



•DEVELOPING & REVISING TRIBAL POLICY & PROCEDURES •

Learning the Process of Drafting & Developing Effective Policies

October 8, 9, 2025

LAS VEGAS, NEVADA

COURSE DESCRIPTION

*Tribal organizations that approach policy management strategically and exercise ruthless discipline with respect to their policies yield massive returns in organizational alignment, corporate culture, and ultimately their bottom-line results.

*This course designed by Montana & Associates, LLC, allows participants to model their particular policy and procedures to allow for a full suite of policy and procedure management tool set in one simple, function-specific course. The complex process of managing policy and procedure development and implementation is an area that directly affects organizational performance. Employees need to find the right policies and procedures quickly and administrators need tools to simplify the policy management process.

* Organizing and maintaining policies and procedures across lines of business or departments can be challenging. The Policy and Procedure Management application simplifies this process. Administrators can organize policies and procedures by type, category, line of business, etc.; control who sees what; and manage individual policies and procedures throughout the policy life cycle.

* This course will include a discussion on both the pros and cons of various methods and how they relate to tribal law. i.e. constitutions, ordinances and codes.

TO REGISTER – Fill out the registration form below and either *via* facsimile (715.597.3508) or by mail submit your registration form and payment for the Seminar to the address listed below or by our on-line registration at www.montanaandassociates.com. Other methods of payment include Purchase Order or credit card payment for full amount of course. Credit Card payments charged 4% service fee.

COURSE FEE – The fee for this course is \$880.00 per participant or \$980.00 per participant on the day of the Seminar ~ cancellation made within ten (10) business days of scheduled seminar are assessed at 50% of the standard registration fee (\$500.00).

CLASS HOURS – 9:00 a.m. to 5:00 p.m.

ON-SITE – Seminars can be held at any tribe or native group by request and a group fee will be charged in addition to any actual costs associated with an on-site seminar. Should you need additional information regarding an on-site seminar please contact us by telephone 715.597.6464 or by e-mail at lakotagm@yahoo.com. Special Instructions: Please bring a copy of your constitution and policy and procedures you wish to discuss for amendment proposes.

REGISTRATION FORM (Please make photocopies for additional participants)

Name: _____ Tribe: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone No. : _____

Fax No.: _____ E-mail: _____

Course Fee: \$880.00 Late Fee: \$980.00

Method of Payment: PO# _____ Check _____ Visa _____ Master Card _____ American Express _____

Credit Card payments must be made for full amount, plus a 4% service charge.

Please call our office or pay on-line to utilize Credit Cards for payment purposes, fast and easy.

www.montanaandassociates.com to register and pay.

Signature: _____ Date: _____

MONTANA & ASSOCIATES, N 12923 n. Prairie Rd., Osseo, WI 54758

Telephone No. 715.597.6464, Facsimile No. 715.597.3508

MONTANA & ASSOCIATES, LLC, is owned and operated by Native American professionals who specialize in numerous fields of endeavor and have dedicated their careers to the advancement and protection of native rights. Through consultation, training, audits (gaming & tribal internal controls), including, but not limited to legal representation of tribes – MONTANA & ASSOCIATES, LLC are constantly and thoroughly reviewing technological advances, legal decisions and other areas of concern to Native Americans to provide the most cutting-edge assistance that is available today. Members of our corporation have nearly 40 years of experience in Indian rights advancement, which includes drafting of tribal codes, drafting policy & procedures, water rights, THPO ordinances, treaty rights, ordinances, revision of tribal constitutions, federal and state litigation, audits of enrollment and other areas of tribal enterprises consultation, including many other areas of expertise too numerous to identify for purposes of this brochure.

Additional information may be obtained relating to other areas of consultation, on-site seminars, litigation, and legal representation in tribal, state and federal courts and other legal advancements by contacting MONTANA & ASSOCIATES, LLC at 715.597.6464 or e-mail at lakotagm@yahoo.com.

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Las Vegas, Nevada

COURSE DESCRIPTION

I. BEGINNING THE PROCESS.

- * Understanding Tribal History;
- * Tribal Constitution;
- * Territorial Jurisdiction;
- * Identifying Departments;
- * Identifying Oversight Issues; 1
- * Requirements needed.

II. OFFICIAL DESIGNATION.

- * Department Heads;
- * Tribal Council Input;
- * Identifying Parties Involvement;
- * Departmental Needs;
- * Tribal Laws required;
- * Federal Laws.

III. TRIBAL DOCUMENTATION

- * Begin drafting Outline;
- * Purposes of Policy & Procedures;
- * Tribal Laws – Legislative Intention;
- * Drafting Policy;
- * Purposes of Policies;
- * Required Enforcement of Policies;

IV. DRAFTING PROCEDURES.

- * Identifying overall Purposes;
- * Regulations – Duties & Responsibilities;
- * Penalties;
- * Substantive Procedures;
- * Substantive Policies;
- * Implementation;

* Summary and Policy & Procedures Examples

This Seminar on Developing & Revising Tribal Policy & Procedures will be held in Las Vegas, Nevada on October 8, 9, 2025 at a location to be determined. Be sure to register now to ensure that there exists a seat and course material for your participation. The cost for this Seminar is \$880.00 per participant or \$980.00 on the first day of the Seminar. All course material will be supplied by Montana & Associates, LLC. Please plan to attend this cutting-edge Seminar and submit your registration form today either by fax or by United States mail or on-line at www.montanaseminars.com.

Montana & Associates, LLC also have group rates for on-site seminars for tribes and native villages in Alaska that desire to send more than five (5) participants. For more information on this Seminar contact us at: 715.597.6464 or by e-mail at lakotagm@yahoo.com.