



12140 West Lakeshore Drive  
Brimley, Michigan 49715  
[www.baymills.org](http://www.baymills.org)  
Phone: (906) 248-8100  
Fax: (906) 248-3283

---

# Marijuana Commission Operating Procedures



## **Marijuana Commission Code of Ethics**

### **I. Statement of Policy**

- A. In the discharge of its powers, duties and responsibilities, the Marijuana Commission conducts its business consistent with high ethical standards. Commissioners are expected to perform their duties with undivided loyalty and in such a manner as to promote and preserve public trust and confidence. Commissioners shall avoid all situations where opportunity for personal or financial gain could influence their decisions in giving favored treatment to any organization or person. They shall also avoid circumstances and conduct which might appear questionable to the general public, even if such circumstances or conduct do not constitute actual wrongdoing or present an actual conflict of interest.
- B. In order to promote public confidence in the integrity and impartiality of the Commission, Commissioners shall respect and comply with the law and establish, maintain and enforce high standards of conduct.
- C. This Code of Ethics shall apply to members of the Commission, the Compliance & Commission Director, and to all employees of the Commission except as herein specifically provided.

### **II. Standards of Conduct**

- A. Commissioners are governed by ethical standards set forth in the Bay Mills Indian Community Marijuana Ordinance, Commission rules/procedures and this Code of Ethics. It is the responsibility of each Commissioner to comply with all applicable statutory and regulatory provisions and any amendments thereto, whether or not such provisions and amendments are included in this Code of Ethics.
- B. It is the continuing duty of each Commissioner to review and assess his or her conduct in light of this Code of Ethics

### **III. Restrictions of Commissioners**

- A. No Commissioner shall be retained as an employee or vendor of any Northern Light Cannabis Company (NLCC).
- B. No Commissioner shall have a spouse, parent, step-parent, child, step-child, sibling or other immediate family on the Business Holding Board or as a Primary Management Official of the Northern Light Cannabis Company.
  - 1. A Primary Management Official is the person holding the Bay Mills Business Holding General Manager position.
  - 2. Immediate family is defined as a husband or wife, and any other individual who resides in the household of the person under consideration.
- C. Commissioners that are removed/terminated are prohibited from employment at any NLCC for a period of one year following removal/termination of position with the Commission, unless approval is granted by the Commission for the proposed employment with a company.

### **IV. Prohibited Conduct**

- A. Knowingly act in any way that might reasonably be expected to create an impression among the public that he or she may be engaged in conduct that violates his or her trust as a Commissioner or employee;

- B. Use or attempt to use his or her official position to obtain unwarranted privileges or advantages for himself or herself or others;
- C. Act in his or her official capacity in any matter in which the member or employee or any spouse, parent, step-parent, child, step-child, sibling, or other immediate family has a direct financial interest that might reasonably be expected to impair his or her objectivity or independence of judgement;
- D. Act in his or her capacity in any matter concerning an NLCC employee or vendor who is a spouse, parent, step-parent, child, step-child, sibling, or other immediate family when the fact of the employment/compensation might reasonably be expected to impair his or her objectivity and independence of judgment;
- E. Willfully disclose, directly or indirectly, without the prior authorization of the Commission, any confidential information concerning the affairs of the Commission not generally known or legally available to the public;
- F. Use or permit the use of any confidential information, which he or she receives or to which he or she has access by virtue of his or her official duties;
- G. Directly or indirectly accept any gift, favor, service, employment, offer of employment or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other things of value was given or offered for the purpose of influencing the member in the discharge of his or her official duties;
- H. Solicit or accept, directly or indirectly, any complimentary service or discount from any NLCC employee or applicant in the discharge of his or her official duties;
- I. Testify as a character witness before the Commission; and
- J. Lend the prestige of their office to advance the private interests of other, not convey or permit others to convey the impression that they are in a special position of influence.

**V. General Duties and Obligations**

- A. To refrain at all times from any criminal conduct, and to cooperate with law enforcement officers in the proper performance of their official duties.
- B. To appear and testify upon matters directly related to the conduct of his or her office before any tribal, state, or federal court.
- C. To uphold the integrity and independence of the Commission, to perform the duties of their office impartially and diligently, and to be patient, dignified and courteous to those individuals with whom they deal in their official capacity.
- D. To exercise the power of appointment only on the basis of merit, and to allow only such compensation as is fair value for the services rendered.

**VI. Duties Concerning Pending Proceedings**

- A. A Commissioner shall disqualify himself or herself in a proceeding or investigation in which his or her impartiality may reasonably be questioned, including but not limited to instances where he or she has a personal bias or prejudice concerning a party or personal knowledge of disputed evidentiary facts concerning the proceeding, or in other circumstances requiring disqualification.
- B. A Commissioner shall abstain from public comment about a pending proceeding, exception in the course of his or her official duties or in explaining for public information the procedures of the Commission.
- C. A Commissioner shall not discuss issues involving any pending or proposed matter whatsoever which may reasonably be expected to come before the Commission with any person, except for other Commissioners or other tribal staff designated by the Commission.

**VII. Required Disclosures of Information**

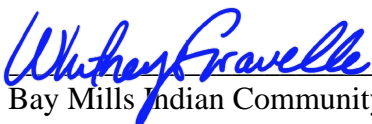
- A. Each Commissioner shall disclose, in writing, the required information to the Marijuana Commission Director upon commencement of membership or employment, within five (5) days of the date when he or she becomes aware of any required information not previously reported.
- B. The following is the required reportable information:
  - 1. Any spouse, parent, step-parent, child, step-child, sibling or other immediate family who holds the Bay Mills Business Holding General Manager position or is on the Bay Mills Business Holding Board;
  - 2. Any spouse, parent, step-parent, child, step-child, sibling or other immediate family who is a vendor;
  - 3. Any spouse, parent, step-parent, child, sibling or other immediate family who holds a financial interest in NLCC;
  - 4. Employment, retainers, contracts and all other business engagements
  - 5. Filing of any criminal charges against the Commissioner or employee.

**VIII. Violation of Code of Ethics**

Any violations of these provisions shall result in removal/termination.

**Certification**

This is to certify that the above Marijuana Commission – Code of Ethics has been reviewed and approved by the Bay Mills Indian Community Executive Council.

  
\_\_\_\_\_

Bay Mills Indian Community Executive Council President

8/29/2023  
\_\_\_\_\_

Date of Approval

## **Marijuana Commission Investigation and Violation Hearing**

### **I. Statement of Policy**

- A. Under Marijuana Commission Ordinance 22, in the discharge of its powers, duties and responsibilities, the Marijuana Commission Director shall investigate all violations and in the course of duties under the Marijuana Ordinance and Marijuana Commission Ordinance shall report all violations to the Marijuana Commission.
- B. The Marijuana Commission, after review of the investigation, may conduct hearings to suspend or terminate the gaming license of any employee.

### **II. Procedure**

- A. The Compliance & Commission Director shall investigate all potential violations, whether reported, found during the audit/inspection, or day-to-day operations of the Marijuana Commission, on the company and employees.
- B. The Compliance & Commission Director shall immediately bring findings to the Marijuana Commission Chairperson and the Bay Mills Indian Community Legal Department to determine if immediate action is needed by the Marijuana Commission.
  - 1. For immediate action the Marijuana Commission Chairperson will call for an immediate meeting.
  - 2. Investigations not needing immediate response will be brought to the Marijuana Commission at their next regular scheduled meeting.
- C. After review of information relevant to the violation, the Marijuana Commission shall determine whether there is sufficient evidence to hold a hearing within 15 days of receipt of the Director's report of violation.
- D. Within three (3) days of decision to hold a show cause hearing, the Compliance & Commission Director or designee, sends Notice of Hearing to Business Holdings General Manager, NLCC Store Manager, and anyone else involved. The hearing shall be set for no less than ten (10) days and not more than 14 days from the date of the notice. Notice may be delivered in person or via certified mail to the address on file with the Marijuana Commission.
- E. Notice shall include the following; reason for the hearing, time, date, location of hearing; an outline of proceedings, recommended action.
- F. General Manager, NLCC Store Manager or anyone else involved shall notify the Compliance & Commission Director, in writing, not less than 48 hours prior to the hearing date a list of witnesses and their intent to be represented by legal counsel.
- G. Upon such notification of the licensee's intent to have legal counsel present on their behalf, the Compliance & Commission Director shall consult with and request the presence of the tribe's legal counsel at the hearing.
- H. At least four (4) members of the Marijuana Commission must be present at every hearing in order to render and enforce all decisions.
- I. Either the licensee or the Compliance & Commission Director may request to reschedule a hearing provided that such request is made at least three (3) days prior to the scheduled hearing to the Commission Chairperson.
- J. In the event that the licensee fails to appear at a hearing without prior notice and showing of good cause for non-appearance, the Marijuana Commission may proceed with hearing and decision.
- K. The Marijuana Commission Chairperson shall preside over the hearing. In the event that the Chairperson is unavailable, the Commission may designate one of the following to preside; a member Commissioner, or tribal court staff to preside over the hearing. Only the Marijuana

Commission, Compliance & Commission Director, licensee and counsel, and a recorder shall be present during the entire hearing. The hearing shall proceed in the following order:

1. The Compliance & Commission Director or designee shall present the violation in question, including the investigation report, witness testimony, and viewing of evidence when necessary. At the conclusion of the presentation, the Compliance & Commission Director shall indicate the recommended disciplinary action.
  2. The licensee shall present any evidence, information or witness testimony relevant to the violation in question, including the opportunity to cross examine any opposing witness presented by the Compliance & Commission Director. The licensee may present argument as to why disciplinary action should not be issued.
  3. Witnesses for either party shall only be present at the time of their testimony.
- L. Upon conclusion of the hearing, the Marijuana Commission shall deliberate and shall issue a decision. The decision shall comply with the requirements of the Marijuana Ordinance and Marijuana Commission Ordinance. Notice of Marijuana Commission action shall be given to the Compliance & Commission Director.
- M. The entire proceeding, including deliberation shall be recorded and transcribed.
- N. The Compliance & Commission Director shall notify all those involved of the Marijuana Commission action, in writing, via certified mail or in person within three (3) days of hearing. Notification shall include written decision as to the nature of the violation, action taken on.
- O. The Marijuana Commission decision and hearing shall be permanently filed in the designated file system.

### **Certification**

This is to certify that the above Marijuana Commission – Investigation and Violation Hearing has been reviewed and approved by the Bay Mills Indian Community Executive Council.

  
\_\_\_\_\_

Bay Mills Indian Community Executive Council President

8/29/2023  
\_\_\_\_\_

Date of Approval

## **Marijuana Commission Background Investigation**

### **I. Statement of Policy**

- A. Under the Marijuana Commission Ordinance Section 10.C, Marijuana Ordinance Section 124, and at the direction of the Bay Mills Business Holding Legal Department the Compliance & Commission Director shall perform a background investigation the Marijuana Commissioners, and Northern Light Cannabis Company employees (NLCC). The Compliance & Commission Director background investigation shall be conducted by the Bay Mills Business Holding General Manager with the results submitted to the Bay Mills Business Holding Board.
- B. No Commissioner shall be appointed and no employee shall be hired without first having a background investigation. It will be considered a violation of the Marijuana Commission Ordinance and the Marijuana Ordinance to allow appointment and employment without passing a background investigation.
- C. No Commissioner shall be appointed and no employee shall be hired that have failed a background investigation. Each of these classifications will be considered an applicant for this policy and procedure only.

### **II. Background Checks**

- A. Prior conviction that involved distribution of a controlled substance or any other offense related to a controlled substance other than marijuana.
- B. A pattern of convictions involving dishonesty, theft, or fraud that indicate the prospective member is unfit to serve.
- C. A complaint or other notice filed with any public body regarding payment of any tax required under federal, state, or local law that has been delinquent for one (1) or more years.
- D. History of noncompliance with any regulatory requirements, all legal judgements, lawsuits, legal proceedings, charges or government investigation, whether initiated, pending, or concluded, against the applicant, that are related to business operations, including, but not limited to fraud, environmental, food safety, labor, employment, worker's compensation, discrimination, and tax laws and regulations, in this state or any other jurisdiction.
- E. Conviction related to the distribution of a controlled substance to a minor.

### **III. Procedures**

- A. Each applicant shall fill out the required background investigation form and turn it into the Compliance & Commission Director. Background investigation forms are as follows:
  - 1. Marijuana Commissioner Form – MC1
  - 2. NLCC Employee Application Form – MC2
  - 3. NLCC Employee Renew Form – MC3
- B. Upon receipt of the investigation form, the Compliance & Commission Director shall immediately begin the background investigation.

- C. Once the background investigation is complete, the Compliance & Commission Director will review results to determine if there is history that would eliminate the applicant from the position.
- D. The Compliance & Commission Director will notify either Business Holding Board, Business Holding General Manager and/or Director of Cannabis Operations immediately with applicant's background results.
- E. All investigation materials will be filed in the designated file system.

### **Certification**

This is to certify that the above Marijuana Commission – Background Investigation has been reviewed and approved by the Bay Mills Indian Community Executive Council.



Bay Mills Indian Community Executive Council President

8/29/2023

Date of Approval



**Marijuana Commission**  
**THC Concentration-Infused Products**

**I. Statement of Policy**

Under the Marijuana Ordinance 121 the Marijuana Commission has to establish levels THC concentrations for marijuana-infused products.

**II. Approved THC Levels**

- A. Product 1 – Level
- B. Product 2 – Level

**III. Procedure**

- A. The Compliance & Commission Director shall work with the Bay Mills General Manager (GM) and the Director of Cannabis Operations (DCO) to determine the proper levels for each of their marijuana-infused products.
- B. Once the levels have been agreed upon, the Compliance & Commission Director will bring the proposed levels with all related materials gathered in making the decision to the Marijuana Commission for approval.
- C. Upon approval by the Marijuana Commission, the Compliance & Commission Director will bring the approved levels to the Bay Mills Indian Community Executive Council for approval and implementation.
- D. Bay Mills Indian Community Executive Council decision:
  - 1. Upon approval the Compliance & Commission Director shall update this procedure and notify the Marijuana Commission, GM, and DCO of the decision.
  - 2. If the levels are denied the Compliance & Commission Director will perform the duties and/or wishes of the Board.
- E. All documentation will be filed in the designated file system.

**Certification**

This is to certify that the above Marijuana Commission – Code of Ethics has been reviewed and approved by the Bay Mills Indian Community Executive Council.

  
\_\_\_\_\_  
Bay Mills Indian Community Executive Council President

8/29/2023

\_\_\_\_\_  
Date of Approval

## **Marijuana Commission Yearly License Review**

### **I. Statement of Policy**

- A. The Marijuana Commission shall yearly determine review period/dates required for all requested materials. The following documentation shall be provided to the Marijuana Commission or designee on or before December 1<sup>st</sup> of each year.
  
- B. The Marijuana Commission shall review all requested documentation and issue licenses prior to their expiration.

### **II. Grower License**

- Documentation of the marijuana secure transporter
- List of all marijuana plants sold
- List of all sales or transfer of seeds, seedlings, tissue cultures, or immature plants with and without using a marijuana secure transporter (this excludes in-house grows transfer to processing)
- Generated report from the tribal monitoring system of all the transfer entries
- Generated report from the tribal monitoring system of all transactions, current inventory, and other information required in writing by the Marijuana Commission
- List of all transfer of marijuana seeds, tissue, cultures, and clones received from another grower licensed by the State of Michigan, another Tribal Entity, this ordinance, or all.
  - A copy of license must be provided for each grower listed above.

### **III. Processor License**

- Documentation of the marijuana secure transporter
- List of marijuana or marijuana-infused products
- Generated report from the tribal monitoring system of all transactions, current inventory, and other information required in writing by the Marijuana Commission

### **IV. Retailer License**

- Documentation of the marijuana secure transporter
- List of all transfer of marijuana to a marijuana safety compliance facility for testing
- Generated report of all labels initiated for sell or transfer of marijuana
- Generated report from the tribal monitoring system of all transactions, current inventory, and other information required in writing by the Marijuana Commission
- Generated reports from the tribal monitoring system of customers date of birth and single transactions of sell or transfers

### **V. Security Transporter License**

- List of all secure transporters and their drivers
- Generated report from the tribal monitoring system of all transactions, current inventory, and other information required in writing by the Marijuana Commission
- Copy of each secure transporter driver's license

- Generated report from the tribal monitoring system of all transports this includes route plan, manifest, crew, and documentation that a copy was carried in the transporting vehicle
- Documentation of the sealed containers used for transport
- Documentation of location of secure transporter vehicle
- Documentation of all inspections done by the Bay Mills Law Enforcement

### **Certification**

This is to certify that the above Marijuana Commission Yearly License Review has been reviewed and approved by the Bay Mills Indian Community Executive Council.



---

Bay Mills Indian Community Executive Council President

8/29/2023

---

Date of Approval