

# Oneida Tribe of Indians of Wisconsin

Post Office Box 365

Phone: 869-2214

Oneida, WI 54155



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them



UGWA DEMOLUM YATEHE  
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the Colony of Pennsylvania, a new nation, the United States, was made possible

## RESOLUTION #: 12-22-93-A

WHEREAS, the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States, and

WHEREAS, the Oneida General Tribal Council is the governing body of the Oneida Tribe of Indians of Wisconsin, and

WHEREAS, the Oneida Business Committee has been delegated the authority of Article IV, Section 1 of the Oneida Tribal Constitution by the Oneida General Tribal Council, and

WHEREAS, there is a need for conservation of resources through paper reduction and recycling,

NOW THEREFORE BE IT RESOLVED: that the attached Paper Reduction Policy be implemented ten business days after date of adoption, and

NOW THEREFORE BE IT FURTHER RESOLVED: that the Administrative Council be forwarded a copy of this policy for distribution to the appropriate parties and that the Tribal Secretary staff responsible for Oneida Business Committee Packets be given information on how to implement this policy and the Report Format Policy.

### CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum. 7 members were present at a meeting duly called, noticed and held on the 22<sup>nd</sup> day of Dec, 1993; that the foregoing resolution was duly adopted at such meeting by a vote of 6 members for; 0 members against, and 0 members not voting; and that said resolution has not been rescinded or amended in any way.

  
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Julie Barton, Tribal Secretary  
Oneida Business Committee

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## **PAPER REDUCTION POLICY**

### **Article I. Purpose and Policy**

§1-1. The Oneida Business Committee recognizes that the action of running a business and a government means that a great deal of paper will be generated. However, it is the policy of the Oneida Nation of Wisconsin to reduce the amount of paper being used to benefit the next seven generations through recycling, reduction, and environmental awareness.

§1-2. The purpose of this policy is to advocate reduction of paper, recycling of paper, and better paper use management.

### **Article II. Definitions**

§2-1. The following definitions shall be used in this Policy:

- (a) **Back-up.** This means any document that describes an object, company, person, or action being taken. It would also include any listing of alternative methods not taken, bids, and descriptions of a consultant's qualifications.
- (b) **Oneida Business Committee Packet.** This means the set of documents received by the Oneida Business Committee at any regular or special meeting.
- (c) **Minority Owned Business.** This includes Native American, and other racial minorities, including females. A business is minority owned if fifty-one percent (51%) or more of the business is owned by a minority.

§2-2. **Summaries.** All action requested which will have only one back-up submitted shall have the following summary attached. Only those applicable sections listed below should be included in the summary. All people submitting reports are encouraged to be as brief as possible.

- (a) **Description of Product, Consultant, Action, New Employee.** This should describe what is going to happen if approved by the Oneida Business Committee.
- (b) **Description of bids obtained.** This should describe what bids or alternative sources were looked at in order to obtain the suggested price. If lower bids were not used, the party should explain why that bid or alternative was not used. This should also be utilized to describe what sources of Minority Owned Businesses were looked at in the bid process.
- (c) **Description of Need.** This should describe why action is needed. It should include a description of how a new employee fits into the current set-up, how a consultant will enable a program or enterprise to work more efficiently, how a capital expenditure on products will help the program or enterprise to work more efficiently.

### **Article III. Government**

§3-1. **General Rule.**

- (a) It is the general rule that if the document is to be merely a back-up to an action that the party wishes the Oneida Business Committee to take action on, only one copy should be submitted for the Oneida Tribal Secretary files.
- (b) If documentation is being submitted as back-up, then a short summary of the actions taken should be submitted for the Oneida Business Committee Packet.
- (c) All documents should be submitted using both the front and back of the paper.

§3-2. Recycling shall be implemented and containers made available at all convenient locations. Where necessary for confidentiality, shredding should be made available at a convenient location.

#### Article IV. Enterprises and Programs

§4-1. General Rule. All Enterprises and Programs are encouraged to reduce paper usage and waste as quickly as possible. File management should be utilized to lessen duplication of documents that are not used within the normal operating day.

§4-2. Enterprises and Programs are encouraged to obtain electronic mailing systems and other automated task systems which are compatible with existing computers and software.

§4-3. Recycling shall be implemented and containers made available at all convenient locations. When necessary for confidentiality, shredding should be made available at a convenient location.

## STATEMENT OF EFFECT - PAPER REDUCTION POLICY

This policy requires certain actions from governmental agencies, and enterprises and programs. It sets out the basic policy of reduction of paper through management and recycling.

For the governmental aspects of paper reduction it calls for three specific actions:

1. Back up documentation is no longer placed in every Oneida Business Committee member's packet.
2. If back up documentation is submitted, then it shall be summarized for the benefit of the members.
3. Requires the submitter to use both the front and back of the paper.

Hopefully there will be two results from this policy:

1. Less paper being consumed.
2. Better understanding of what is being presented to the Business Committee through summarization.

There are drawbacks to this plan. Members will have to go the Tribal Secretary to look at any specific documents they are questioning. This will require that agenda packets are studied in advance and must be made up in advance. Further, there may be some confusion in the beginning when this policy is implemented.

For enterprises and programs are encouraged to reduce paper through file management. This would mean reducing the number of duplicate files used. Further, they are encouraged to use electronic mail and automated task systems.

### Results of this Policy

The Administrative Council should be given a copy of this policy for distribution to all parties. Tribal Secretary staff should be instructed in this policy and the companion reporting policy regarding agenda packets. Adequate recycling measures should be restudied.

Respectfully submitted



Shirley Hill  
LOC Chairperson