



UPPER MATTAPONI TRIBE

ORDER NO. 2025-01

SECRETARY PRO TEM APPOINTMENT

At a duly called General Meeting of the Upper Mattaponi Tribe Council held this 26th day of April, 2025, the following Order was adopted.

WHEREAS, On July 22, 2023, the citizens of the Upper Mattaponi Tribe ("Tribe") voted to adopt a new constitution ("Constitution") to assert the Tribe's sovereign authority as an Indian Tribe, and to confirm and to reorganize the Tribe to exercise its full governmental authority in a fair and equitable manner; and,

WHEREAS, The Council of the Upper Mattaponi Tribe ("Council") is vested with the authority to pass Legislative Rules and govern its internal administrative and operational matters and to establish legislative procedures pursuant to Article VII, Sections 4(h) and 6 of the Constitution. Such Orders, as these, are not subject to consideration by the Chief, and become effective on the date set forth above; and,

WHEREAS, it is necessary for the efficient operation of the Tribe's affairs that all meetings are conducted and official documents are signed without interruption; and

WHEREAS, the position of the Secretary is critical to these functions; and

WHEREAS, in the event of the absence of the Secretary, it is essential that the duties of the Secretary continue to be carried out seamlessly;

NOW THEREFORE BE IT RESOLVED:

In the absence of the Secretary, the Speaker of the Council is hereby authorized to designate an alternate member of Council to serve as Secretary Pro Tem.

The individual designated as Secretary Pro Tem shall have the authority to:

- I. Preside over roll call and record votes in the absence of the Secretary.
- II. Sign official documents, including resolutions, ordinances, and other necessary paperwork, on behalf of the Secretary until the Secretary returns.

The appointment of the Secretary Pro Tem shall remain in effect until the Secretary returns or a new designation is made by the Speaker.

The Speaker shall inform the Council of the designation of the Secretary Pro Tem as soon as

practicable, and the appointment shall be recorded in the meeting minutes.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

CERTIFICATION

The foregoing Order was duly voted upon by the Council on the 26th day of April, 2025, at a General Meeting with a vote of 6 in favor and 0 opposed, 0 abstaining, and 1 absent, pursuant to the authority vested in the Council by the Constitution of the Upper Mattaponi Tribe.



Secretary of the Council or Designee

SPONSOR: Councilperson R. Adams

COUNCILMEMBERS	YES	NO	ABSTAIN	ABSENT
Rob Adams				✓
Ken Adams	✓			
Wilma Hicks	✓			
Sonny Knighton	✓			
Desirée Dyer	✓			
Owen Adams	✓			
Beth Gondos	✓			

The Upper Mattaponi Tribal Council hereby adopts the personnel policies of the Upper Mattaponi Tribe, as they are now and as they may be amended from time to time, as applicable to the Secretary of the Council of the Upper Mattaponi Tribe.