



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL



POSITION: LEGISLATOR

DEPARTMENT	JOB CODE	PAY GRADE
GOVERNMENT	LGLR	26

THIS IS AN ELECTED POSITION PER HO-CHUNK NATION CONSTITUTION.

DUTIES & RESPONSIBILITIES:

1. Make laws, including codes, ordinances, resolutions and statutes.
2. Establish Executive Departments and 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.
3. Constitute a Board of Directors for each Department, except the President shall name the Executive Director, subject to confirmation by the Legislature. Authorize expenditures by law and appropriate funds to the various Departments in an Annual Budget.
4. Raise revenue, including the power to levy and collect taxes and license fees.
5. Set the salaries, terms and conditions of employment for all government personnel.
6. Set Legislative procedures, select officers and to enact laws governing attendance of members, including penalties for absences.
7. Enact all laws prohibiting and regulating conduct and impose penalties upon all persons within the jurisdiction of the Nation.
8. Negotiate and enter into treaties, compacts, contracts and agreements with other government, organizations or individuals.
9. Authorize and appropriate funds to employ legal counsel in accordance with applicable law.
10. Acquire or purchase lands for the benefit of the Nation and its members.
11. Enact laws to manage, lease, permit or otherwise deal with the Nation's lands, interest in lands or other assets.
12. Enact laws to prevent the sale, disposition or encumbrance of Ho-Chunk lands or other Ho-Chunk assets.
13. Purchase under condemnation proceedings any lands within the jurisdiction of the Ho-Chunk Nation.
14. Enact laws to regulate and zone any lands within the jurisdiction of the Ho-Chunk Nation.
15. Enact laws to create and regulate a system of property including but not limited to use, title, deed, estate, inheritance, transfer, conveyance and devise. Issue charters of incorporation, to charter corporations and other organizations for economic or other purposes; and to regulate their activities.
16. Protect and foster Ho-Chunk religious freedom, culture, language and traditions. Promote public health, education, charity and such other services as may contribute to the social advancement of the members of the Ho-Chunk Nation.
17. Enact laws governing law enforcement on lands within the jurisdiction of the Nation. Enact laws to regulate domestic relations of persons within the jurisdiction of the Nation. Establish and maintain headquarters for the Ho-Chunk Nation.
18. Enact laws to regulate hunting, fishing, trapping, recreation and all other related activities on lands within the Nation's jurisdiction.
19. Enact any other laws, ordinances, resolutions and statutes necessary to exercise its Legislative powers delegated by the General Council, pursuant to Article III, including but not limited to the foregoing list of powers.



20. Adopt Codes governing Membership; Open Meetings; Elections; Ethics including conflicts of interest, nepotism, and the conduct of all elected and appointed officials and employees; and other Codes as deemed necessary.
21. Redistrict or reapportion including changing, establishing or discontinuing Districts; maintain an accurate census for the purpose of redistricting or reapportionment.
22. Enact an annual budget, including an appropriation of operating funds for each branch of the government. Shall not appropriate funds which have not been authorized by law; no item shall be included in the budget if it is not authorized by law.
23. Responsible to hold monthly meetings and special meetings as deemed necessary; Legislators shall hold and attend regularly scheduled meetings in their respective Districts, failure to attend such monthly or District meetings on a regular basis may constitute grounds for removal or recall.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Members of the Legislature shall be at least twenty-five (25) years of age. Members of the Legislature must be eligible to vote.
2. Members of the Legislature may not hold another position or be employed by the Ho-Chunk Nation.
3. Members of the Legislature shall not be convicted of a felony, unless pardoned.
4. Valid driver's license, dependable transportation and proper insurance.

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

EEO: 1

EXEMPT

NO FLEX

Approved: Constitution of the Ho-Chunk Nation 09.17.94/5.20.03 Admin. 10.06.11 Legislature 10.18.11
Resolution 01.08.08A