



Rules of Order
For Standing Committees
Of The Navajo Nation
Council

RULES OF ORDER
FOR STANDING COMMITTEES
OF THE NAVAJO NATION COUNCIL

Rule 1. Purpose:

The purpose of these Rules of Order shall be to provide orderly and expeditious regular meetings of the Standing Committees based on the principle of majority rule while providing for and protecting the rights of any Committee member to express his or her view on matters before the Committee. These rules are not intended for use when Committees sit as quasi judicial bodies pursuant to their delegated powers and authority to act as administrative hearing entities.

Rule 2. Conduct of Committee Members:

All Committee members shall comply with these Rules of Order. Any Committee member who is found to have committed an act contrary to the purposes shall be warned by the Chairperson of the Committee; any member continuing to violate the Rules after being warned shall be counseled by the Committee for purposes of resolution of the problem.

Rule 3. Subcommittees:

- A. All subcommittees shall be established pursuant to 2 N.N.C. § 186.
- B. Subcommittee meetings shall be conducted in accordance with the same rules and procedures as that of Standing Committees.

Rule 4. Committee Chairperson:

- A. The Chairperson shall begin all Committee meetings at 10:00 a.m. on each day of the meeting unless otherwise approved by the Speaker of the Navajo Nation Council; and shall not adjourn unless the requirements for meetings are met.

- B. The Chairperson shall conduct the Committee's order of business in accordance with Rule 8, Order of Agenda Business, except when the Committee suspends the order of business pursuant to Rule 20.
- C. All meetings of the Committee shall be open to the general public unless the Committee deems necessary to resolve itself into executive session pursuant to Rule 22.
- D. The Chairperson shall maintain order and decorum; decide and rule on all points of order; shall not vote on any matter voted on by the Committee members unless there is a tie pursuant to 2 N.N.C. §184(C); yield the chair to the vice-chairperson to participate in debate of a matter before the Committee; and yield the chair to a chairperson pro-tem when the vice-chairperson is not available.
- E. The Chairperson shall sign all legislations, committee reports, correspondences, writs, warrants and subpoenas as may be authorized by the Committee within five days following authorization by the Committee for said document.
- F. The Chairperson or Vice-Chairperson shall sign all legitimate claims for expenses incurred by the Committee members during or between meetings.
- G. The Chairperson of the Committee shall have his/her claims for expenses signed by the Speaker, Navajo Nation Council.

Rule 5. Roll Call/Quorum:

The personnel of the Office of Legislative Services assigned to the Committee shall perform the roll call for the morning and afternoon

sessions and inform the Chairperson if a quorum exists. A simple majority shall constitute a quorum.

Rule 6. Compensation:

Compensation for attendance at Committee meetings shall be in accordance with 2 N.N.C. § 106(B), (D), and (E) and § 183(B).

Rule 7. Committee Journal:

A journal of all Committee actions shall be maintained by the Legislative Reporting staff assigned to the Committee. The journal shall contain a summary of all Committee meetings.

Rule 8. Order of Agenda Business:

A. The Order of Agenda Business for all Committee meetings shall be as follows:

1. Call meeting to Order; Roll Call;
Invocation; Announcements
2. Recognize Guests and Visiting
Officials
3. Review and Adopt the Agenda
4. Review and Adopt Journal
5. Receive Reports
6. Old Business
7. New Business
8. Close of Meeting;
Announcements; Adjournment

B. The Chairperson of the standing committee shall prepare and submit a proposed agenda to the Committee for review and final adoption.

C. Any Committee member may introduce and/or add an agenda by amendment pursuant to Rule 16 item to the original agenda when it is being reviewed for adoption, except that when adding legislation it must have been assigned to the respective standing committee by the Speaker.

D. A majority vote of Committee members casting a vote shall cause the agenda to be adopted.

E. Once the agenda is adopted, it shall be amended by majority of Committee members casting a vote.

Rule 9. Reading of Legislation:

All legislations shall be made a part of the Committee's official record and shall be read into the record twice. The first reading shall be of the legislation and reference the attached exhibits. After the motion to adopt, debate and amendment, if any, a second reading shall be conducted. The second reading shall include all amendments adopted by the Committee. The second reading shall be limited only to those provisions or sections of the legislation which have been amended. All readings shall be by designated Office of Legislative Services personnel assigned to the Committee.

Rule 10. Interpretation:

If the Committee member or sponsor(s) chooses to do his or her presentation in the Navajo language, the interpretation shall be made by the Reporter of the Committee when the journal is developed.

Rule 11. Main Motion:

After the first reading of the legislation and the exhibit(s) is referenced, the Chairperson shall entertain a motion to adopt from the floor of the Committee. The motion shall be made by ANY member of the Committee. A second shall be made with NO stipulation on the main motion. If there is no second, the motion shall be void and the legislation shall be automatically stricken from the committee agenda. A motion and second shall commence the presentation by the sponsor(s).

Rule 12. Presentation by Sponsor(s):

Sponsor(s) shall provide appropriate presentation prior to debate. The sponsor shall make available for each Committee member a written summary of the legislation.

Rule 13. Informal Discussion:

Any Committee member may request to suspend formal discussion on any legislation or issue by requesting an "off record" discussion. It shall be at the discretion of the Chairperson to grant such a request.

Rule 14. Debate:

- A. No Committee member shall be denied an opportunity to debate on the legislation or issue before the Committee. Any Committee member choosing to debate shall do so only upon addressing and being recognized by the Chairperson and shall discuss only the issue before the Committee. Any Committee member choosing to debate shall do so only upon addressing and being recognized by the Chairperson and shall discuss only the issue before the Committee.
- B. No Committee member shall be interrupted when speaking, and no question shall be asked him except by or through the Chairperson.

Rule 15. Response by Sponsor(s):

- A. All questions on legislation or issues shall be directed through the Chairperson to the sponsor(s).
- B. Only upon recognition by the Chairperson shall the sponsor(s) address the Committee.

Rule 16. Amendment to Main Motion:

- A. Any Committee member shall be permitted to propose an amendment to the main motion by so moving. An amendment to main motion

shall only amend a portion of the main motion and not its entirety.

- B. Any proposed amendment to the main motion must be seconded, with no stipulation, by any Committee member so recognized by the Chairperson.
- C. A proposed amendment to the main motion shall take precedence over the main motion and the Chairperson shall allow debate of the amendment prior to resuming debate on the main motion.
- D. A majority vote by Committee members casting a vote shall cause the motion to amend to carry whereby the main motion is amended and debate of the main motion shall continue as amended.
- E. There shall be only one motion to amend allowed on the floor of the Committee at any given time. Each motion to amend shall be debated and voted upon before another motion to amend is entertained.
- F. If the legislation requires, final consideration by another standing committee of the Navajo Nation Council, the adopted amendment(s) shall be appendix to the original legislation by overstriking the deleted language and underscoring the new language. The committee having final authority to adopt the original legislation shall entertain the amendment language in accordance with this rule.

Rule 17. Substitute Motion:

- A. Any Committee member may propose a substitute motion to any main motion. A substitute motion is one which changes the entire substance of any motion and, if adopted, shall do away with the main motion. If the substitute motion is a proposed legislation, it must have been assigned to the committee by the Speaker of the Navajo Nation Council.

- B. A substitute legislation shall be read into the record by the designated personnel of the Office of Legislative Services and seconded, without modification, by any Committee member so recognized by the Chairperson.
- C. There shall be only one (1) substitute motion allowed on the floor of the Committee at any given time.
- D. A substitute motion shall take precedence over all other motions appendix to the prior main motion with the exception of the Tabling Motion, and the Chairperson shall allow consideration of the substitute motion like a main motion.
- E. A substitute motion shall be subject to debate by any Committee member.
- F. A substitute motion is subject to amendment pursuant to Rule 16.
- G. A majority vote by the Committee members casting a vote shall cause a motion to carry, unless a higher percentage of votes is required by some other provision of Navajo Nation law. If the substitute motion is carried, then it does away with the main motion. If the substitute motion does not carry, then the main motion is maintained and the debate on that main motion, or the amendment to the main motion, if applicable, continues from the point immediately prior to the making of the substitute motion.

Rule 18. Tabling Motion:

- A. Any Committee member may motion to table a legislation or issue that is before the Committee. A tabling motion shall take precedence over all other motions. A tabling motion shall include specific

directive(s) as to when the legislation or issue will be reconsidered.

- B. A tabling motion shall be seconded.
- C. A tabling motion is not subject to debate.
- D. Majority vote of Committee members casting a vote shall cause this motion to carry. Legislation or an issue which has been tabled twice shall be deemed permanently eliminated from the agenda of the Committee.
- E. Legislation may be taken up from the table by motion made by any delegate, seconded, and passed by a majority vote of the votes cast. A motion to take the legislation from the table is not debatable.
- F. Any legislation taken up from the table need not be added to the agenda in order to be debated by the Committee members.
- G. Any legislation may be taken up from the table during the same meeting at which it was tabled or at the next subsequent regular meeting of the Committee, unless otherwise directed by the Committee.
- H. Any legislation not taken up from the table in the manner provided herein or at the time directed by the Committee shall be deemed to have expired and shall be eliminated from the agenda of the Committee.

Rule 19. Point of Order:

If a motion, procedure, or remark appears to lie outside the established bounds of the Committee, it shall be the right of any Committee member to question the propriety of it. The matter shall be immediately brought to the attention of the Chairperson by the member rising, without waiting

for recognition, may interrupt the speaker, even a vote, and the point of order shall not be debated.

Rule 20. Suspension of the Rules:

- A. These rules shall be suspended only by a majority vote of the Committee members casting a vote.
- B. The motion to Suspend the Rules may be made at any time when no question is pending or while a question is pending provided the rule is for a purpose connected with that question.
- C. The motion to Suspend the Rules may be made when the order of business motions or legislation are considered or when the order of business which relates to the specific matter proposed is considered.
- D. The motion to Suspend the Rules should state its specific purpose and shall specify the rule or rules to be suspended; and upon its adoption, no other matter may be considered while the suspension is in effect.

Rule 21. Vote:

- A. Every Committee member shall cast a vote for or oppose on each motion before the Committee, unless there is a direct, personal or monetary conflict of interest at which time the committee member may cast an abstention vote.
- B. The recording of votes for, opposed, and abstentions on all motions shall be done by showing of hands, except that abstention votes are not counted towards the votes for or opposed but entered for the record only.

- C. The Chairperson shall direct recording of the final vote count before consideration of any further Committee action.
- D. Voting by proxy or by any method by or on behalf of any Committee member who is not physically present in the meeting place shall not be valid or permitted.

Rule 22. Executive Session:

Upon a motion by any Committee member and majority vote of the Committee members casting a vote, the Committee may resolve itself into an executive session to discuss any business which may require confidentiality and/or is of a sensitive nature. The Chairperson shall direct the meeting place to be cleared, except for such personnel as the Chairperson may deem necessary. During the discussion, there shall be no recording and the doors shall remain closed.

Rule 23. Special Meetings:

Should the need of a special meeting arise the Chairperson shall request such a meeting pursuant to 2 N.N.C. §183(B)(1), (2) and (3).

Rule 24. Adjournment:

When the agenda of the Committee has been completed or when other reasons exist to end the meeting any Committee member may motion to adjourn.

Rule 25. Amendments:

- A. The Rules of Order for the Standing Committees of the Navajo Nation Council shall become effective upon adoption by the Navajo Nation Council, or at such time as may be specified by the Navajo Nation Council.

B. The Rules of Order for the Standing Committees may be amended by a majority vote of the Navajo Nation Council.

EXHIBIT A

RULES OF ORDER FOR STANDING COMMITTEES OF THE NAVAJO NATION COUNCIL

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Rule 9. Reading of Legislation:

A. All legislation shall be made a part of the Committee's official record of the standing committee assigned as the final approval authority under 2 N.N.C. § 164(A)(6) and shall be read into the record twice. The first reading shall be of the legislation and reference the attached exhibits. After the motion to adopt, debate and amendment, if any, a second reading shall be conducted. The second reading shall be limited only to those provisions or sections of the legislation which have been amended. All readings shall be by designated Office of Legislative Services personnel assigned to the Committee.

B. Legislation pending before an assigned standing committee not having final approval authority is not required to be fully read into the record. Following a reading of the legislation title, tracking number and identification of the sponsor(s) by designated Office of Legislative Services personnel, the Chairperson shall entertain a motion and second pursuant to Rule 11 to commence presentation by the sponsor(s).

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Rule 11. Main Motion:

After the first reading of the legislation ~~and the exhibit(s) is referenced~~ pursuant to Rule 9(A) or (B), the Chairperson shall entertain a motion to adopt from the floor of the Committee. The motion shall be made by ANY member of the Committee. A second shall be made with NO stipulation on the main motion. If there is no second, the motion shall be void and the legislation shall be automatically stricken from the Committee agenda. A motion and second shall commence the presentation by the sponsor(s).

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Rule 17. Substitute Motion:

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B. A Following a substitute motion, substitute legislation shall be read into the record by the designated personnel of the Office of Legislative Services pursuant to Rule 9(A) or (B), and seconded, without modification, by any Committee member so recognized by the Chairperson.

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RESOLUTION OF THE
NAVAJO NATION COUNCIL

21st NAVAJO NATION COUNCIL - First Year, 2007

AN ACTION

RELATING TO ETHICS AND RULES; AMENDING RULES 9, 11 AND 17(B) OF THE RULES OF ORDER FOR STANDING COMMITTEES OF THE NAVAJO NATION COUNCIL TO LIMIT THE REQUIREMENT THAT ALL LEGISLATION BE READ INTO THE RECORD OF EVERY ASSIGNED STANDING COMMITTEE

BE IT ENACTED:

The Navajo Nation hereby amends Rules 9, 11 and 17(B) of the Rules of Order for Standing Committees of the Navajo Nation Council, as amended by Resolution CO-67-03, to limit the requirement to read all legislation into the record of every assigned standing committee. As amended, Rules 9, 11 and 17(B) require reading legislation into the record of only the standing committee assigned as the final approval authority over the matter. The amendments to the Rules of Order for standing committees of the Navajo Nation Council are set forth in the attached Exhibit A.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona) at which a quorum was present and that the same was passed by a vote of 60 in favor and 12 opposed, this 17th day of October 2007.


Lawrence T. Morgan, Speaker
Navajo Nation Council

18 Oct 07
Date

Motion: Larry Noble
Second: Edward Jim

RESOLUTION OF THE
NAVAJO NATION COUNCIL

22nd NAVAJO NATION COUNCIL - First Year 2011

AN ACTION

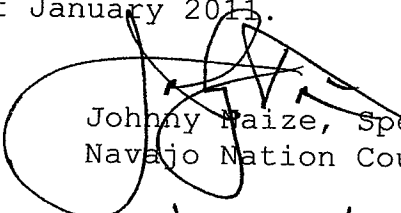
RELATING TO THE NAVAJO NATION COUNCIL; ADOPTING RULES OF ORDER

BE IT ENACTED:

The 22nd Navajo Nation Council hereby adopts the rules of order attached hereto as Exhibit "A".

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona) at which a quorum was present and that the same was passed by a vote of 22 in favor and 0 opposed, this 25th day of January 2011.


Johnny Waize, Speaker
Navajo Nation Council

Jan 28, '11

Date

Motion: Alton Joe Shepherd
Second: Jonathan Hale

