



## **Campus NAGPRA Implementation Committee**

### **CONSTITUTION**

#### **ARTICLE I: Charter**

Pursuant to Cal. Health & Safety Code §8028.71(b)(1-5), Sacramento State, being a campus with holdings or collections subject to repatriation laws hereby formally establishes its campus-based NAGPRA Implementation Committee (hereafter "Campus Committee"). Cal. Health & Safety Code §8028.71(b)(4) requires that all claims for repatriation and any alleged claims of violation of the policies and procedures adopted pursuant to Cal. Health & Safety Code 8028.7 be submitted to the Campus Committee for determination.

The Campus Committee shall advise the campus President on all matters related to campus efforts to comply with repatriation laws and provide expert guidance and recommendations to ensure timely repatriation outcomes.

In addition to implementing this policy, Campus Committees will review the campus's Repatriation Plan before submission to the CSU Office of Tribal Relations (hereafter "OTR") and provide reports of Campus Committee activities and decisions to the President and Systemwide Committee via OTR annually, at a minimum.

The constitution, bylaws, and all activities of the Campus Committee shall be consistent with repatriation time frames set forth in federal NAGPRA.

#### **ARTICLE II: Conflict of Interest**

All CSU members serving on the Campus Committee must recuse themselves from any repatriation matter in which they have legal involvement. Furthermore, all CSU committee members must comply with the CSU Conflict of Interest Code. The CSU recognizes that California Indian Tribes may maintain applicable Tribal government policies and/or procedures. As such, Campus Committee members who are representing their Tribal governments are encouraged to abide by their respective Tribe's applicable policies and/or procedures.

#### **ARTICLE III: Membership**

SECTION 1: At least a majority of voting members shall be from California Indian Tribes, both federally and non-federally recognized.

SECTION 2: The Chancellor shall appoint members upon nomination by NAHC. The priority for filling Campus Committee positions is for those who have experience with federal NAGPRA and CalNAGPRA. Furthermore, Campus Committee members are not subject to term limits.

SECTION 3: Campus Committee members are expected to attend all meetings and participate in the repatriation matters before the Campus Committee.

SECTION 4: All Campus Committee members must operate in compliance with all repatriation laws and applicable state and federal laws.

SECTION 5: Campus Committee members may provide advice or recommendations in the development and implementation of broader repatriation infrastructure and policies within the campus, such as campus wide searches or contamination policies. These recommendations may not conflict with or be inconsistent with this policy or repatriation time frames set forth in federal NAGPRA.

#### ARTICLE IV: Officers

##### SECTION 1: Chairperson

The Chairperson must be a member of the Campus Committee.

The Chairperson shall be elected by a simple majority of the members of the Campus Committee.

The responsibility of the Chair is to preside over meetings, help set the agenda for meetings, serve as a liaison between the University NAGPRA staff and the Committee, and to moderate discussions.

##### SECTION 2: Secretary

The Secretary shall be responsible for taking minutes at the meetings. The role of Secretary shall rotate among members of the Committee. NAGPRA staff may assist with keeping the minutes if requested by the President's Designee and or the Chairperson of the Committee.

##### SECTION 3: The President's NAGPRA designee

The President's designee shall be the liaison between the Campus Committee and the President. As such, the President's designee must attend all committee meetings. In support of the Campus Committee, and under the direction of the committee chair or other designee, the President's designee will provide the following support to the Campus Committee:

- Schedule dates, times and locations for meetings; ensure meetings are called and held in accordance with this policy;
- Establish and confirm an agenda for each meeting, and ensure the meeting agenda and relevant documents are circulated to committee members in advance of the meeting to ensure sufficient time for the members to review the materials and arrange logistics, travel or telecommunication capability;
- Officiate and conduct meetings;
- Ensure there is sufficient time during the meeting to fully discuss agenda items; and
- Ensure meeting notes (e.g., minutes, action items) are complete, accurate, retained and reviewed at the next meeting.

## ARTICLE V: Amendments

SECTION 1: The Constitution shall be reviewed by the Campus Committee every two years to ensure they are current and align with existing policy and law. Changes to the Constitution may occur prior to this review to accommodate any changes in law and associated regulations, directives from the President or Chancellor's Office, or comparable need.

SECTION 2: Amendments to the Constitution shall be made by the Campus Committee and shall be approved by a two-thirds majority vote of the committee membership.

## BYLAWS

ARTICLE I: The BYLAWS of the Campus Committee shall be consistent with repatriation time frames set forth in federal NAGPRA.

## ARTICLE II: Frequency of Meetings

SECTION 1: Regular meetings shall be held monthly and no less than the number of times required per academic year by the CSU system policy.

SECTION 2: Special meetings of the Campus Committee may be called by the Campus Committee Chair or President's Designee.

SECTION 3: All Campus Committee members and campus NAGPRA staff may place any item pertaining to the University repatriation program on the meeting agenda,

SECTION 4: When a repatriation claim or other request from a tribe is on the agenda for review, tribal representatives shall be invited to present their claim or request to the Campus Committee. The Chair or NAGPRA Coordinator is responsible for sending invitations.

SECTION 5: Meetings may be held virtually or in-person as agreed upon by the Campus Committee members or at the request of the campus President or President's designee.

SECTION 6: Campus Committees may seek the advice of subject matter experts as needed.

#### ARTICLE III: Quorum

SECTION 1: A quorum shall consist of a simple majority.

SECTION 2: Voting shall not take place without a quorum.

#### ARTICLE IV: Voting

SECTION 1: Campus Committee members may call a vote on any matter under consideration on the agenda, as approved.

SECTION 2: A count of yeas and nays shall be recorded in the meeting notes.

SECTION 3: No proxy or absentee voting is allowed.

#### ARTICLE V: Recusals

SECTION 1: Any member of the Campus Committee shall self-proclaim any conflict of interest on any matter brought forth to the Campus Committee.

SECTION 2: Tribal governments with matters under consideration by the Campus Committee may request a recusal of any member of the Campus Committee. The request shall be evaluated by the Chair and President or Designee.

SECTION 3: Recused members shall reserve commentary during discussions until all other members have spoken, unless otherwise requested.

SECTION 4: The meeting notes shall reflect recusals in the record of votes.

#### ARTICLE VI: Rules of Decorum

SECTION 1: Campus Committee members are to be mindful and respectful in all oral and written communications.

SECTION 2: Tribal representatives shall be treated as guests of honor representing sovereign nations.

SECTION 3: In instances where a complaint is raised regarding the behavior of an individual Campus Committee member, the Chair shall be responsible for discussing the matter with the Campus Committee member in private, and for notifying the President or their Designee of the instance. Resolution from the Campus Committee, following Robert's Rules of Order, may be requested.

#### ARTICLE VII: Minutes

SECTION 1: Meeting minutes shall be taken as a summary of matters discussed, supporting and dissenting opinions, and votes.

SECTION 2: Meeting minutes shall be taken at each meeting by the Secretary or other delegated person.

SECTION 3: Meetings held virtually may be recorded to assist in the drafting of meeting minutes. All digital files of the recording shall be destroyed after the approval of the meeting minutes. Any Campus Committee member or meeting participant can request a closed session to share sensitive and confidential information. Recording shall be paused during closed sessions.

SECTION 4: Meeting minutes shall be approved by the Campus Committee at the following meeting.

SECTION 5: If guests of honor representing tribal nations attend a meeting, the minutes shall be shared with attendees for approval prior to the Campus Committee approving the minutes.

#### ARTICLE VIII: Confidentiality

SECTION 1: All matters discussed during Campus Committee meetings, documents distributed to members of the Campus Committee, and associated meeting minutes shall be treated as confidential and may not be discussed or distributed outside of the Campus Committee without prior approval.

SECTION 2: Requests from the Campus Committee members to discuss, or to distribute information pertaining to, the activities of the Campus Committee during meetings shall be submitted to the President or Designee and must be approved by the President or Designee prior to such discussion or distribution of information.

SECTION 3: If there is a public request for meeting minutes, or if there is a need to distribute meeting minutes to members of Tribal nations not present at a meeting, the Chair and the NAGPRA Coordinator shall review and redact confidential or culturally-sensitive information. The redacted draft shall be distributed to the members of the Campus Committee and any other party present at the relevant meeting for their review. Parties shall be provided five business days to review the minutes and request further changes or redactions before the minutes are shared.

SECTION 4: All meetings where only Campus Committee members are present shall be considered an executive session and the rules governing minutes will be suspended so they can be taken. If individuals not on the Campus Committee are present, then the meeting shall be an open meeting and any confidential discussions will be moved into a closed meeting session and rules of minutes will be suspended.

#### ARTICLE IX: Amendments

SECTION 1: By-laws shall be reviewed by the Campus Committee every two years to

ensure they are current and align with existing policy and law. Changes to the by-laws may occur prior to this review to accommodate any changes in law and associated regulations, directives from the President or Chancellor's Office, or comparable need.

SECTION 2: Amendments to these by-laws shall be made by the Campus Committee and approved only by two-thirds vote.

Date of Review and Adoption: December 10, 2025