

**TRIBAL COUNCIL MINUTES / RESOLUTION REQUEST FORM**

Date of Request: \_\_\_\_\_

Name of Individual Making Request: \_\_\_\_\_

Purpose for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHECK ONLY ONE BOX:       Tribal Member       Tribal Employee       Other

Note: A Request by Pueblo of Isleta Employee shall only be granted if the Request concerns the Employee's Department or Program.

Under penalty of law, the individual making this Request agrees to utilize the Minutes / Resolution only for the stated purpose identified above. Refusal to fill out this Form completely will cause the request to be denied.

Signature of Individual Making Request: \_\_\_\_\_

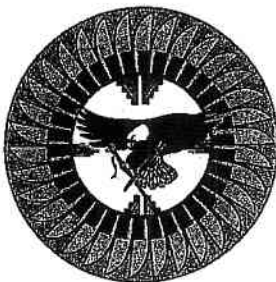
Allow ten (10) working days for this Request to be processed.

\*\*\*\*\*For Tribal Council Office Use Only\*\*\*\*\*

Time and Date of Request Submittal - Time / Date Stamp here:

Date Received by Tribal Council Secretary: \_\_\_\_\_

Date Provided to Tribal Council by Secretary: \_\_\_\_\_



## PUEBLO OF ISLETA

P.O. BOX 1270  
ISLETA, NM 87022

### **RESOLUTION NO. 2013-033**

#### **AMENDING TRIBAL COUNCIL MINUTES AND RESOLUTIONS ACCESS AND DISTRIBUTION POLICY**

At a duly called meeting of the Tribal Council of the Pueblo of Isleta, the following Resolution was passed:

WHEREAS, the Tribal Council hereby declares its policy to make minutes of its meetings, and resolutions adopted therein, readily available to Tribal Members in as complete a form as possible, consistent with the Pueblo's interests;

WHEREAS, notwithstanding the Tribal Council's intent to fully inform Membership of its proceedings, certain information contained in Tribal Council Minutes may be of a proprietary and confidential nature which could adversely affect the interests of the Pueblo if widely available to Tribal Membership; and

WHEREAS, Tribal Council approved Resolution No. 2011-020 which promulgated a policy for the access and distribution of Tribal Council Minutes and Resolutions (hereinafter "Policy");

WHEREAS, the Tribal Council has determined that it is necessary and appropriate to amend this Policy that balances Tribal Council's interests to assure that Tribal Members have ready access to information concerning the operation of their government with the Pueblo's need to protect proprietary and confidential information which could adversely affect the Pueblo's interests if widely accessible or distributed,

NOW, THEREFORE, the Tribal Council does hereby amend the Policy to include a new Section 5:

#### **SECTION 5: Disclosure of Confidential and Proprietary Information Prohibited.**

(a). Prior to the disclosure of information on Tribal Council meetings by any person, such person shall ensure that information considered confidential or proprietary to the Pueblo of Isleta as prescribed in subsection (b) be redacted or deleted prior to disclosure. This includes

information that is confidential or proprietary to an entity, business or instrumentality of the Pueblo of Isleta.

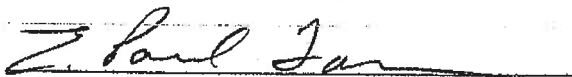
(b). The following types of information are deemed to be confidential and proprietary to the Pueblo of Isleta, its entities, businesses and instrumentalities:


- i. Business Matters. Deliberations and negotiations involving the purchase of public or private properties and other matters whenever competitive or bargaining reasons require such matters to remain confidential;
- ii. Criminal Matter. Any matter relating to a current or future investigation or prosecution of a criminal offense, which would threaten effective law enforcement if disclosed;
- iii. Intergovernmental Relations. Any matter regarding the consultation or negotiation with another government including, but not limited to, any local, city town, county, state, federal, tribal governmental entity or any subdivision thereof which are of a confidential or proprietary nature;
- iv. Land. Any discussion or consideration regarding any purchase or lease of real property;
- v. Law Enforcement. Any matter which may disclose the identity of a law enforcement agent or informer;
- vi. Legal Advice. Any discussion or consideration of a sensitive legal advice including, but not limited to, proposed, pending, or current litigation or transactions;
- vii. Personnel Matters. Any matter relating to employment with the Pueblo or any enterprise or instrumentality thereof, or appointment of an individual as a public officer, including, but not limited to, the individual's employment history, medical history, financial or credit history, salary, promotion, demotion, discipline, dismissal, or resignation;
- viii. Confidential Family Matters. Any discussion or consideration of sensitive or confidential matters regarding an individual's family history with respect to enrollment or matters before the Tribal Council;
- ix. Public Safety or Well-Being. Any matter which may imperil the public safety or well-being of the Pueblo if disclosed; or
- x. Other Matters. Any other matter of a confidential or proprietary nature that the Tribal Council determines could adversely affect the Pueblo and its interests if publicly disclosed.

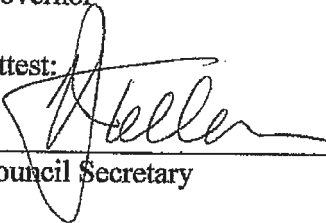
(c). Any person who violates this Resolution by disclosing or causing to be disclosed confidential or proprietary information as defined in subsection (b) shall be subject to sanctions and penalties of Pueblo of Isleta law.

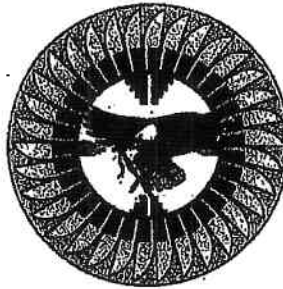
**CERTIFICATION**

We, the undersigned Governor and President of the Tribal Council of the Pueblo of Isleta, do hereby certify that the foregoing resolution was considered and passed at a duly called meeting of the Tribal Council of the Pueblo of Isleta, at which a quorum was present, held on the 3rd day of April, 2013, with 12 voting for, 0 against, and 0 abstaining.

  
Governor

  
President of the Tribal Council

Attest:   
Council Secretary



## PUEBLO OF ISLETA

P.O. BOX 1290

RESOLUTION NO. 2011-020

### PUEBLO OF ISLETA TRIBAL COUNCIL MINUTES AND RESOLUTIONS ACCESS AND DISTRIBUTION POLICY

At a duly called meeting of the Tribal Council of the Pueblo of Isleta, the following Resolution was passed:

WHEREAS, the Tribal Council hereby declares its policy to make minutes of its meetings, and resolutions adopted therein, readily available to Tribal Members in as complete a form as possible, consistent with the Pueblo's interests;

WHEREAS, notwithstanding the Tribal Council's intent to fully inform Membership of its proceedings, certain information contained in Tribal Council Minutes may be of a proprietary and confidential nature which could adversely affect the interests of the Pueblo if widely available to Tribal Membership; and

WHEREAS, the Tribal Council has determined that it is necessary and appropriate to adopt this Policy that balances Tribal Council's interests to assure that Tribal Members have ready access to information concerning the operation of their government with the Pueblo's need to protect proprietary and confidential information which could adversely affect the Pueblo's interests if widely accessible or distributed,

NOW, THEREFORE, the Tribal Council does hereby adopt the following policy on access to and distribution of Tribal Council Minutes and Resolutions:

1. Prior to the release of any Tribal Council Minutes for distribution to Tribal Members, such Minutes must first be approved by Tribal Council. Upon consideration of draft Minutes for approval, the Tribal Council Secretary may direct redaction of material from copies of Minutes made available to Tribal Membership in accordance with Section 2 of these Policies and upon approval by Tribal Council upon presentation of Minutes containing redaction.

2. Redaction of Confidential and Proprietary Material from Minutes or Resolutions. Upon a majority vote of the Tribal Council, discussion and action on the following matters may be redacted, i.e., deleted from or blacked out within public available copies, from open session Minutes and Resolutions of the Tribal Council, prior to releasing any Minutes or Resolutions for public review or distribution:

- a. Business Matters. Deliberations and negotiations involving the purchase of public or private properties and other matters whenever competitive or bargaining reasons require such matters to remain confidential;
- b. Criminal Matter. Any matter relating to a current or future investigation or prosecution of a criminal offense, which would threaten effective law enforcement if disclosed;
- c. Intergovernmental Relations. Any matter regarding the consultation or negotiation with another government including, but not limited to, any local, city town, county, state, federal, tribal governmental entity or any subdivision thereof which are of a confidential or proprietary nature;
- d. Land. Any discussion or consideration regarding any purchase or lease of real property;
- e. Law Enforcement. Any matter which may disclose the identity of a law enforcement agent or informer;
- f. Legal Advice. Any discussion or consideration of a sensitive legal advice including, but not limited to, proposed, pending, or current litigation or transactions;
- g. Personnel Matters. Any matter relating to employment with the Pueblo or any enterprise or instrumentality thereof, or appointment of an individual as a public officer, including, but not limited to, the individual's employment history, medical history, financial or credit history, salary, promotion, demotion, discipline, dismissal, or resignation;
- h. Confidential Family Matters. Any discussion or consideration of sensitive or confidential matters regarding an individual's family history with respect to enrollment or matters before the Tribal Council;
- i. Public Safety or Well-Being. Any matter which may imperil the public safety or well-being of the Pueblo if disclosed; or
- j. Other Matters. Any other matter of a confidential or proprietary nature that the Tribal Council determines could adversely affect the Pueblo and its interests if publicly disclosed.

In its consideration and approval of such redactions, the Tribal Council shall seek to limit the scope and amount of material redacted to that necessary to protect and preserve the Pueblo's interests and protect individual rights with respect to such matters.

3. Access to and Distribution of Approved Minutes and Resolutions.


a. The Minutes and Resolutions of all Tribal Council Meetings which are approved by the Tribal Council shall be made available for distribution to Tribal Members or Tribal Employees within ten (10) working days of Tribal Council approval, subject to redactions as directed by Tribal Council Secretary pursuant to Section 2 of this Policy and subject to the provisions on the Tribal Council Minutes / Resolution Form. Tribal Members or Tribal Employees shall complete and sign a Tribal Council Minutes / Resolution Request Form during normal business hours at the Tribal Council Office. The individual making the request must agree to utilize the Minutes / Resolution only for the purpose identified on the Form. A Request by Pueblo of Isleta Employee shall only be granted if the Request concerns the Employee's Department or Program. The Tribal Council may publish copies of publicly available minutes in such media or manner as the Tribal Council shall determine appropriate.

b. In the event that an employee of a Tribal Department or Program needs the Minutes prior to Tribal Council adoption of those Minutes, the Tribal Council Secretary may issue and sign a written memorandum to be signed or verbally consented to by Tribal Council President or Vice President, stating the action taken, in lieu of Approved Minutes. Such request by Tribal Department or Program shall be only for official Pueblo of Isleta Tribal business. The Tribal Council Secretary shall file a copy of such memorandum in the Tribal Council Office.

c. Only Tribal Members, Pueblo of Isleta Tribal Employees and outside Legal Counsel, to the extent required for their duties to the Pueblo, shall have the right to access Minutes/Resolutions pursuant to this Policy, and must conform to this Policy in making a request. Non-tribal Members may be given Minutes/Resolutions, or portions thereof, regarding matters in which they have an interest, upon approval by Tribal Council that such access should be allowed for a specified purpose.

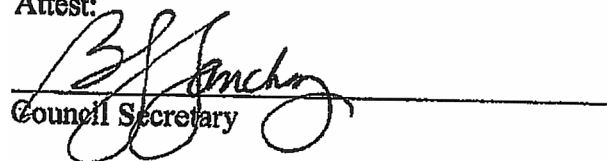
CERTIFICATION

We, the undersigned Governor and President of the Tribal Council of the Pueblo of Isleta, do hereby certify that the foregoing resolution was considered and passed at a duly called meeting of the Tribal Council of the Pueblo of Isleta, at which a quorum was present, held on the 28<sup>th</sup> day of April, 2011, with -8- voting for, -1- against, and -0- abstaining.

  
Governor

  
President of the Tribal Council

Attest:

  
Council Secretary