




RESOLUTION No. 003

FOR THE APPOINTMENT OF THE INTERIM ZONE SECRETARY

**Enacted by the Zone Authority Commission
[September 11th, 2022]**

PREAMBLE

1. Whereas the Catawba Indian Nation (Nation) through its General Council approved the Green Earth Zone Civil Ordinance (“the GEZ Civil Ordinance”) on February 19th, 2022.
2. Whereas the GEZ Civil Ordinance, the Zone Authority Bylaws, the Administrative Procedures Regulation, outline the role, duties and responsibilities of the Zone Secretary as a necessary position with the Zone Authority.
3. Whereas the Zone Secretary's responsibilities include but are not limited to, having the custody of and ensure the publication, online and any other appropriate manner, of all Zone Laws, all documents issued under any Authority corporate seal, and all official Zone records and shall properly arrange and preserve them; Create and maintain and make available on the Internet website the Zone Administrative Bulletin, the Zone Administrative Code, and any guidance document filed with the Zone Secretary by an agency,, issuing documents for public record (i.e. articles of incorporation), approving or denying reinstatement and serving notice, approving or denying processes and filings, reporting to the company or registered agent if the annual/biannual report is incomplete, maintaining the public seal and being the signature on documents for public record for incorporated entities, Maintain meeting minutes, charge any applicable fees.
4. Whereas section 14(4)(e) of the ZA Bylaws states the Zone Secretary, “May appoint such deputies and assistants as deemed necessary by the Zone Secretary”, to fulfill the roles of Zone Secretary.

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5. Whereas under Title II Chapter 2 Section 1(b) of the GEZ Civil Ordinance “The GEZ Corporation shall serve as the primary vendor of services to be provided within the Zone.”
 6. Whereas the GEZ Corporation provides a digital platform which fulfills Zone Secretary’s responsibilities, with oversight by the Interim Zone Secretary.
 7. Whereas, pursuant to Section 13(3) of the Zone Authority Bylaws the Commission shall determine the term of service, salary and other terms and conditions of employment.
 8. Whereas the Zone Authority has selected Leon Shaffer to be the interim Zone Secretary.

RESOLVES:

1. That Mr. Leon Shaffer shall be the Zone Secretary until the Zone Authority finds a replacement. pursuant to Section 13 of the Zone Authority Bylaws.
2. That in accordance with Section 13(3) of the Zone Authority Bylaws, the terms of employment of the Interim Zone Secretary shall be as described in Annex A is this Resolution.
3. That the Interim Secretary of Zone shall deputize the Green Earth Zone Services Corporation to conduct all of its functions, subject to the Secretary of Zone and Zone Authority Commissions oversight.
4. The Interim Zone Secretary will require the approval of the Zone Authority to hire personnel to appoint as deputies and assistants for the fulfillment of the role of the Zone Secretary.
5. That the Zone Authority may limit, amend, or otherwise take away the capacities of the Interim Zone Secretary as it may find convenient and may remove the appointed Interim Zone Secretary at any moment hereinafter and until the appointment of the selected Zone Secretary.

6. That all notices, notifications, process of service, emails, statements or other communications from the Zone Authority, The GEZ, the Zone Secretary and any other GEZ entity or agency shall be carried out by the Zone Secretary by electronic means.
7. That the interim Secretary of Zone shall retain the responsibilities of maintaining the public seal and being the signatory of documents for public record and being the signatory on documents for public record and maintaining meeting minutes.



SAM TRIMNAL
CHAIRMAN
ZONE AUTHORITY COMMISSION

