne & Arapaho
Tribes

Chickasaw Nation

Choctaw Nation

Citizen Potawatomi Nation

Comanche Nation

Iowa Tribe

Kaw Nation

Muskogee (Creek) Nation

Osage Nation

Pawnee Nation

Ponca Nation of Oklahoma

Sac & Fox Nation

Seminole Nation of
Oklahoma

NE Oklahoma Tribal
Transit Consortium

ODOT Commission Room

Oklahoma City, OK

November 16, 2015

3:30pm – 5:00 pm

Sign-in Sheet

Name <i>PLEASE PRINT CLEARLY</i>	Representing	Email Address	Phone Number
Ray Ball	Kaw Nation	RBALL@KawNation.com	580-269-2552
Sherry Waters	Cherokee	sherry-waters@cherokee.org	918-453-5231
Lenden Allen	Tonkawa	lallen@tonkawatribe.com	580 628 7022
Rhonda Fair	ODOT	rfair@odot.org	405 5213632
Rick Miller	Chickasaw nation	Rick.Miller@chickasaw.net	580-557-4677
Rhonda James	Pawnee Nation	rhondaj@pawneenation.org	918-762-3655
Chris McCray	" "	cmccray@pawneenation.org	" "
TRUMAN CARTER	Sac and Fox Nation	tendaloe@gmail.com	405 278 0877
Randle Carter	Iowa Tribe	rdcarter25@gmail.com	405-273-4715
Angie Gilliam	Chickasaw Nation	angie.gilliam@chickasaw.net	580-320-1467

note: Any tribe voting by proxy must have their proxy submitted prior to the meeting being called to order



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Sherry Waters – Secretary

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Tribes

Chickasaw Nation

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Name <i>PLEASE PRINT CLEARLY</i>	Representing	Email Address	Phone Number
Richard McCulley	Seminole Nation	McCulley.R@SNO-KSAU.GOV	405-220-2930
Michael Lynn	Cherokee Nation	mlynn@cherokee.org	918-457-5866
Rob Endicott	"	robert-endicott@cherokee.org	
Philip Manes	Cherokee Nation	philip-manes@cherokee.org	918-207-3897

note: Any tribe voting by proxy must have their proxy submitted prior to the meeting being called to order

Sherry Waters

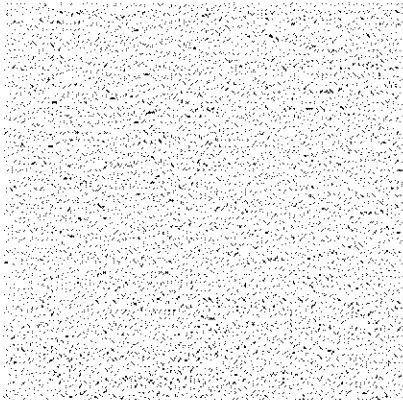
From: Charley LaSarge <CLaSarge@MCN-NSN.gov>
Sent: Monday, November 16, 2015 11:25 AM
To: Sherry Waters
Subject: RE: OTTC meeting November 16th

U got me confused now. LOL. I'm only joking. I can't remember his last name now. Mike from Cherokee Nation.

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: Sherry Waters <Sherry-Waters@cherokee.org>
Date: 11/16/2015 11:18 AM (GMT-06:00)
To: Charley LaSarge <CLaSarge@MCN-NSN.gov>
Subject: RE: OTTC meeting November 16th



Sorry to be difficult Charley, can you give me Mike's last name?
Art and Denise will not be attending.

From: Charley LaSarge [mailto:CLaSarge@MCN-NSN.gov]
Sent: Monday, November 16, 2015 11:16 AM
To: Sherry Waters
Subject: RE: OTTC meeting November 16th

If Mike is there he can have my proxy vote. If not then Art can have my permission to vote for me. Need anything thing else let me know. MVTO.

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: Sherry Waters <Sherry-Waters@cherokee.org>
Date: 11/16/2015 11:10 AM (GMT-06:00)

Sherry Waters

From: Arthur Muller <amuller@POTAWATOMI.ORG>
Sent: Monday, November 16, 2015 9:25 AM
To: Sherry Waters
Subject: TTPCC

I will not be available for the OTTC meeting today. There will not be a report from TTPCC, since there has not been a TTPCC meeting since the last OTTC meeting. TTPCC will be meeting later this week in Washington, DC.

BY this E-Mail I am designating Sherry Waters my Proxy vote for the OTTC meeting on November 16, 2015.

Art Muller
Roads Director
Citizen Potawatomi Nation

Sherry Waters

From: Sara Factor <Sara.Factor@chickasaw.net>
Sent: Monday, November 16, 2015 11:09 AM
To: Sherry Waters
Cc: Angie Gilliam; Bo Ellis
Subject: RE: OTTC meeting November 16th

Sherry,

Angie Gilliam will serve as proxy in my absence today.

Thank you,

Sara Factor

From: Sherry Waters [<mailto:Sherry-Waters@cherokee.org>]
Sent: Monday, November 16, 2015 10:54 AM
To: 'Cheyenne & Arapaho Tribes' <ablind@c-a-tribes.org>; Bo Ellis <Bo.Ellis@chickasaw.net>; Sara Factor <Sara.Factor@chickasaw.net>; Angie Gilliam <Angie.Gilliam@chickasaw.net>; 'Choctaw Nation' <Bill_b@choctawnation.com>; 'Choctaw Nation-TRANSIT' <ijames@choctawnation.com>; Citizen Potawatomi Alternate <showard@potawatomi.org>; 'Citizen Potawatomi Nation' <amuller@potawatomi.org>; 'Citizen Potawatomi Nation-TRANSIT' <dsmith@potawatomi.org>; 'Comanche Nation' <adriant@comanchenation.com>; Comanche Nation Alternate <michelle@comanchenation.com>; 'Darcel Collins' <Darcel.Collins@dot.gov>; Darla Hisey <darla.hisey@okstate.edu>; Iowa Tribe TrumanCarter <tcndnlaw@outlook.com>; Jaime Gonzalez <jaimie.torres-gonzalez@dot.gov>; 'Kaw Nation' <rball@kawnation.com>; Manuel Sanchez <manuel.sanchez@dot.gov>; 'Miami Tribe of Oklahoma' <pelivandir@grandgateway.org>; Michael Lynn <Michael-Lynn@cherokee.org>; Muscogee Creek Nation <CLaSarge@MCN-NSN.gov>; Osage Nation Alternate <kgilmore@osagenation-nsn.gov>; Osage Nation Justin Carr <jjcarr@osagenation-nsn.gov>; Pawnee Nation Alternate <rhondaj@pawneenation.org>; Pawnee Nation Chris McCray <cmccray@pawneenation.org>; Ponca Nation of Ok <Cameron.colt.donelson@gmail.com>; Ponca Nation Transit <whiteeagletransit@ponca.com>; rfair@odot.org; Robert Endicott (cox.net) <robertcendicott@cox.net>; 'Sac and Fox Truman' <rdcarter25@gmail.com>; Seminole Nation <mcculley.r@sno-nsn.gov>; 'Seminole Nation-Denea White' <white.d@sno-nsn.gov>; TTAP <karla.sisco@okstate.edu>; TTAP.TSCR <tabatha.harris@okstate.edu>
Subject: RE: OTTC meeting November 16th

Hello everyone,

Just a reminder that today at 3:30 the OTTC will be meeting at the ODOT Commissioner's Room.

There are a lot of items to be covered and voted on. If you are not able to attend please send me a notice of proxy for someone to represent your tribe. Your representative can be anyone of your choosing, member or non-member.

Thank you

From: Sherry Waters
Sent: Friday, October 30, 2015 12:09 PM
To: Cheyenne & Arapaho Tribes; Chickasaw alternate; Chickasaw Nation; Chickasaw Nation-TRANSIT; Choctaw Nation; Choctaw Nation-TRANSIT; Citizen Potawatomi Alternate; Citizen Potawatomi Nation; Citizen Potawatomi Nation-TRANSIT; Comanche Nation; Comanche Nation Alternate; Darcel Collins; Darla Hisey; Iowa Tribe TrumanCarter; Jaime Gonzalez; Kaw Nation; Manuel Sanchez; Miami Tribe of Oklahoma; Michael Lynn; Muscogee Creek Nation; Osage Nation Alternate; Osage Nation Justin Carr; Pawnee Nation Alternate; Pawnee Nation Chris McCray; Ponca Nation of Ok; Ponca Nation Transit; rfair@odot.org; Robert Endicott; Sac and Fox Truman; Seminole Nation; Seminole Nation-Denea White; Sherry

Oklahoma Tribal Transportation Council, Inc

Financial Statement

For: Checking Account

From 1/1/2015

To 11/16/2015

DATE	NO.	DESCRIPTION	DEBIT	CREDIT	CB	BALANCE
1/1/2015		Beginning Balance				\$17,047.66
1/27/2015		Deposit: CPN \$100 Kaw Nation \$200		\$ 300.00	X	\$17,347.66
1/30/2015		Service Charge	\$ (16.04)		X	\$17,331.62
2/5/2015		Deposit Dues: Cherokee Nation, Cheyenne & Arapaho, Chickasaw Nation, CPN, Iowa, Ponca Tribe, Sac & Fox, Crosstimbers		\$ 1,700.00	X	\$19,031.62
2/28/2015		Service Charge	\$ (17.78)		X	\$19,013.84
3/10/2015		Deposit Dues: Ponca Tribe, Comanche, Chickasaw Nation, Cheyenne & Arapaho, Red Plains Professional, Osage Nation		\$ 2,050.00	X	\$21,063.84
3/10/2015		Deposit Dues: Choctaw Nation \$200		\$ 200.00	X	\$21,263.84
3/10/2015	1550	Kaw Nation	\$ (138.00)		X	\$21,125.84
3/10/2015	1508	Angie Gilliam: Reimbursement for plaque, blanket embroidery, annual PO Box rental fee	\$ (163.04)		X	\$20,962.80
3/31/2015		Service Charge	\$ (17.71)		X	\$20,945.09
4/30/2015		Service Charge	\$ (16.34)		X	\$20,928.75
5/5/2015		DEPOSIT: Creek Nation \$100, Pelivan \$600, Choctaw \$100		\$ 800.00	X	\$21,728.75
5/31/2015		Service Charge	\$ (17.00)		X	\$21,711.75
6/30/2015		Service Charge	\$ (16.55)		X	\$21,695.20
7/29/2015		DEPOSIT: Chickasaw shirt \$50 M. Sovo Registration \$50		\$ 100.00	X	\$21,795.20
7/29/2015	1551	Angie Gilliam: Reimbursement for J Self Blanket & Plaque	\$ (197.00)		X	\$21,598.20
7/30/2015		Service Charge	\$ (16.93)		X	\$21,581.27
8/31/2015		Service Charge	\$ (15.22)		X	\$21,566.05
8/31/2015	1552	TSH - OTTC Shirt Order	\$ (430.10)		X	\$21,135.95
9/22/2015		Deposit: Comanche Transit \$100 T. Carter Shirts \$100		\$ 200.00	X	\$21,335.95
9/30/2015		Service Charge	\$ (16.74)		X	\$21,319.21
10/31/2015		Service Charge	\$ (16.57)		X	\$21,302.64
			\$ (1,095.02)	\$ 5,350.00	X	\$21,302.64
Notes:			Accrual Balance:			
				ADVANCE:		
	3/5/2012	Red Plains Professionals, Inc.	Scholarship Donations		X	\$ 1,000.00
	3/5/2012	Kaw Nation	Scholarship Donations		X	\$ 25.00
	4/11/2012	Osage Nation	Scholarship Donations		X	\$ 1,000.00
	7/20/2012	Golf Scramble Proceeds	Scholarship Donations			\$ 400.00

	10/25/2012	Northeastern State University - Jesse Rector	ck#1083	X	\$ (500.00)
	10/25/2012	Northeastern State University - Emily Finney	ck#1081	X	\$ (500.00)
	10/25/2012	Northeastern State University - Christy Pinney	ck#1082	X	\$ (500.00)
	3/4/2013	Cheyenne & Arapaho Tribes	1206	X	\$ 200.00
	5/2/2013	Red Plains Professionals, Inc.	Scholarship Donations	X	\$ 1,000.00
	6/10/2014	Osage Nation	Scholarship Donations	X	\$ 1,000.00
	11/29/2014	Seminole Nation	Scholarship Donations	X	\$ 100.00
	2/5/2015	Crosstimbers	Scholarship Donations	X	\$ 200.00
	3/10/2015	Osage Nation	Scholarship Donations		\$ 1,000.00
			TOTAL DONATIONS		\$ 4,425.00
		Total Bank Account minus scholarship			\$16,877.64



OKLAHOMA TRIBAL TRANSPORTATION COUNCIL BYLAWS

PHILOSOPHY

The philosophy of the Oklahoma Tribal Transportation Council is one that values tribal self-determination and self-governance, to better plan and develop strategies, and to serve our communities. For decades, the federal government sought to identify the transportation needs of Native Americans only to plunge tribal governments into a state of dependency. The rich culture and tradition of Native Americans dictates autonomy. Tribal governments have shown that they can maintain roads, bridges, and transit services given the necessary funding. The Oklahoma Tribal Transportation Council was organized and established to further this cause.

MISSION STATEMENT

The mission of the Oklahoma Tribal Transportation Council is to provide a mechanism through which Oklahoma Tribes can access funding and other resources from the Federal, State and Local Governments through the following objectives: to develop a means to access foundation resources; to assist tribes with data and information collection; to encourage members of Congress to consider the transportation needs of Oklahoma tribes; and, to be an organization that seeks active participation.

ARTICLE I NAME

1.01 Name

The name of this organization shall be OKLAHOMA TRIBAL TRANSPORTATION COUNCIL. The business of the organization may be conducted as OKLAHOMA TRIBAL TRANSPORTATION COUNCIL or OTTC.

ARTICLE II

PURPOSES AND POWERS

2.01 Purpose

OKLAHOMA TRIBAL TRANSPORTATION COUNCIL is an unincorporated and non-profit organization that shall be operated exclusively for tribal purposes.

The OTTC was organized and established to be an organization through which Indian Tribes in the state of Oklahoma can access funding and other resources from the Federal State and Local Governments: to develop ways and means to access foundation resources; to assist tribes with data and information collection; to send delegates to Congress to persuade the Legislature to consider the Oklahoma tribes and their needs for transportation and; to develop the OTTC into a strong organization in which all tribes in Oklahoma can enthusiastically participate as active members.

The objectives of the Council shall include, but are not limited to:

1. Assess the overall needs of the Tribes for transportation services and facilities, which may include transit, roads, bridges, planning, and funding.
2. Identify and recommend resources that may be available for Tribes for any of these services.
3. Review and comment on the Local, State, and Federal Transportation Plans on behalf of the Tribes.
4. Advocate on behalf of the Tribes to change legislation that will allow direct State and/or Federal funding for Tribal Transportation Programs.

2.02 Powers

The OTTC shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the tribal transportation planning purposes, for which the Oklahoma Tribal Transportation Council is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the OTTC may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Dissolution

(a) Nonprofit Legal Status. The OTTC is a nonprofit intertribal organization.

(b) Distribution Upon Dissolution. Upon termination or dissolution of the Oklahoma Tribal Transportation Council, any assets lawfully available for distribution shall be distributed equally among the tribes who are in good standing with the OTTC.

ARTICLE III

COUNCIL MEMBERSHIP

3.01 Membership Classes

The Council membership of the Council shall be comprised affiliates and voting members from each of the Federally Recognized Tribes in Oklahoma. Voting Members representing their tribal government must be designated by a letter from their Executive Director of the Department or Division or a Resolution from their Tribal Council.

3.02 Removal of Members

- (a) A member shall be removed if the member is no longer a representative of his/her tribe,
or
- (b) The tribe of that member has failed to pay the annual membership dues.

3.03 Non-Voting Affiliates

Non-Voting Affiliates may be individuals, businesses, tribes outside of Oklahoma and other organizations that seek to support the mission of the OTTC. Non-Voting Affiliates may be appointed to serve on Committees, but cannot serve as a Chairman of any committee. Non-Voting Affiliates have no voting rights and will not be listed on the OTTC letterhead.

3.04 Dues

The annual membership dues will be determined by the OTTC every October. The determined amount will be imposed for the following year. Dues will be due by March 31st each year. Any tribe or affiliate who fails to pay the annual dues will be removed from the OTTC listing and notifications and will remain in inactive status until the membership dues are paid.

3.05 Quorum

A quorum for any meeting shall consist of a minimum of 7 members and 2 Executive Board Officers

ARTICLE IV

VOTING

4. 01 Voting Rights

- (a) Each member is entitled to one (1) vote on all policies, positions and general orders of the OTTC.
- (b) A member who is going to be absent may designate a proxy voting right for that specific meeting by notifying the Secretary before the meeting is called to order.

ARTICLE V

OFFICERS

5.01 Executive Board Officers

The officers of the OTTC shall be a Chairman, Vice-Chairman, Secretary, and Treasurer, all of whom shall be chosen by, and serve at the pleasure of, the OTTC. Each Executive Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the OTTC. The OTTC may also appoint additional officers as it deems expedient for the proper conduct of the business of the organization, each of whom shall have such authority and shall perform such duties as the OTTC may determine.

5.02 Term of Office

Each Executive Board officer's term of office shall begin upon the adjournment of the OTTC meeting at which elected and shall end upon the adjournment of the OTTC meeting during which a successor is elected.

- a. Chairman – 3 years
- b. Vice Chairman – 2 years
- c. Secretary – 2 year
- d. Treasurer – 2 year

5.03 Removal and Resignation

The OTTC may remove an officer at any time, with or without cause. Any officer may resign at any time by giving written notice to the organization without prejudice to the rights, if any, of the organization under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

5.04 Chairman

The Chairman of the Board shall preside at all meetings of the Council and Executive Board; he/she shall have the power to call meetings of the Executive Board or Council for any purpose or purposes; and as Chief Executive Officer of the Council he/she shall generally do and perform all acts relating to the Office of Chairman that are authorized.

5.05 Vice Chairman

In the absence or disability of the Chairman, the vice-Chairman shall perform the duties of the Executive Board Chairman. When so acting, the vice-Chairman shall have all the powers of and be subject to all the restrictions upon the Executive Board. The vice-Chairman shall have such other powers and perform such other duties prescribed for them by the OTTC or the Executive Board Chairman.

5.06 Secretary

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of the OTTC. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of the OTTC and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the OTTC or the Executive Board. In the event the Secretary cannot attend, the Secretary may appoint, with approval of the Executive Board, a member to assist in performance of all or part of the duties of the Secretary.

5.07 Treasurer

The Treasurer shall perform all duties for oversight of the financial condition and affairs of the organization. The Treasurer shall oversee and keep the OTTC informed of the financial condition of the organization and of any audit or financial review results. In conjunction with other officers, the Treasurer shall oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and the financial condition of the organization, are made available to the OTTC on a timely basis or as may be required by the OTTC. The Treasurer shall perform all duties properly required by the OTTC or the Executive Board. In the event the Treasurer cannot attend, the Treasurer may appoint, with approval of the Executive Board a member to assist in performance of all or part of the duties of the Treasurer.

ARTICLE VI **MEETINGS**

Regular meetings of the OTTC shall be determined at the end of each meeting. Special meetings may be called by the Executive Board and/or by the Chairman as needed.

6.01 Order of Business

The order of business at a meeting of the Council shall generally be as follows:

1. Call to Order/Invocation
2. Welcoming/Opening Remarks
3. Introduction of Special Guest(s)
4. Roll Call/Declaration of Quorum
5. Approval of Minutes
6. Approval of Treasurer's Report
7. Committee Reports
8. Old Business
9. New Business
10. Announcements
11. Designate Next Meeting Date/Time/Place

12. Adjournment

6.02 Parliamentary Authority

The rules contained in *Robert's Rules of Order, Newly Revised*, shall govern this Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE VII **COMMITTEES**

7.01 Committees

The OTTC may, by the resolution adopted by the OTTC, designate one or more committees, each consisting of two or more officers, to serve at the pleasure of the OTTC. Any committee, to the extent provided in the resolution of the OTTC, shall have all the authority of the Executive Board, except that no committee, regardless of Executive Board resolution, may:

- (a) take any final action on matters which also requires OTTC members' approval or approval of a majority of all members;
- (b) amend or repeal Bylaws or adopt new Bylaws;
- (c) amend or repeal any resolution of the OTTC which by its express terms is not so amendable or repealable;
- (d) appoint any other committees of the OTTC or the members of these committees;
- (e) expend OTTC funds; or
- (f) approve any transaction

7.02 Meetings and Action of Committees

Meetings and action of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings, with such changes in the context of those Bylaws as are necessary to substitute the committee and its members for the OTTC and its members, except that the time for regular meetings of committees may be determined either by resolution of the Executive Board or by resolution of the committee. Special meetings of the committee may also be called by resolution of the Executive Board. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Executive Board may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

7.03 Informal Action By The OTTC

Any action required to be taken by the OTTC at a meeting may be taken without a meeting if consent in writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an e-mail transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the OTTC to use email to approve actions, as long as a quorum of OTTC gives consent.

ARTICLE VIII

CONTRACTS, CHECKS, LOANS

AND RELATED MATTERS

8.01 Contracts and other Writings

Except as otherwise provided by resolution of the OTTC, all contracts, deeds, leases, mortgages, grants, and other agreements of the OTTC shall be executed on its behalf by a minimum of two Executive Board members to execute such documents in accordance with policies approved by the OTTC.

8.02 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the OTTC, shall be signed by a minimum of two Executive Board officers, in such manner as shall from time to time be determined by resolution of the Executive Board.

8.03 Deposits

All funds of the organization not otherwise employed shall be deposited from time to time to the credit of the organization in such banks, trust companies, or other depository as the Executive Board or a designated committee of the Executive Board may select.

8.04 Loans

No loans shall be contracted on behalf of OTTC and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the OTTC. Such authority may be general or confined to specific instances.

ARTICLE IX

MISCELLANEOUS

9.01 Books and Records

The organization shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all OTTC meetings, a record of all actions taken by Executive Board without a meeting, and a record of all actions taken by committees of the OTTC. In addition, the OTTC shall keep a copy of the organization's Bylaws as amended to date.

9.02 Fiscal Year

The fiscal year of the organization shall be from January 1 to December 31 of each year.

9.03 Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote at a meeting of the OTTC, provided, however that an amendment does not affect the voting rights of members.

ARTICLE X **DOCUMENT RETENTION POLICY**

10.01 Purpose

The purpose of this document retention policy is establishing standards for document integrity, retention, and destruction and to promote the proper treatment of OTTC records.

10.02 Policy

Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. A mass of records also makes it more difficult to find pertinent records.

From time to time, OTTC may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below. While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of OTTC were approved by the Oklahoma Tribal Transportation Council on November 16, 2015 by a vote of ___ for, ___ opposed, and ___ abstentions and constitute a complete copy of the Bylaws of the organization.

Sherry L. Waters, Secretary

Date: _____

5202 N. Richmond Hill Dr.
Stillwater, OK 74078

Office (405)-744-4764
Fax: (405)-744-7268



Michael Lynn – Chairman
Cherokee Nation
Ray Ball – Vice-Chairman
Kaw Nation
Sherry Waters – Secretary
Cherokee Nation
Angie Gilliam – Treasurer
Chickasaw Nation

TO BE REVISED



5202 N. Richmond Hill Dr. – Stillwater, OK 74078
(405)-744-4764/FAX: (405)-744-7268

Michael Lynn – Chairman
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Angie Gilliam – Treasurer

Cherokee Nation

*Cheyenne & Arapaho
Tribes*

Chickasaw Nation

Choctaw Nation

Citizen Potawatomi Nation

Comanche Nation

Iowa Tribe

Kaw Nation

Muskogee (Creek) Nation

*NE Oklahoma Tribal
Transit Consortium*

Osage Nation

*Pawnee Nation of
Oklahoma*

Ponca Nation of Oklahoma

Sac & Fox Nation

*Seminole Nation of
Oklahoma*

LYLE DEERE MEMORIAL SCHOLARSHIP

Native American College/University for Junior or Senior Students

The OTTC Scholarship Review Board invites you to apply for the **Lyle Deere Memorial Scholarship**. The recipient will receive \$500.00 toward tuition costs for the 2016-2017 academic year.

Pursuant to its mission to support educational opportunities of Native Americans, the Oklahoma Tribal Transportation Council (OTTC), will fund an educational scholarship for federally recognized Tribes of Oklahoma to maximize educational opportunities with funds provided by this scholarship.

Eligibility for this scholarship will be conditioned by the following criteria:

1. Applications must be received at the OTTC office via U.S. Mail (i.e. Fed Ex, UPS) by July 01, 2016. E-mailed or faxed applications **will not** be accepted.
2. Applicants can only apply for themselves; nominations will not be accepted.
3. All applicants will be notified by letter of award or not; all decisions by OTTC are final.
4. By signing the application, applicants consent to the use of their name for any and all publicity purposes and all information requested by the application to be true to the best of their knowledge.
5. The Lyle Deere Memorial Scholarship will be awarded by OTTC; the Scholarship will be paid to the Institution of higher learning in the name of applicant at which the applicant is enrolled as a junior or senior at the time of the award.
6. OTTC requires all "Lyle Deere" Scholarship Award winners to submit a report one year from the date the award is received on their progress at their institution of higher learning. Failure to submit a report will render future applications ineligible.

The applicant must meet the following criteria to be considered for this scholarship:

1. Application must be completed in entirety; signed and dated.
2. Must be currently enrolled in school and must possess at minimum a 3.0 GPA and enrolled in at least 12 credit hours per semester.
3. An original current official school transcript must be submitted with the application; with an expected date of graduation.
4. Must submit three (3) letters of reference with application. Specified on the application.
5. A one (1) page typed essay must be submitted addressing the applicant's educational goals and career goals. No more than 250 words.
6. Application must be submitted by July 01, 2016.

DEADLINE TO APPLY: JULY 01, 2016

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Please fill out the APPLICATION and return with attachments to the address below.

OTTC SCHOLARSHIP REVIEW BOARD

Oklahoma Tribal Transportation Council, Inc.
5202 N. Richmond Hill Dr.
Stillwater, OK 74078



LYLE DEERE MEMORIAL SCHOLARSHIP
APPLICATION

APPLICATION MUST BE RECEIVED BY OTTC NO LATER THAN JULY 01, 2016

Applicant's Name:

DOB

Last First Middle (MM/DD/YR)

Mailing Address:

Street City/State Zip Code

Physical Address:

Street City/State Zip Code

Gender: M F **Contact Info:** () (H) / () (C)
(Optional, for statistical purposes only)

College/University (Name & Address, preferably Financial Aid Office):

Status: (Circle One) Junior Senior **Expected Date of Graduation:** _____

Attachment Checklist:

- ☐ Tribal Affiliation _____ (CDIB required)
- ☐ Copy of College Transcript
- ☐ Letter of Recommendation from college/university counselor
- ☐ Letter of Recommendation from college/university advisor
- ☐ Letter of Recommendation from Tribal leader or extended Family
- ☐ Applicant's statement of goals (no more than 250 words)

CERTIFICATION

I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE UNITED STATES OF AMERICA, THAT THE ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND I CONSENT TO THE RELEASE OF THIS INFORMATION TO THE NECESSARY AGENCIES TO COMPLETE MY OTTC SCHOLARSHIP APPLICATION. I UNDERSTAND THAT ANY GRANT AWARDED TO ME WILL BE MAILED IN MY NAME TO THE UNIVERSITY FINANCIAL AID OFFICE AT WHICH I AM ENROLLED. I FURTHER UNDERSTAND AND ACKNOWLEDGE THAT I WILL PROVIDE A COPY OF MY GRADES AND TRANSCRIPT TO THE OTTC OFFICE AT THE END OF EACH SEMESTER. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND THE CONTENT OF THE APPLICATION.

Signature of applicant _____ Date _____

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**FOR OTTC SCHOLARSHIP REVIEW BOARD ONLY**

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
Printed name and signature