



Quartz Valley Indian Reservation

Announcement

June 3, 2026

The Business Council is soliciting comments from the General membership regarding (2) two Housing Policies:

**Quartz Valley Indian Reservation Housing Department Housing Board Policy; and the
Quartz Valley Indian Reservation Housing Department Bylaws**

These policies are available for pickup at the Tribal Administration office or you can email ta@qvir-nsn.gov and request a copy of the policies.

Sequence of Events:

Initial Routing: June 3, 2026

Deadline for Comments: 5:00 pm, July 7, 2026

Approval of Policy: July 27, 2026

Written comments will be accepted until 5:00 pm on July 7, 2026 or you can email your written comments to the ta@qvir-nsn.gov. The Business Council will review comments received at the July 27, 2026 Regular Business Council meeting. Date of earliest adoption of these policies is July 27, 2026. For questions, please contact the Tribal Administrator.

QUARTZ VALLEY INDIAN RESERVATION HOUSING DEPARTMENT (QVIRHD)

HOUSING BOARD POLICY

I. AUTHORITY AND STATUS

This Policy governs the exercise of delegated housing governance and oversight authority by the **QVIR Housing Board**, a separate body established by the Quartz Valley General Council.

The Quartz Valley Indian Reservation Housing Department (QVIHD) is a tribally established housing program and administrative department of the Tribe and operates under the authority of the Quartz Valley General Council.

The Quartz Valley General Council hereby delegates:

1. Legislative and ordinance authority to the Quartz Valley Business Council;
2. Housing governance and oversight authority to the QVIR Housing Board; and
3. Administrative supervision of the QVIHD Manager to the Tribal Administrator.

The QVIR Housing Board shall operate independently within the scope of its delegated authority and shall not be construed as the Quartz Valley Business Council.

This Policy does not create a separate legal entity, housing authority, or Tribally Designated Housing Entity (TDHE).

This Policy shall be read in conjunction with:

1. Quartz Valley General Council Housing Ordinance 2026-01
2. QVIHD Governance Bylaws
3. Applicable Tribal ordinances and federal law

II. PURPOSE

The purpose of this Policy is to:

1. Establish the duties, responsibilities, and limitations of the QVIR Housing Board
2. Ensure consistent governance and oversight of Tribal housing programs
3. Define the relationship between the Housing Board, Tribal Administrator, and QVIHD Manager
4. Ensure compliance with NAHASDA, Tribal law, and funding requirements

III. APPLICATION

This Policy applies to:

1. Members of the QVIR Housing Board
2. The QVIHD Manager
3. The Tribal Administrator
4. Administrative staff supporting Housing Board functions

IV. CORE GOVERNANCE PRINCIPLES

The Housing Board shall operate under the following principles:

1. **Separation of Governance and Operations**
The Housing Board provides governance and oversight only. All operations are managed by the QVIHD Manager under the supervision of the Tribal Administrator.
2. **Clear Lines of Authority**
The Tribal Administrator supervises the QVIHD Manager. The Housing Board provides governance-level oversight only.
3. **Collective Authority**
The Housing Board acts only through formal action. Individual members have no independent authority.
4. **Consistency and Fairness**
Housing policies shall be applied consistently and without bias.
5. **Compliance**
All actions shall comply with NAHASDA, HUD requirements, and Tribal law.

V. POWERS AND DUTIES OF THE HOUSING BOARD

The Housing Board shall:

A. Governance and Policy

1. Adopt and recommend housing policies and procedures
2. Ensure policies are followed consistently
3. Align housing programs with Tribal priorities

B. Oversight and Accountability

1. Monitor program performance and compliance
2. Review program reports, financial summaries, audits, and funding usage
3. Ensure required housing reports are submitted to the General Council, Business Council, or Tribal Administration as required

C. Manager Oversight Input

1. Provide governance-level feedback regarding the QVIHD Manager's performance
2. Participate in evaluation processes only as authorized by ordinance or Tribal policy
3. Refer personnel concerns regarding the QVIHD Manager to the Tribal Administrator

D. Budget and Program Review

1. Review housing budgets, major expenditures, and program priorities
2. Make recommendations consistent with the ordinance and delegated authority

VI. LIMITATIONS OF AUTHORITY

The Housing Board shall not:

1. Participate in day-to-day housing operations
2. Supervise, discipline, or terminate the QVIHD Manager
3. Direct or supervise housing staff
4. Make individual applicant or tenant decisions except through formal appeals processes (if authorized)
5. Act outside of formal Board authorization

VII. INTERACTION WITH HOUSING STAFF

1. The Housing Board shall interact with housing staff only through the QVIHD Manager
2. Housing staff shall report directly to the QVIHD Manager
3. Board members shall not assign duties or request information directly from staff

Any staff concerns raised to Board members shall be referred to:

1. The QVIHD Manager; or
2. Applicable personnel or grievance processes

VIII. OFFICER ROLES

A. Chairperson

1. Presides over meetings
2. Coordinates agendas with the QVIHD Manager
3. Ensures orderly governance practice (Roberts Rules of Order)
4. Serves as liaison between the Housing Board and the QVIHD Manager
5. Coordinates with the Tribal Administrator as needed for governance matters

B. Vice Chairperson

1. Acts in the absence of the Chairperson
2. Assists with governance functions
3. Serves on committees as assigned

The Vice Chairperson has no independent authority.

C. Treasurer (Oversight Only)

1. Reviews financial reports prepared by Tribal finance staff
2. Presents summaries to the Board
3. Supports fiduciary oversight

The Treasurer shall not:

1. Control funds or accounts
2. Sign checks or authorize disbursements
3. Direct financial staff outside established Tribal systems

D. Secretary / Administrative Support

1. Maintains meeting records, minutes, and documentation
2. Ensures proper notice of meetings
3. Maintains official Housing Board records

Administrative staff may support these functions under Board direction.

IX. ADMINISTRATIVE SUPPORT

Administrative staff assigned to the Housing Board shall:

1. Prepare agendas and meeting materials
2. Record and maintain minutes
3. Maintain records of policies, resolutions, and actions
4. Support coordination of Board activities

All financial and administrative systems remain under Tribal authority.

X. QVIHD MANAGER

The QVIHD Manager shall:

1. Administer all housing programs according to adopted policies

2. Supervise housing staff
3. Implement Board-approved policies
4. Ensure compliance with NAHASDA, Tribal law, and funding requirements
5. Provide program reports to the Housing Board and Tribal Administrator

The QVIHD Manager reports administratively to the **Tribal Administrator**, who retains supervisory authority over the Manager, including hiring, evaluation, discipline, and termination.

XI. PERFORMANCE EVALUATION, DISCIPLINE, AND TERMINATION

The Tribal Administrator retains authority over the QVIHD Manager's employment, including supervision, evaluation, discipline, and termination, in accordance with the ordinance and Tribal personnel policies.

The Housing Board may:

1. Provide governance-level input regarding performance
2. Submit recommendations or concerns to the Tribal Administrator

The Housing Board shall not independently discipline, suspend, or terminate the QVIHD Manager.

XII. MEETINGS AND CLOSED SESSIONS

The Housing Board may meet regularly or as needed.

Closed sessions may be held for:

1. Personnel matters
2. Legal matters
3. Financial or audit discussions
4. Sensitive program issues

Confidentiality shall be maintained at all times.

XIII. REPORTING AND COORDINATION

The Housing Board shall coordinate with the Tribal Administrator to support:

1. Housing governance
2. Policy implementation

3. Program compliance

The Tribal Administrator provides administrative oversight of the Housing Department and supervises the QVIHD Manager.

This coordination preserves:

1. The Housing Board's governance role
2. The Tribal Administrator's supervisory authority
3. The Manager's operational control

XIV. AMENDMENTS

This Policy may be amended by the QVIR Housing Board, provided that no amendment expands authority beyond that delegated by the Quartz Valley General Council.