



National Tribal Air Association Executive Committee Background Information

Administration

Administration of the NTAA is vested in the Executive Committee (EC) consisting of 10 tribal representatives and Ex-Officio members as defined by the NTAA bylaws. Tribal representatives include one person from each of the 9 EPA regions where federally recognized American Indian Tribes reside. A tenth tribal position on the NTAA Executive Committee is reserved for representation of federally recognized Alaskan Sovereign Native Villages. Each member of the NTAA EC may have an alternate(s). Four Tribal representatives shall serve as Chairperson, Vice-Chairperson, Secretary, and Treasurer. Alternates may not serve in the capacity of an EC officer.

Term of Office

Executive Committee members serve two-year terms. If a vacancy occurs, the replacement is only serving the existing term of the person, which they replaced. There is no term limit on Executive Committee members.

Meetings

The Executive Committee may perform any acts or functions that are consistent with the NTAA bylaws and are consistent with the directions of the Principal Members in the interim between any annual meeting or conference of the NTAA Principal Members.

The Executive Committee shall select a meeting location of mutual convenience, using effective cost management criteria. Any regular or special meeting may be held by conference call or similar communications method. The Executive Committee shall hold regular meetings on a quarterly basis. Two of these meetings are done via conference call and two are attempted to be held in a face-to-face meeting. The NTAA Executive Committee will also participate and assist in coordinating an annual conference for tribes, including its Principal Members. The Executive Committee will also hold one monthly Executive Committee conference call. NTAA meetings include the exchange of views and information or advice relating to air policy on a tribal to national basis, the management or implementation of tribal air programs, as well as the conduct of organizational business. A special meeting is any meeting that falls outside of the definitions of Article 10 Section 2 of the NTAA bylaws. Special meeting may be called by the NTAA's Chairperson, other Officer, or by a quorum of the Executive Committee. NTEC staff may also request a special meeting.

Quorum

Six members of the Executive Committee, including at least two officers, shall constitute a quorum for Executive Committee meetings and business.



Conduct of Meetings

The NTAA shall strive for consensus decision making as a means to formally establish positions of the NTAA. The conduct of meetings shall be reflective of tribal customs, practices, and traditions. The NTAA may use conference calls on a regular basis to support the activities of the Executive Committee. At any time during a regular meeting of the NTAA, tribes may meet in Tribal Caucus to discuss and deliberate on issues that require their exclusive attention. A call for a Tribal Caucus shall be announced and all those not tribal representatives shall be asked to leave.

Subcommittees and Work Groups

The NTAA Executive Committee or its Principal Members may establish standing or ad hoc subcommittees or work groups, when necessary to facilitate the purpose of the goals of the NTAA. A lead person shall be designated to oversee the subcommittee or work group. The lead person shall be responsible for ensuring that the committee and/or group carries out its assigned task and shall place all items on the next NTAA meeting agenda for reporting and discussion. Issues and concerns of any work group shall be communicated to the full tribal membership of the NTAA. The Executive Committee Chairperson or the Vice-Chairperson shall be an Ex-Officio member of all committees except the Nominating Committee. Executive Committee members are not required to participate in Subcommittees or work groups, unless they have been assigned this task.

Principal Membership

Article 5 Section 2(C) of the NTAA bylaws states “Principal Membership is granted to NTAA Executive Committee members for their tenure on the NTAA Executive Committee. This applies to primary and alternate members of the Executive Committee.”

Attendance

Article 5 Section 5 of the NTAA bylaws states “all Principal Members and/or their tribal designates must strive to attend all meetings and conference calls on a regular basis.” Attendance at all Executive Committee meetings and conference calls is expected. An excused absence is constituted by notifying an Executive Committee Officer or the NTAA staff.

Travel

Executive Committee members will adhere to the NTAA’s fiduciary agent, the Institute for Tribal Environmental Professionals (ITEP) travel policy and procedures for all NTAA related travel.

Removal From Office

A member or Officer of the Executive Committee may be removed if he or she is not in good standing. In addition, upon 30 days notice, any Executive Committee member or Officer may be removed for cause by two-thirds vote of the Executive Committee. For purposes of this section, “for cause” includes, but is not limited to, two unexcused absences from duly called meetings. The tribes from a region, in accordance with its rules and the NTAA bylaws may also remove any Executive Committee member or Officer, which represents it on the Executive Committee of the NTAA.