



**HO-CHUNK NATION CODE (HCC)  
TITLE 1 – ESTABLISHMENT ACTS  
SECTION 10 – DEPARTMENT OF PERSONNEL ESTABLISHMENT  
AND ORGANIZATION ACT OF 2001**

**ENACTED BY LEGISLATURE: MARCH 7, 2001**

**LAST AMENDED AND RESTATED: MARCH 16, 2004**

**CITE AS: 1 HCC § 10**

*This Act supersedes the Department of Personnel Establishment and Organization Act of 1995 (HCNL 008-95).*

**1. Authority.**

a. Article V, Section 2(a) of the Ho-Chunk Nation Constitution (“Constitution”) grants the Legislature the power to make laws, including codes, ordinances, resolutions, and statutes.

b. Article V, Section 2(b) of the Constitution grants the Legislature the power to establish Executive Departments, and to delegate legislative powers to the Executive Branch to be administered by such Departments in accordance with the law; any Department established by the Legislature shall be administered by the Executive; the Legislature reserves the power to review any action taken by virtue of such delegated power.

c. Article V, Section 2(c) of the Constitution grants the Legislature the power to constitute a Board of Directors for each Department, except the President shall name the Executive Director, subject to confirmation by the Legislature.

d. Article V, Section 2(d) of the Constitution grants the Legislature the power to authorize expenditures by law and appropriate funds to the various Departments in an annual budget.

e. Article VI, Section 1(b) of the Constitution requires a Department of Personnel.

f. Article VI, Section 2(b) of the Constitution grants the President the power to administer all Departments, boards, and committees created by the Legislature.

**2. Purpose.** The Legislature establishes and organizes a Department of Personnel as required by the Constitution of the Ho-Chunk Nation.

3. **Mission.** The Ho-Chunk Department of Personnel shall administer timely, equitable, and high-quality human resource services to the Nation and its employees. In doing so, the Department shall safeguard the interests of the Nation, enhance the sovereignty of the Nation, and exercise stewardship over those resources committed to it by the Nation and foreign jurisdictions.

4. **Functions.** The Department of Personnel shall:

- a. Manage the implementation of personnel codes and regulations.
- b. Ensure adherence to consistent policies and procedures.
- c. Promulgate employee handbooks with pertinent personnel policies and procedures.
- d. Develop and conduct new employee orientation training to ensure familiarity with personnel policies and procedures.
- e. Develop and provide handbooks and training for supervisors.
- f. Provide for effective communication and dissemination of Tribal information to the Tribal population.

5. **Internal Organization.**

a. The Department of Personnel shall consist of an Executive Director and such divisions, branches, and offices necessary for the execution of its mission, performance of its mandated functions, and to achieve its annual goals and objectives.

b. The Department shall employ staff professionals, support personnel, and/or contract with professional service firms as the Executive Director shall determine consistent with the Nation's *Finance Manual*, other laws of the Nation, and the Legislative approved budgetary authority.

c. The Department shall maintain a current Organizational Chart. The Organizational Chart shall accompany its annual budget submission and any budget modifications during the fiscal year in accordance with the Nation's *Appropriations and Budget Process Act*.

6. **Executive Director and Board of Directors.**

a. Executive Director.

(1) The Executive Director shall be appointed by the President and confirmed by the Legislature.

(2) The Executive Director shall be a full-time employee and paid compensation commensurate with his or her skills, education, experience, and responsibilities and within the standards of compensation established by the Legislature.

(3) The Executive Director shall be responsible for operating within the annually appropriated budget for the Department.

(4) The Executive Director shall be an ex officio member of the Department's Board of Directors.

b. Board of Directors. The President shall establish a Board of Directors for the Department of Personnel subject to confirmation by the Legislature pursuant to paragraph 1c.

(1) Role. The Board of Directors shall serve in an advisory capacity on matters referred by the Executive Director.

(a) The Board shall not be a policy making body.

(b) The Board shall be involved in the Department's strategic planning.

(c) The Board shall be consulted during the development of the Department's annual goals and objectives required pursuant to the *Appropriations and Budget Process Act*.

(2) Qualifications. Directors and Alternate Directors shall have the requisite skills, knowledge, and education to provide professional and expert advice and recommendations to the Executive Director.

(3) Membership. The Board of Directors shall be comprised of five (5) Directors and two (2) Alternate Directors to serve in the absence of a Director.

(a) A Director or an Alternate Director shall not be an employee of the Department of Personnel.

(b) A Director or Alternate Director shall not be a member of more than two (2) department Boards of Directors.

(c) A Director or Alternate Director shall not be appointed nor serve as a member of a subordinate advisory board within the Department of Personnel.

(d) A Director or Alternate Director shall not be an immediate relative, as defined in the Nation's employment law, of a Legislator, the President, or appointed staff of the President.

(e) Director or Alternate Director vacancies shall be posted in the Hocak Worak before such vacancies are filled.

(4) Terms. Directors and Alternate Directors shall serve two (2) year terms and may serve for more than one (1) term. The terms shall be alternated so that two (2) Directors are appointed or re-appointed after the first year and every two (2) years thereafter and three (3) Directors are appointed/re-appointed in the alternate years.

(5) Compensation. Directors, or an Alternate Director serving in the absence of a Director, shall be compensated for attendance at Board Meetings at a rate established by the Legislature. A Director or Alternate Director must be present for a majority of the Meeting to receive compensation.

(6) Board Meetings.

(a) The Board of Directors shall meet at least twice a year and for special meetings as required and subject to the Board's By Laws.

(b) Board Meetings shall be subject to the Nation's *Open Meetings Act*.

(c) Quorum. Quorum for the Board of Directors shall be three (3) of the five (5) Directors or Alternate Directors serving in the absence of a Director. Quorum must be attained and maintained to conduct business and for Directors or Alternate Directors to be eligible for compensation.

(d) Minutes. The Board shall publish Meeting Minutes for each Board Meeting. Minutes must be submitted to the Office of the President and the Legislature. A copy of the Meeting Minutes must be attached to compensation pay vouchers.

(7) Every twelve (12) months the Board shall elect a Chairperson.

(8) The Directors and Alternate Directors shall be subject to the Nation's law regarding nepotism and conflicts of interest.

(9) Within sixty (60) days of the enactment of this Act, the Board of Directors shall submit the By Laws of the Board to the Legislature for approval.

**7. Annual Report to the Nation.** The Department of Personnel shall submit through the President to the Legislature a final written annual report within thirty (30) days of the end of each fiscal year. It will report on the activities of the Department, achievement of the goals and objectives for the previous fiscal year, and the impact, if any, of fiscal constraints on its current goals and objectives.

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Legislative History:

3/15/95 Presented to the Legislature by the President and referred to the Education, Employment Relations, Labor, Public Safety, and Human Resources Committee.

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- 7/19/95 Adopted by Legislature.
- 5/27/97 Legislature adopts amendment to Sections 4 and 5.
- 3/7/01 Enacted as 1 HCC § 10 by Legislative Resolution 3/701/H.
- 12/4/02 Amended and Restated by Legislative Resolution 12/4/02B amending the composition of the Department of Personnel Board of Directors by adding two (2) Alternate Directors.
- 3/16/04 Amended and Restated by Legislative Resolution 3/16/04J reducing quorum for the Board of Directors from 4 to 3 and requiring Director vacancies to be posted in the Hocak Worak prior to filling.