



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)

BYLAWS

ARTICLE I. IDENTITY

Section 1. Name

The name of this Department shall be the **Quartz Valley Indian Reservation Housing Department (QVIHD)**.

Section 2. Principal Office

The principal office for the transaction of business shall be located at

_____.

The QVIR Housing Board may change the principal office by resolution. The Secretary shall record any such change.

Section 3. Authority

QVIHD is a tribally established housing department of the Quartz Valley Indian Reservation, a federally recognized Indian Tribe. QVIHD is established pursuant to the inherent sovereign authority of the Tribe and operates under the authority of the Quartz Valley General Council.

The Quartz Valley General Council hereby delegates:

- Legislative and ordinance authority to the Quartz Valley Business Council;
- Housing governance and oversight authority to the QVIR Housing Board as a separate delegated body; and
- 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.

QVIHD shall exercise only those powers necessary and lawful to carry out its objectives as set forth in these Bylaws, applicable resolutions, and Tribal and federal law.

ARTICLE II. MEETINGS OF THE QVIR HOUSING BOARD

Section 1. Regular Meetings

Regular meetings shall be held at times and places designated by resolution of the Housing Board at least once a month.

Section 2. Special Meetings

Special meetings may be called by the Chairperson or by any three (3) Board members.

Section 3. Notice

Notice of the meeting shall be posted at the front office of the Housing Department and distributed to all Tribal departments at least ten (10) days prior to the scheduled meeting. The notice shall include the date, time, and location of the meeting. A copy of the notice shall also be provided to the Tribal Administrator

Section 4. Quorum

A majority of the Board members shall constitute a quorum for the transaction of business. The presence of a quorum is required at all times to conduct official business.

If, at any time during a meeting, the number of members present falls below a quorum, the meeting shall be deemed to have lost quorum, and all official business shall immediately cease until a quorum is restored.

Section 5. Manner of Acting

The act of a majority of the members present at a meeting at which a quorum is present shall constitute the act of the Board. At no time shall official business be conducted without a quorum.

Section 6. Electronic Participation

Meetings may be held in person, by telephone, or by secure virtual platforms including Zoom, Google Meet, or Microsoft Teams. Participation by such means constitutes presence in person. When meeting in executive or closed session using virtual or electronic means, all board members shall take reasonable measures to preserve confidentiality, including participating from a private location, using headphones, ensuring no unauthorized persons are present, and disabling recording or transcription functions unless expressly authorized

Section 7. Action Without Meeting

Action may be taken without a meeting if all members provide consent and ratify at the next regular scheduled meeting.

Section 8. Recusal

A Board member shall recuse themselves from any matter in which the member has a conflict of interest, including but not limited to situations where a decision may directly affect an immediate family member.

Upon recusal, the Board member shall:

1. Disclose the conflict for the record;
2. Exit the meeting room (or virtual session) prior to any discussion or deliberation on the matter;
and
3. Not participate in discussion, deliberation, or voting on the matter.

The recusal, including the reason for recusal and the member's absence, shall be documented in the official meeting minutes.

The recused Board member may re-enter the meeting only after the matter has been fully resolved and a decision has been made.

Section 9. Confidentiality

Board members shall maintain the confidentiality of all non-public information obtained through their service.

Any Board member who violates this requirement may be subject to removal by the Quartz Valley Business Council, upon a finding of violation supported by evidence from an investigation conducted by the Tribal Administrator.

ARTICLE III. OFFICERS

Section 1. Officers

The Housing Board shall have the following officers:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer
5. Board Member

Section 2. Appointment and Term

Housing Board members shall serve staggered (2) two-year terms and may be reappointed for additional terms in accordance with Tribal law. At the beginning of each term, the Housing Board shall designate from among its members a Vice Chairperson, Secretary, and Treasurer, and may designate such other officers as necessary. The Chairperson shall be appointed by the Tribal Business Council.

Section 3. Removal, Vacancies, Resignation

A Housing Board member may be removed for cause, including failure to perform the duties of office, repeated absence without good cause, failure to maintain required qualifications, misconduct, violation of applicable ethics or conduct requirements, or conduct that threatens the best interests of the Housing Department or the Tribe.

Prior to removal, the member shall receive written notice of the grounds for removal and an opportunity to be heard. A vacancy occurring by death, resignation, removal, or other cause shall be filled in accordance with Tribal law for the remainder of the unexpired term.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. Chairperson

1. Preside over all meetings and call meetings to order;
2. Coordinate meeting agendas with the QVIHD Manager;
3. Ensure orderly conduct of meetings in accordance with Robert's Rules of Order, as applicable;
4. Serve as the primary liaison between the Housing Board and the QVIHD Manager; and
5. Coordinate with the Tribal Administrator as needed on matters within the Board's governance role.

Section 2. Vice Chairperson

1. Acts in absence of Chairperson.
2. Assists governance functions.

Section 3. Secretary

1. Maintains records, minutes, and resolutions
2. Ensures meeting notices
3. Oversees documentation

Section 4. Treasurer (Oversight Only)

1. Reviews financial reports
2. Presents summaries
3. Supports oversight

The Treasurer shall not control funds or direct financial operations.

ARTICLE V. GOVERNANCE, ADMINISTRATION, AND OPERATIONS

Section 1. Separation of Authority

The Housing Board exercises governance and oversight only and shall not engage in day-to-day operations.

Section 2. Role of the Tribal Administrator

The Tribal Administrator provides administrative oversight of QVIHD and has authority over the QVIHD Manager, including:

1. Hiring
2. Evaluation
3. Discipline
4. Termination

All personnel actions shall follow Tribal personnel policies.

Section 3. Role of the QVIHD Manager

The QVIHD Manager shall:

1. Administer housing programs
2. Supervise staff
3. Implement policies
4. Ensure compliance

The QVIHD Manager reports administratively to the Tribal Administrator.

Section 4. Role of the Housing Board

The Housing Board shall:

1. Adopt housing policies
2. Provide oversight and governance
3. Review program performance
4. Provide input to the Tribal Administrator regarding the Manager

The Housing Board shall not:

1. Supervise or terminate the Manager
2. Direct staff
3. Engage in operations

Section 5. Staff Reporting Structure

All housing staff report to the QVIHD Manager.

Section 6. Travel Authorization

All travel related to Housing Board business shall require prior approval from the Quartz Valley Business Council and shall be conducted in accordance with applicable Tribal travel and reimbursement policies.

ARTICLE VI. ADMINISTRATIVE SUPPORT

Administrative staff supporting the Housing Board shall:

1. Prepare agendas and materials
2. Record minutes
3. Maintain records
4. Support Board operations

All financial systems remain under Tribal authority.

ARTICLE VII. AMENDMENTS

These Bylaws may be amended by the Housing Board, consistent with authority delegated by the General Council.

ARTICLE VIII. SEVERABILITY

If any provision is invalid, the remaining provisions remain in effect.