

COQUILLE INDIAN TRIBE

Chapter 150

Tribal Policy Standards

COQUILLE TRIBAL REGULATIONS
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150.010 General

1. Purpose

To set forth uniform standards for the development, codification and maintenance of Tribal policies.

2. Background and Intent

The policies and related records of the Coquille Indian Tribe require uniformity to ensure that they may be effectively maintained and efficiently accessed. All of these are important records of the Tribes business, for which the Tribal Council place responsibility with the General Manager.

This regulation sets forth uniform "style", standards, procedures and instructions for codification and maintenance of Tribal policies.

"Style" includes such items as; margins, spacing, tabs and indentations; Size and style (font) of print; binding; headers and footers; paper selection and color of print;

A central library of Tribal policies and related materials shall be maintained which will enable all authorized persons to access needed policies and information. Among the items contained within the library will be:

- Tribal Treaties
- Tribal Constitution and Bylaws
- Tribal Corporate Charter
- Tribal Ordinances
- Tribal Council Resolutions
- Tribal Code
- Tribal Regulations
- Departmental Manuals
- Minutes of Tribal Council Meetings

3. Definitions (reserved)

150.020 Jurisdiction (reserved)

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150.190 Uniform Numbering of Tribal Policies

All provisions of the Coquille Tribal Code, The Coquille Tribal Regulations and Tribal Departmental Manuals are numbered uniformly in accordance with the uniform numbering system provided in this manual. Except as provided herein, the General Manager determines the assignment of numbers for Tribal policies.

1. Major parts

Policies are divided into major subject matter in five major parts. These are;

(a) General Government Affairs; which pertain to all matters of general Tribal Government, Finance, Taxation, Administration, Intergovernmental Affairs and Tribal Member Affairs.

(b) Cultural Matters;

(c) Human Services; which pertain to education, health and general well being of the members of the community.

(d) Community Development; which pertain to all commercial and business matters, tribal enterprises, public infrastructure and utilities.

(e) Resources Management; which pertain to all the development, use and protection of tribal lands, resources, wildlife, livestock, antiquities and the environment.

(f) Public Safety and Justice; which pertain to all matters related to law enforcement, tribal courts, domestic relations, crimes and the general protection of the peace and safety in the community.

2. Chapter Titles

Preassigned chapter titles give a general indication of the subject matter to which the chapter relates, so that a person can

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locate chapters in which that person is interested. The chapter is a means of identification and is an index or table of contents for the code, regulations and department manuals.

3. Chapters

Policies are divided into chapters according to subject matter. A three digit number is assigned to each chapter which identifies the specific subject matter contained therein. The numbers assigned are between 100 and 699, with the first digit assigned according to the major part identified above. The following pre-assigned chapter number/titles have been established.

Part 1 - GENERAL GOVERNMENTAL AFFAIRS

<u>Chapter</u>	<u>Title</u>
100	Statement of Purpose
120	Tribal Organization and Procedures
141	Tribal Council Policies and Procedures
142	Executive Management
144	Tribal Council Committees
150	Tribal Policy Standards
160	Fiscal Management
175	Program Authorization and Evaluation
180	Personnel Management
190	Tribal Government Relations
192	Enrollments
194	Elections

Part 2 - CULTURAL MATTERS

<u>Chapter</u>	<u>Title</u>
200-299	Reserved

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Part 3 - HUMAN SERVICES

<u>Chapter</u>	<u>Title</u>
300-399	Reserved

Part 4 - COMMUNITY DEVELOPMENT

<u>Chapter</u>	<u>Title</u>
400-499	Reserved

Part 5 - RESOURCES MANAGEMENT

500-599	Reserved
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<u>Chapter</u>	<u>Title</u>
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Part 6 - PUBLIC SAFETY AND JUSTICE

<u>Chapter</u>	<u>Title</u>
600-699	Reserved

4. Subchapters

Within each chapter, policies are further subdivided into subchapters. A three digit number is utilized to identify subchapters. The numbers assigned are between 100 and 999, provided that the some of the first subchapters of each chapter are always reserved as follows:

(a) Subchapter 010 is reserved for "General" information, which shall include at a minimum;

(1) Section 1, reserved for "Purpose" which is a brief statement of what is expected to be accomplished by implementation of the policy.

(2) Section 2, reserved for "Background and Intent" statements which describe the general need for and intent of

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the policy. Historical and other important information will be included in background statements.

(3) Section 3, reserved for "Definitions" which should be provided within each policy for all terms, acronyms and titles used therein.

(b) Subchapter 020 of each chapter is reserved for "jurisdiction" which describes the jurisdiction of the policy and the official to whom authorities and responsibilities are delegated to carry out the policy.

(c) Actual text of policies will begin with Subchapter 100 of each chapter.

5. Sectioning within subchapters

(a) Within the chapters and subchapters of the Tribal Code, Regulations and Department Manuals, provisions are further "Sectionalized" into sections, subsections, paragraphs, subparagraphs and sub-subparagraphs.

(b) The text of a section or any part thereof should not be broken into paragraphed units unless there will be two or more paragraphed units of equal rank. In numbering subsections and paragraphs, observe the following rules:

(1) Sections, within each subchapter, shall be numbered in ascending arabic numerals beginning with 1.

(2) Subsections; when a section consists of more than one primary paragraph, each should be numbered with lower case letters in parentheses. However, a capital "(L)" should be used for designating a paragraph between "(k)" and "(m)."
FOR EXAMPLE:

1. (a) Trees are exempted.

(b) Shrubs are not exempted.

If a section contains only one primary paragraph, which includes secondary paragraphs, the primary paragraph should

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not be numbered, but the secondary paragraphs should be numbered with Arabic numerals in parentheses. FOR EXAMPLE:

1. As used in this Act:

(a) "Explosives" means dynamite.

(b) "Seller" means any person.

(3) Paragraph; if a section contains more than one primary paragraph, any one or more of which includes secondary paragraphs, the secondary paragraphs should be designated by Arabic numerals in parentheses.

(4) Subparagraphs and sub-subparagraphs; The use of paragraphs beyond primary and secondary paragraphs should be avoided. If further subdivision cannot be avoided, use capital letters in parentheses "(A)" for subparagraphs and small Roman numerals in parentheses "(i), (ii)" for sub-subparagraphs. FOR EXAMPLE:

- 1. - Section
- (a) - subsection
- (1) - paragraph
- (A) - subparagraph
- (i), (ii) - sub-subparagraph

The use of numbers or letters in parentheses to separate clauses within the body of a paragraph should be avoided. If such separation seems necessary, the clauses are probably of sufficient importance to be handled as separate subsections or paragraphs.

150.192 Uniform guidelines for referencing of Tribal policies

Tribal policies are referenced to policies of higher authorities, as follows;

1. Ordinances and resolutions

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Cite all applicable authorities contained within the Tribal Constitution and Corporate Charter.

2. Coquille Indian Tribal Code

Reference all applicable ordinances and resolutions.

3. Coquille Indian Tribal Regulations

Referenced all applicable ordinances and resolutions and to the applicable chapters of the Coquille Indian Tribal Code. To the extent that any provisions of such laws are repeated or cited in regulations, such provisions are referenced to the applicable section of the Coquille Indian Tribal Code.

4. Departmental Manuals

Reference applicable provisions of the Coquille Indian Tribal Code and Coquille Indian Tribal Regulations.

5. Tribal Court Opinions

To the extent that any opinions of the Tribal Court provide guidance in interpreting any provisions of law or regulations, the Coquille Indian Tribal Code and Coquille Tribal Regulations are referenced to such Tribal Court Opinions.

6. Abbreviated References

References to policies of higher authority should be abbreviated as follows.

(a) Tribal Constitution; "Const. (I)(1)(a)" referring to the Article, Section and sub section.

(b) Tribal Ordinances; "Ord. No. and Name"

(c) Tribal Resolution; "Res. No. _____"

(d) Coquille Indian Tribal Code; "CITC 000.000 1
(a)(1)(A)(i)"

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(e) Coquille Indian Tribal Regulations; "CITR 000.000 1 (a)(1) (A)(i)"

(f) Coquille Indian Tribal Department Manuals; "CTDM 000.000 1 (a)(1)(A)(i)

(g) Tribal Court Opinions; "Court Rep 000.000 1(a)(1)(A)(i)"

7. Numbering citations of Tribal policies

Coquille Indian Tribal Code, Regulations and Department Manuals follow the numbering system referred to in subchapter 190 of this chapter. Cite the provisions of each as indicated below for the Coquille Indian Tribal Code "CITC";

(a) Use "CITC chapter 102" to refer to a chapter.

(b) Cite a subchapter as "CITC 102.100" (the word chapter being unnecessary).

(c) Cite sections as "CITC 102.100 1."

(d) Cite subsections as "CITC 102.100 1(c)," "CITC 102.100 1 (c) and (d)" or "CITC 102.100 1 (c) to (e)."

(e) Cite paragraphs as "CITC 102.100 1 (a)(3)" or "WSTC 102.100 1(a)(3) or (4)."

(f) Cite sub-subparagraphs as "CITC 102.100 1(a)(3)(A)(ii)."

(g) To cite a number of CITC subchapters, list the subchapters numerically as follows: "CITC 102.100, 102.100, 102.110. 102.115 AND 102.120."

(h) To cite a number of CITC sections that also includes subsections, list the sections with subsections numerically as follows: "CITC 102.100 1 (c) and 102.100 2 (a) to (c)."

(i) Internal References

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References to any part or parts of a policy within that same policy are internal references and must be complete. The form used to cite internal references from one section of a policy to another section of that same policy differs from the form used to cite internal references within a single section.

(1) References from one section to another section; Cite references within one section of a subchapter to another section of that same subchapter as "section 6 of this subchapter."

(2) Cite references within one section of a subchapter to a subsection or subsections of another section of that same subchapter as "section 6 (d) of this subchapter" or sections 6 (d) and 8 (a) of this subchapter" or "section 7 (c) or 9 (b)(2) of this subchapter."

(3) Cite references within one section of a subchapter to subparagraphs of another section of that same subchapter as "sections 6 (c)(4)(A) and 8 (a)(1)(D) of this Ordinance" or "section 7 (e)(3)(F) or 9 (b)(2)(A) of this subchapter" and references to sub-subparagraphs as "sections 6 (c)(4)(A)(iv) and 8 (a)(1)(D)(iii) of this subchapter" or "section 7 (e)(3)(F)(v) or 9 (b)(2)(A)(vi) of this subchapter."

(j) References within the same section; Cite references to subsections, paragraphs, subparagraphs and sub-subparagraphs within the same section (whether in an amended CIRC section or a new section) as follows: "subsection (b) of this section," "paragraph (3) of this subsection," "paragraph (2) of subsection (d) of this section," "subparagraph (A) of paragraph (2) of subsection (c) of this section," "sub-subparagraph (iii) of subparagraph (H) of paragraph (2) of subsection (b) of this section" and "paragraph (1) of subsection (d) of this section and subsection (a) of this section."

(k) Always refer to the specific paragraph, subsection or section of the policy. Do not use the following words which may indicate an indefinite reference: "above," "aforesaid," "below," "following," "herein," "hereinafter," "hereinbefore," "hereunder," "none whatever" and "said." Indefinite references are

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objectionable because they may refer to the section, the chapter or the entire enactment.

(1) References to "this Ordinance": When citing "this Ordinance" in a "draft ordinance," add the year ("this 1991 Ordinance") in **only** three situations:

- (1) In amended CIRC sections;
- (2) In sections "added to and made a part of" existing CIRC chapters of series; and
- (3) In sections "enacted in lieu" of repealed WSTC sections.

This usage will avoid confusion as to whether "this Ordinance" might mean the original Ordinance that created an existing CIRC section, series or chapter.

150.194 Uniform guidelines for grammar, punctuation, etc.

The following guidelines are intended to assist drafters of policy in utilizing language properly and consistently.

1. Grammar and sentence structure

Observe the recognized rules of English composition with respect to grammar and sentence structure in all drafting of policy measures. Legislative measures should be phrased in plain language. Tribal Policies should be plainly worded. Simple, short sentences are most effective.

2. Spelling

Webster's New Collegiate Dictionary and Webster's Third New International Dictionary, Unabridged should be followed in the spelling, compounding and dividing of words, except when otherwise provided in this Manual or other Tribal Policies.

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3. Use of Hyphens.

(a) Hyphens should not be used after the prefixes co, de, inter, intra, multi, non, pre, pro, re, semi, sub or un (copayment, decentralize, interagency, intrastate, multistate, nonzoned, preempt, proactive, readmit, semiannual, subparagraph, undocumented). Use of a hyphen after any one of these prefixes to join the prefix to a capitalized word or a number (inter-American). Also use a hyphen to prevent misinterpretation (remark, meaning to mark again; remark, meaning a comment).

(b) Always use a hyphen after the prefixes ex, post and self (ex-offender, post-conviction, self-propelled). Only hyphenate the word "post office" when it is used as an adjective (post-office address).

(c) Do not hyphenate foreign phrases that are used as adjectives (prima facie evidence).

(d) Compound modifiers, two or more words functioning as a grammatical unit, are not hyphenated (long term facility, first class mail) unless a hyphen is needed to avoid misinterpretation. Hyphenate compound modifiers if a numeral is part of the modifier (three-year plan, 10-year projections). Do not hyphenate adjective forms of compound modifiers composed of the adverb "very" or an adverb ending in "ly" plus an adjective or participle (privately owned).

4. Preferred Spellings.

Extensive usage requires certain spellings for the following words:

attorney fees	indorse	rescission
boldfaced type	indorsement	right of way
cross-claim	insanitary	rights of way
cross reference	insure	rulemaking
factfinding	onsite	up to date (adv)
factfinder	ayer	up-to-date (adj)

5. Words With Similar Spellings.

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The meaning of certain words with similar spellings are frequently confused. **FOR EXAMPLE:**

"Affect" is a verb, importing an action against or upon a person or thing, while "effect" is both a noun and a verb and when used as a verb indicates accomplishment or achievement of a result.

"Biennially" means once every two years, while "biannually" means twice a year.

"Farther" indicates distance, while "further" indicates time, quantity or degree.

"Moneys" means sums of money, while "money" means currency.

"Practicable" means feasible or possible to practice or perform, while "practical" means can be actively put to use.

"Therefore" indicates a conclusion, while "therefor" indicates in place of, in return for or because of.

6. Words With Special Connotations

The word "to" means "to and including" when used in a reference to a series of sections, subsections or paragraphs or references to Tribal Policies. The word "person" means individuals, corporations, associations, firms, partnerships and joint stock companies.

7. Gender

Tribal Policies should be written in sex-neutral terms unless it is necessary for the purpose of the policy that it be expressed in terms of a particular gender.

8. Punctuation

Policies should be written so that their meaning does not depend on punctuation. Follow these rules governing the use of punctuation:

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(a) Apostrophes

(1) Do not use apostrophes in the body of a policy to indicate possessiveness of nouns and indefinite pronouns in order to preserve their meanings. If the apostrophe were to be omitted or moved, the singular becomes plural. To express possessiveness, write "property of the individual" instead of "individual's property."

(2) Apostrophes are properly used in measure of time and space in the genitive form (one year's time, two years' time, five days' grace, 24 hours' notice). If the word "of" cannot be used in place of the apostrophe, the apostrophe is misplaced. Do not use an apostrophe if there is no genitive relation between the time or quantity and the noun (three-day seminar, 10-month period).

(3) Apostrophes for contractions are not used because legislative drafting requires formal expression.

(b) Do not use a colon in the body of a law except for the purpose of introducing a series of subsections or paragraphs.

(c) Omit the comma before the conjunction within a series of words, phrases or clauses as in "men, women and children"; not "men, women, and children."

(d) Periods

(1) Use a period only if it is clear that each subsection or paragraph stands alone in a series of subsections or paragraphs following a colon.

(2) When writing amendments, end each line-by-line instruction with a period.

(e) Punctuation Within Quotes

(1) In policy provisions, periods and commas are placed inside quotes, except where awkward sentence structure

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might result. Other punctuation marks should be placed inside the quotation marks only if they are a part of the material to be quoted.

(2) When writing amendments to policies, only that punctuation which is inserted in the measure or is part of the material to be deleted from the measure should be placed within quotation marks.

(f) Semicolons

(1) When a sentence is divided into two independent clauses, either of which requires a comma, a semicolon should be used to separate the two independent clauses.

(2) In a series of subsections or paragraphs following a colon, use a semicolon at the end of each subsection or paragraph if the grammatical structure or the sense of the provision is such as to require the use of "and" or "or" preceding the last subsection or paragraph.

9. Capitalization

(a) Capitalize:

(1) Proper Names.

(2) Derivatives of proper names used with a proper meaning.

(3) Common nouns or adjectives forming an essential part of a proper name, such as Marion County, Circuit Court for Baker County, Board of County Commissioners of Lane County, City of Salem, Columbia River, State of Oregon or State Capitol.

(4) The full official title of an officer or agency at the tribal, state or federal level.

(5) Months and days of the week.

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(6) The proper name of a Tribal fund or account, such as "General Fund," "Special Revenue Fund," etc.

(7) The word "Act," meaning a legislative Act.

(8) Names of historic events, such as "World War II."

(9) References to the Constitution, such as "Constitution and By-Laws of the Confederated Tribes."

(10) References to a particular Act by its popular name, such as "Housing Code."

(11) The first word in a sentence, the word following a colon and the first word in an enumeration or a schedule paragraphed after a colon.

(12) The word "Tribe," wherever it refers to the Coquille Indian Tribe of Oregon.

(b) Do Not Capitalize

(1) Substitute words that are used for second and subsequent references such as "the secretary," "the director," "the court," "the legislature," "the committee," "the department" or "the commission."

(2) The word "federal," except when it is part of a proper name, such as "Federal Land Bank" or "Federal Government."

(3) The word "state" except when it is part of a proper name, such as "State of Oregon," "State Apprenticeship and Training Council" or "State Banking Board." Do not capitalize "state" in such uses as "this state," "state highway" or "the state is not liable."

(4) Words indicating geographic position, such as "southern Oregon."

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(5) The words "chapter" or "section" in a reference to a particular chapter or section within a sentence. For example "as provided in CITC chapter 102", or "under section 3 of this Ordinance".

10. Abbreviations and acronyms

(a) Abbreviations should not be used. However, "CITC" is the official citation for Coquille Indian Tribal Code, "CITR" is the official citation for Coquille Indian Tribal Regulations and "CTDM" is the official citation for Coquille Department Manuals.

(b) Acronyms may be used in the text of policies if they have been previously defined (within the definitions section of a policy). Examples of acronyms that have been defined and used in the text of existing Tribal policies include "BIA" which means Bureau of Indian Affairs and "IHS" which means Indian Health Service.

11. Numbers or figures

(a) Numbers should be expressed in figures and not in words with the following exceptions:

(1) Cardinal and ordinal numbers less than 10 are expressed as words (six, sixth). However, all numbers in connected groups should be in figures if any number in the group, standing alone, would be in figures (1,2,3,15 or 1st, 2nd, 15th).

(2) Numbers beginning a sentence are expressed in words. At the beginning of tabulated items, figures may be used.

(3) Fractions and whole numbers less than 10 with fractions should be written out (two and one-half) but whole numbers of 10 or greater with fractions should be expressed in figures (33-1/3).

(4) Percent is expressed by the word "percent." The symbol "%" may be used in tables.

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(b) Numbers should not be expressed both in words and figures. **Right:** \$100; **wrong:** \$100 (one hundred dollars).

12. Monetary Sums

Monetary sums should be expressed as follows:

one cent	\$2,000 (comma)
10 cents	\$160,000
\$3 (no decimal point)	\$3 million
\$115	\$3,504,282

13. Dates

Dates should be expressed as follows:

June 1991 (no comma)
June and July 1991 (no comma)
June 29, 1991, (not June 29th)
June 29 to July 6, 1991, and (comma)
January 15 (not the 15th day of January)
June 19, 1991, and (comma)
1991-1992
21st Century

14. Time

Time should be expressed as follows:

4:30 p.m.
10 p.m.
1:00 p.m. (use colon and double 00 only with the
hour "1")
12 noon
12 midnight

15. Age

Age should be expressed as "18 years of age."

16. Official Titles of Public Officers and Agencies

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Use the official and correct title for a public officer or agency when referring to that officer or agency within the text of a policy. The official title should be set out once at the beginning of each section.

150.196 Uniform Style for Tribal Policies

1. Page size

Official copies of all Tribal policies shall be published on standard 8 1/2" by 11" paper.

2. Paper

Policies shall be printed, as a rule on both sides of paper, which shall be white paper of sufficient thickness as to avoid shadow which will make reading difficult.

3. Font

Primary font for Tribal policies shall be "Courier 10 cpi". "Universe" of varying sizes shall be utilized on title pages, headers and footers. Subchapter titles should be **"bold"**.

4. Margins

Margins for Tribal policies shall be 1 inch for top, left and right margins, and .75 inches for bottom margin.

5. Tabs and indentations

All tabs and indentations shall be set at .5 inch intervals and utilized as follow;

(a) For "subchapters" place the number at the left margin, tab once and place the name of the subchapter.

(b) For "sections" place the number at the left margin, tab once and begin the text, or if there is a name of the section

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followed by text, enter the name and move to the second succeeding line, tab once and enter the text.

(c) For "subsections" tab once, enter the lower case letter (ie: (a)) then tab once again and begin the text.

(d) For "paragraphs" indent once, tab once, enter the number designation (ie: (1)), tab once again and enter the text.

(e) For "Subparagraphs" indent twice, tab once, enter the letter (ie: (A)), tab once again and enter the text.

(f) For "Sub-subparagraphs" indent three times, tab once, enter the roman numeral (ie: (i)), tab once again and enter the text.

6. Line Spacing

Text within Tribal policies shall be single spaced. However, as a rule, a blank line should be left between titles and text, whether the title is used in a subchapter, section or subsection. Two blank lines should follow titles of subchapters. Additionally, a blank line should be left between sections, subsections, paragraphs and subparagraphs. Blank lines are not needed for sub-subparagraphs.

7. Page numbering

Pages shall be numbered with beginning with the number 1 for each chapter, which shall be preceded with the chapter number for that chapter. ie: "Page 106 - 1". Each chapter shall be preceded by an un-numbered title page which shall reflect the policy level and the name and number of the chapter. The first page following the title page shall be the "Index" for the chapter, which shall be page 1. The first page following the index for each chapter shall be the "reference" page. Page numbers shall be included with the footer for each page as described in Section 9 of this subchapter will include the word "Page" followed by the chapter number, a space, a hyphen, a space and then the ascending page number (ie: Page 110 - 1).

8. Title Pages

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Title pages shall include at the center of the page, the level or volume of policy in all caps, (ie: COQUILLE INDIAN TRIBAL CODE) which shall be in Universe, 5 Characters per inch. The next line shall be the Chapter number (ie: Chapter 142) which shall be in Universe, 8 Characters per inch. The next and last line shall reflect the Chapter Title (ie: Executive Management). One blank line is to be left between each line of text. The complete text would appear in the center of the title page as follows:

COQUILLE INDIAN TRIBAL CODE

Chapter 142

Executive Management

9. Headers

Each page shall include a header which shall be include the following lines, which shall be centered;

(a) Line one shall be the name of the volume or level of Tribal policy, in all caps, such as; "COQUILLE INDIAN TRIBAL CODE", "COQUILLE INDIAN TRIBAL REGULATIONS", or "COQUILLE DEPARTMENT MANUAL". This line shall be in Universe font, with 6 characters per inch.

(b) Line two shall be the chapter number, such as "Chapter 110, which shall be printed in Universe font, with 8 characters per inch.

(c) Line three shall be the chapter title, such as "Legislative Process", which shall be printed in Universe font, with 8 characters per inch.

(d) Line four will be underlined the full width of the page.

(e) The complete header for each page of Tribal policies will look as follows;

COQUILLE INDIAN TRIBAL CODE
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Executive Management

10. Footers

(a) The first line of the footer shall be underlined the full width of the page.

(b) For odd numbered pages, the second line of the footer shall include "Coquille Indian Tribe" printed in Universe font, 17 characters per inch, then flush right and place the page number against the right margin, in standard Courier 10 cpi font.

(c) For even numbered pages, the second line of the footer shall include the page number against the left margin in standard Courier 10 cpi font, then flush right and place "Coquille Indian Tribe" printed in Universe font, 17 characters per inch against the right margin.

(d) A footer for an odd numbered page would appear as follows;

Coquille Indian Tribe

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11. Page breaks

As a rule, page breaks may fall anywhere within the text of policies. However, if a title falls in the last few lines of a page such that it would be separated from the text for which it is entitled, the page break should precede the title. Additionally, new subchapters should begin on a new page, if they would fall in the lowest one third of a page otherwise.

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12. Index page(s)

Index pages shall recap reflect the subchapters and sections within each subchapter. Page numbers shall be provided for subchapters only. A blank line should be left before and after each new subchapter listed in the index.

13. Reference page(s)

Reference pages shall list in descending order of authority, references to Tribal policies which have a bearing on the subject matter in the chapter. Refer to the Tribal Policy Handbook for referencing examples.

14. Legislative History

The last pages of each chapter should contain legislative history which provides additional background information on the development of existing policy, including references to policies which have been superseded or replaced by current policy.

150.198 Proposed Amendments to Tribal Policies

1. Indicating material to be deleted or inserted

(a) When proposing amendments to an existing policy, any difference between the original version and the amended version must be indicated. This includes changes in punctuation, but does not include changes in capitalization or corrections of obvious typographical errors. The chapter and subchapter should be cited as follows:

SECTION 1. CITC 102.100 is amended to read:

(b) Existing material to be deleted in an amended section must be indicated by ~~*[striking out italic type between brackets]*~~. New material to be inserted in an amended section must be indicated by redlining or shading the new material.

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(c) It is the usual practice to delete (bracket) existing material and then insert (redline or shade) new material. However, in some instances, such as inserting punctuation marks, large amounts of new material or very little new material, the amended section will read better if the new material is inserted first. EXAMPLE:

(1) Infraction driving while suspended or revoked or in violation of occupational or probationary permit is a Class A traffic infraction except as otherwise provided in section 3 of this Chapter. [~~misdemeanor except that;~~]

(d) Avoid deleting [bracketing] or inserting (shading) single letters in a word. Instead delete [~~bracket~~] the entire word to be changed and insert (shade) the new word. EXAMPLE:

(1) "[~~Effected~~] Affected area" means an area subject to CITC

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