

Special Session of the Crow Tribal Legislature December 15, 2011

Legislative Resolution No. 11-17

Introduced by the Crow Tribal Legislature

A Legislative Resolution Titled:

A Resolution of the Crow Tribal Legislature Establishing a Legislative Branch Staff Attorney

WHEREAS, the Crow Tribal Legislature (“Legislature”) is authorized to adopt resolutions, regulations and guidelines for the governance of the Crow Tribe of Indians pursuant to Article V, Section 2(a) of the Constitution and Bylaws of the Crow Tribe of Indians; and

WHEREAS, the Legislature is a separate branch of the Crow Tribal Government; and

WHEREAS, the Legislature has determined there is a need to establish a permanent, full time Legislative Staff Attorney for the purpose of providing independent counsel to assist in the drafting of legislation for sponsors of legislation, and to provide drafting of legislation with adherence to law, legally correct amendments which accurately reflect the intent of sponsors and for Crow tribal members and to assist the Legislature in carrying out its functions; and

WHEREAS, the Legislature seeks to provide accurate and responsible legislation responsive to Executive Branch Departments in the operation of Crow Tribal government and to the Crow Tribal General Council; and

WHEREAS, the Legislature has a demonstrated need for a legal research, drafting of legislation, the rules of statutory and constitutional interpretation and construction and other relevant areas of law; and

WHEREAS, a budgetary amendment is required to fund the Legislative Staff Attorney position, which the Revenue Committee has reviewed and approved; and

WHEREAS, the Crow Tribal Legislature has determined there is a need for legal review, comment, and response to proposed or pending legislation and requests for information regarding such legislation from the Legislative Branch Attorney to endow the Legislative Branch Committees and Crow Tribal General Council with independent and ethical service.

December 15th Special Session

A Resolution of the Crow Tribal Legislature Establishing a Legislative Branch Staff Attorney

Page 1 of 2

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CROW TRIBAL
LEGISLATURE IN SPECIAL SESSION:**

That, there is hereby established the Legislative Staff Attorney position.


That, the Staff Attorney, shall be hired with Legislative Branch Personnel committee recommendation and Legislative Body final approval.

That, the duties and responsibilities of the Legislative Staff Attorney shall be governed by the position descriptions attached to this Resolution.

That, finally, this Resolution shall take effect immediately upon passage by the Legislature and certification by the Speaker of the House and the Secretary of the Legislature.

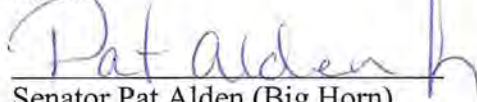
CERTIFICATION

I hereby certify that this LR11-17 was duly approved by the Crow Tribal Legislature with a vote of 15 in favor, 0 opposed, and 0 abstained and that a quorum was present on this 15th day of December 2011.



Senator Manuel Covers Up (Lodge Grass)
Speaker of the House,
Crow Tribal Legislature

Attest:



Senator Pat Alden (Big Horn)
Secretary,
Crow Tribal Legislature



December 15th Special Session

A Resolution of the Crow Tribal Legislature Establishing a Legislative Branch Staff Attorney

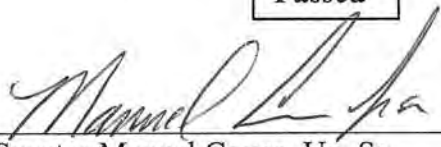
A Resolution of the Crow Tribal Legislature Establishing a Legislative Branch Staff Attorney

Bill or Resolution: LR11-17 **Introduced by:** Legislative Branch **Date of Vote:** 12/15/2011
Number

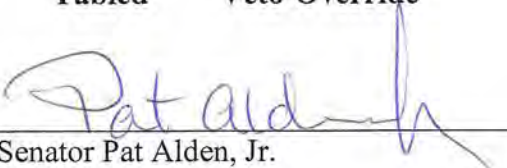
<u>Representative:</u>	Yes	No	Abstained
H. Two Leggins	_____	_____	_____
V. Pretty Paint	_____X_____	_____	_____
C. J. Stewart	_____X_____	_____	_____
K. Shane	_____X_____	_____	_____
S. Backbone	_____X_____	_____	_____
A. Coyote-Runs, Sr.	_____X_____	_____	_____
L. Not Afraid	_____X_____	_____	_____
R. Old Crow, Sr.	_____X_____	_____	_____
M. Not Afraid	_____X_____	_____	_____
V. Crooked Arm	_____X_____	_____	_____
L. DeCrane	_____X_____	_____	_____
C. Goes Ahead	_____X_____	_____	_____
B. Hugs	_____X_____	_____	_____
G. Real Bird, Jr.	_____	_____	_____
M. Backbone	_____X_____	_____	_____
D. Wilson	_____	_____	_____
P. Alden, Jr. <i>Secretary of the House</i>	_____X_____	_____	_____
M. Covers Up, Sr. <i>Speaker of the House</i>	_____X_____	_____	_____
Totals:	_____15_____	_____0_____	_____0_____

Result of Vote:

Passed **Not Passed** **Tabled** **Veto-Override**



 Senator Manuel Covers Up, Sr. Date
 Speaker of the House



 Senator Pat Alden, Jr. Date
 Secretary of the House

Staff Attorney job description

An active license in good standing to practice law in the state of Montana;

Drafting Legislation and amendments to legislation for legislators and their representatives

Performs legal and general research and drafts legal and research memorandums

Performing legal research and abides by procedures for requests for drafting, promulgating, amending legislation or other work products of the Legislative Legal office

Independently drafting and when appropriate, working with other office staff or legislative staff to draft written work product including legal, research, initiative review and comment, and rule review memorandums. Draft legislation and amendment to legislation that are legally correct, accurately reflect the intent of their sponsors.

Monitors the progress of legislation that is drafted throughout the legislative process and updates summaries of the legislation to accurately reflect the effect of all amendments adopted

Responds to questions, requests for information and when appropriate comments regarding the law, pending or proposed legislation, and other office work product from legislators, legislative staff, Executive branch staff, lobbyists, other interested persons and the general public

Attend Legislative committee meetings, responds to technical and legal questions concerning legislation pending before the committees and conducts legal research requested by the committees, actively contributing to the work of Legislative Branch committees. Conduct legal research requested by the committees, drafts legislation requested by the committees, presents the draft legislation to the committee, and responds to technical and legal questions regarding the draft legislation. Ask and answer questions at legislative committee and initiative review and comment meetings. Demonstrate the ability and willingness to understand and follow instructions of supervising Legislative Branch office staff or Legislators.

Develop or conduct, or assist other Legislative Branch office staff in developing or conducting, in-house professional development programs or other training or informational presentations for members or staff.

Assist with the conduct of litigation involving the Legislative Branch

Utilize analytical skills, problem-solving skills, and good judgment. The ability to actively, clearly, and concisely communicate complex information in written and spoken, listen well, ask relevant questions, and give and receive clear and understandable instructions.

The ability to acquire and develop an understanding of legislative drafting rules, the rules of statutory construction, and other relevant areas of law.

The ability to use a computer to draft legislation or other documents, perform research, track legislation, and engage in professional communications, and the ability to operate standard office equipment.

The ability to function both independently and in a team environment and, when necessary, to work more than eight hours in a day or to work on a holiday or weekend with little or no advance notice. (?)
The ability to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations and completing special projects and other assigned tasks

Every Legislative Branch employee is expected to exhibit professionalism through a consistent commitment to the maintenance of excellent work relationships and the development of the legal, communications, and other professional skills needed to allow the employee, to provide the highest possible level of service to the Crow Legislative Branch, the legislative process, and the people of Crow Tribe. Accordingly, each Legislative Branch employee is expected to:

Demonstrate initiative in developing his or her professional skills. Actively pursuing expansion of job-related responsibilities, skills, and knowledge and, if the employee is an attorney, subject-matter expertise. Participate in training and development activities, continuing legal education programs and regularly attending general staff educational and training programs and upon gaining sufficient work experience in the Legislative Branch, presenting or assisting in the development or presentation of such programs.

Ensure that he or she is able to serve as a positive example, convey an approachable "ready and willing to help" attitude, instill confidence and trust, and provide excellent customer service to legislators, legislative staff, other employees, lobbyists, and the general public.

Proactively prioritizing and managing workload, anticipating the needs of legislators and legislative staff, and identifying potential legal or other issues so that he or she can be available when needed, remain patient and calm under pressure, adapt quickly to changing circumstances, and provide timely, appropriate, and useful work product and advice.

Actively and effectively communicating with legislators, legislative staff, and others as needed to ensure the efficient execution of his or her work-related duties and the maintenance of good working relationships. Demonstrate a commitment to teamwork within the Legislative Branch Office and when working with other legislative staff. Cooperate with Legislative Branch and other legislative staff, listening to and considering their ideas, sharing information, suggestions, and other opinions with them, and treating them with respect and understanding

Constructively self-evaluating and receiving feedback regarding his or her performance on an ongoing basis and during his or her annual performance evaluation;

Comply with all applicable constitutional provisions, statutes, legislative branch policies, and Legislative Branch policies regarding ethics, confidentiality, engagement in political activities, sexual harassment, attendance and punctuality, and other matters.

The Legislative staff attorney shall comply with all applicable rules of professional conduct.