
STANDING RULES OF ORDER



CENTRAL COUNCIL OF THE TLINGIT & HAIDA
INDIAN TRIBES OF ALASKA

TABLE OF CONTENTS

| | <u>PAGE</u> |
|---|-------------|
| I. PURPOSE..... | 2 |
| II. RULES OF ORDER..... | 2 |
| III. WELCOME CEREMONY | 2 |
| IV. REGISTRATION | 2 |
| V. QUORUM..... | 2 |
| VI. VOTING | 2 |
| VII. ELECTION OF OFFICERS | 3 |
| VIII. PARLIAMENTARIAN..... | 3 |
| IX. CALL TO ORDER | 3 |
| X. ADOPTION OF THE AGENDA..... | 4 |
| XI. ASSEMBLY CHAIRMAN..... | 4 |
| XII. MOTIONS..... | 4 |
| XIII. RESOLUTIONS | 5 |
| XIV. STATUTES..... | 7 |
| XV. COMMITTEES | 7 |
| XVI. RECORDING OF MINUTES | 8 |
| XVII. SUSPENSION OF THE RULES | 8 |
| XVIII. BUDGET ADOPTION..... | 8 |
| XIX. ACTION BETWEEN ASSEMBLIES | 8 |
| XX. RULES AMENDMENTS | 9 |

I. PURPOSE

These rules are intended to serve as a guide to Delegates in setting the policy of the Tribe during Tribal Assembly or related functions between the annual Tribal Assemblies. They are intended to clarify integration between accepted rules of order and special rules adopted by the Delegates in assembly.

II. RULES OF ORDER

Robert's Rules of Order shall be the official rules of order for the Tribal Assembly and committees. The Tribe reserves the rights to adopt replacement rules or special rules as it sees fit from time to time.

III. WELCOME CEREMONY

Most activities arranged to welcome Delegates normally take place the evening before the Tribal Assembly is officially in session as prescribed by the Constitution. This policy makes it clear that, notwithstanding the above reality, all activities relative to welcoming the Delegates shall be considered part of the Tribal Assembly.

IV. REGISTRATION

Delegates may not be officially seated until they register. Delegates have the opportunity to register prior to and during Tribal Assembly. Registration prior to Tribal Assembly may take place at a Community Council meeting. At least one member of the Credentials Committee must be present at any time registration is taking place.

V. QUORUM

The Credentials Committee will make their first report to Tribal Assembly on the first day of Tribal Assembly as the first business item. If a majority of duly elected Delegates have registered by the time of the report, the Chair will declare that a quorum is present. A quorum once established shall be deemed present for the duration of the Tribal Assembly.

- A.** A Credentials Committee report may be provided earlier if necessary to allow voting on an emergency basis.
- B.** The Credentials Committee will also report periodically on changes to delegation.
- C.** The quorum of a majority of Delegates does not change throughout the duration of the Tribal Assembly.

VI. VOTING

All duly seated Delegates are eligible to vote on any matter brought before Tribal Assembly or in the election of tribal officials. Voting is not official unless a quorum is present, except to:

- A.** Accept the initial Credentials Committee report that establishes a quorum;
- B.** Vote on requests to have speeches and special presentations recorded in the minutes before a quorum is established;
- C.** Adopt the Tribal Assembly agenda; and
- D.** Vote on any motion relative to Standing Rules of Order.

It takes a majority of the quorum present voting affirmatively in favor of a motion or action for it to be declared passed.

Unless otherwise called for or requested, voting on business items will be by unanimous consent. If there is an objection or a request, the Chair will call for electronic voting.

VII. ELECTION OF OFFICERS

The nomination of officers shall take place 10 days prior to the opening of the Tribal Assembly pursuant to the Constitution. The election of officers shall take place at the time agreed to on the agenda. Once the agenda is adopted, other items may be amended but the election of officers shall remain as originally agreed to. Officer shall be elected by a majority vote of quorum present voting.

The election process shall be as follows:

- A.** The President (or session Chair) shall turn the Chair over to the Election Committee Chair. No member of the Election Committee shall be a candidate for any office.
- B.** All of the nominations for the President and the Vice Presidents will be put on a single ballot per office.

Nothing in these Standing Rules of Order shall prohibit or prevent an unsuccessful candidate for President from being nominated and considered for election as a Vice President. This rule only applies to those candidates who indicated on the notice of intent to be nominated an intent to run for President, and then Vice President if unsuccessful in the bid for the Presidency.
- C.** An unsuccessful candidate for the Office of the President who provided a campaign speech for that office and is subsequently nominated for Vice President shall not be provided any additional campaign speech opportunities.
- D.** The Election Committee will verify the results immediately. In the event of a tie between the candidates receiving a majority of quorum present voting a game of chance will be conducted by the Election Chair to determine the order of election. The Election Committee report must be adopted in order to elect a Vice President; and
- E.** The election process will proceed as outlined above until the President and all Vice Presidents are elected. The exception is: all elected candidates and any candidate receiving less than 10 votes will be removed from subsequent balloting.

VIII. PARLIAMENTARIAN

The President shall appoint a Parliamentarian at the beginning of each Tribal Assembly.

All rule interpretations of the Parliamentarian must be made to the session Chair in the form of a recommendation; it is then the responsibility of the Chair to make a ruling. It takes a majority vote of the quorum present to overturn the ruling of the Chair.

IX. CALL TO ORDER

It is the responsibility of the President to make sure that each session of Tribal Assembly is called to order as closely as possible to the designated time specified on the adopted agenda. A quorum need not be present nor declared for a session to be called to order. Once the session is called to order, all Tribal Assembly rules are in effect.

X. ADOPTION OF THE AGENDA

A proposed agenda will be sent to each Delegate no later than two weeks prior to the start of Tribal Assembly. It is the responsibility of a Delegate who wants to amend the agenda to propose any suggested changes at least one week prior to the start of Tribal Assembly with supporting documents and reasons for the suggested change.

Adoption of the agenda serves two functions:

- A.** It provides an opportunity for Delegates to vote on whether or not they agree with the proposed agenda; and
- B.** It provides Delegates the opportunity to suggest amendments to the agenda. Once the agenda is adopted, it serves as a guide for scheduled activities of Tribal Assembly.

All presenters must complete their presentation within their allotted time on the agenda. If additional time is needed, a vote authorizing the additional time is necessary and the session Chair may interrupt the speaker to get the approval of additional time.

The Chair may not grant privilege of the floor for introductions or non-agenda presentations when Tribal Assembly is behind on the agenda without a duly made motion and a two-thirds (2/3) vote of quorum.

Upon a call for Orders of the Day the session Chair shall announce the required agenda item , and may offer for consideration a motion to extend the time for consideration the pending agenda item be extended.

XI. ASSEMBLY CHAIR

This rule provides the President with the option of appointing a session Chair for any or all sessions of Tribal Assembly whether or not the President remains present. It is preferred that appointed session Chair be selected from the six (6) elected Vice Presidents. Any appointed session Chair may return the chairmanship back to the President at any time without Tribal Assembly action.

The President, when chairing, will respond to questions or offer their views on any action that may negatively impact the Tribe or need clarity from the Administration of the Tribe.

XII. MOTIONS

Any duly seated Delegate may make a motion once the Chair recognizes them. All motions must be duly seconded before debate is allowed. Long or technical motions shall be submitted to the Recording Secretary in writing.

A motion should be presented as follows:

"To the Chair, [Delegates give your name and Community Council] I move. . ."

The order of priority of motions is:

- A.** Points of order;
- B.** Tabling [not debatable];
- C.** Deferring [not debatable];
- D.** Amendment; and

- E. The main motion action.

XIII. RESOLUTIONS

- A. An adopted resolution is the policy of the Tribe for the next two years or until rescinded by subsequent Tribal Assembly action. Resolutions on the same topic, of the same substance, and generally requesting the same action during the two-year period are out of order. It is the responsibility of Administration to follow up on the resolution until preferred results are achieved or a conclusive response is received by the Tribe.
- B. Any duly elected Delegate may submit a resolution. Any resolution from a Community Council must have been first adopted by that Community Council. Disputes will be settled with the presentation of minutes of the meeting where the resolution was adopted. The Youth Commission may submit, through the Office of the President, resolutions duly adopted at the annual Youth Summit.
- C. All resolutions must be turned in to the Office of the President by the close of business on the third Friday before the Tribal Assembly. All resolutions submitted timely shall be delivered to the duly elected Delegates by the Friday before the Tribal Assembly.
 - 1. The Office of the President shall ensure that all resolutions are entered into official tribal resolution format, sorted by topic relative to committee responsibilities, and numbered in the order in which the resolution is received relative to the topic.
 - 2. Resolutions submitted after this date and time shall be ineligible for distribution to the Tribal Assembly except as provided in these rules.
 - 3. Any resolutions not timely submitted shall be referred to the Executive Council.
 - 4. A resolution that potentially impacts the Tlingit & Haida operating budget not contemplated by the Finance Committee budget proposal is ineligible for consideration on the Consent Calendar and must be referred to the Finance Committee for an evaluation reported to the Tribal Assembly and shall require a two-thirds (2/3) vote of quorum for adoption.
- D. The Office of the President shall convey a copy of each resolution to the Resolutions Committee who will review the resolution and as follows:
 - 1. The Tribal Government Rules Committee will first review all resolutions prior to the first day of Tribal Assembly to evaluate whether resolutions are compliant with subsections A, B, and C of this Rule, and will convey such resolutions and recommendations to the Resolutions Committee and Committee on Committees.
 - 2. A joint meeting of the Committee on Committees and the Resolutions Committee prior to the first day of the Tribal Assembly shall determine which of the resolutions should be assigned to the consent calendar.
 - 3. The Resolutions Committee will assign each resolution, including resolutions assigned to the consent calendar, to the appropriate committee

or committees, including to the Finance Committee if a resolution has financial or budget implications, and suggest format changes so as to be consistent with the official tribal resolution format.

4. Return the modified resolution to the Office of the President with assignment of committees to consider the resolution, including any modifications, and which of the resolutions are assigned to the consent calendar.
5. The resolutions will be delivered to all Delegates with the suggested committee and consent calendar recommendations indicated on them.
6. The Delegates first consideration of the resolutions at the Tribal Assembly will proceed as follows:
 - i. Determine whether any resolution does not belong on the consent calendar.
 - ii. The Chair prepares a numbered list of the consent calendar resolutions.
 - iii. The consent resolution list and supporting documents included in the consent calendar package will have been delivered to all Delegates with sufficient time to be read by all Delegates prior to Tribal Assembly.
 - iv. The Chair asks Delegates what, if any, resolutions they wish to be removed from the consent calendar and referred to committee.
 - v. If any Delegate requests that a resolution be removed from the consent calendar, it must be removed. Delegates may request that a resolution be removed for any reason. Examples: discussion, queries, grievances, or to vote against.
 - vi. Once removed, a resolution will be referred to committee.
 - vii. When there are no more resolutions to be removed, the Chair reads out the numbers of the remaining consent resolutions. The Chair states: "If there is no objection, these resolutions will be adopted." After pausing for any objections, the Chair states, "As there are no objections, the consent calendar is adopted."
7. Committees will consolidate resolutions on the same topic or issue into one comprehensive resolution while ensuring there are no conflicting or contradictory clauses in the resolution; and
8. Once the resolution has been considered by committee, each committee designee shall report its recommendations to "pass" or "do not pass" to the Tribal Assembly. The Delegate sponsor of the resolution, or any Delegate, shall then make a motion to pass the resolution and a second to the motion solicited.
9. In discussion, the Chair will request comments or recommended amendments from the Chair or designee of other committees when a resolution has been referred to more than one committee. Once a motion

on a resolution has been acted upon by the Tribal Assembly, the committee that had the floor prior to the comments or recommendations will resume with their presentation on their committee action until completed or relinquishing the floor.

10. Resolutions not acted upon by Tribal Assembly due to the expiration of Tribal Assembly time or due to error shall be referred to the Executive Council through a declaration from the Chair or with the adoption of a motion directing such.

XIV. STATUTES

Statutes proposed to Tribal Assembly shall be handled and adopted very much like resolutions. All newly drafted statute resolutions will be conveyed to the Delegates in each community for their review before Tribal Assembly.

A newly proposed statute or a proposed amendment to an adopted statute requires an affirmative, majority vote of four (4) members of the Executive Council for adoption when adopted by the Executive Council between Tribal Assemblies. A newly proposed statute or a proposed amendment to an adopted statute submitted to the Tribal Assembly shall be adopted by a simple majority vote.

Technical amendments (amendments that do not change the intent or meaning of the statute) may be made by voice vote of the Tribal Assembly.

Significant amendments or lengthy amendments must be conveyed to Delegates prior to Tribal Assembly.

XV. COMMITTEES

Each even-numbered year (election years), prior to Tribal Assembly, the President shall send a list of committees to each Delegate and request advice as to which committee(s) they are interested in serving on. The President will compile a list of committee membership and appoint Chairs to each committee. Without objection the recommendation of the Committee on Committees will be the final committee structure. If there is an objection, the decision of the majority of quorum present voting will determine the final committee structure.

With the exception of the standing Enrollment Committee, Finance Committee, Audit Committee, Judiciary Committee, and Elections Committee, and single-function committees established by Tribal Assembly to function in between Tribal Assemblies on a specific task, all other committees shall function only while Tribal Assembly is in session or in recess.

- A. The **Enrollment Committee** will meet at least twice and as many as four times in between Tribal Assemblies to certify enrollment applications.
- B. The **Finance Committee** will meet at least once and as many as three times in between Tribal Assemblies to review financial documents and provide comments on tribal financial issues.
- C. The **Audit Committee** will meet at least once and as many as three times in between Tribal Assemblies to review audit documents and provides comments on tribal audit issues.
- D. The **Elections Committee** will meet as necessary at the request of the President to officiate Delegate election disputes whenever there is a legitimate challenge of

a Delegate election in a Tlingit & Haida Community Council during the Delegate election process. They shall also officiate the election of officers and any other elections during the Tribal Assembly.

- E.** The **Judiciary Committee** will meet at the call of the Chair, and will meet at least three times per year. The duties of the Judiciary Committee shall be prescribed in Tribal code.

It is the responsibility of the committee Chair to set the committee meeting time, place, and agenda in consultation with Administration.

Committee functions are as outlined in the Committee Guidelines.

XVI. RECORDING OF MINUTES

The Recording Secretary is responsible for recording all of the actions of Tribal Assembly in the minutes. The elected Tribal Secretary is responsible to ensure that all minutes are properly recorded and made available to Delegates in a timely fashion. The minutes shall include only: agenda items, actions, and special presentations. Comments of Delegates and/or staff members will not be recorded as a matter of practice; however, a Delegate may have their comments or the comments of others recorded in the minutes upon request and without objection.

XVII. SUSPENSION OF THE RULES

A Delegate may introduce items, speakers, or request action that is not on the agenda or out of synchronization with the agenda by requesting a suspension of the rules. The suggested format of the request should be:

"Mr./Madam Chair, my name is _____ and my Community Council is _____. I move and ask unanimous consent to suspend the rules to . . ." [add an agenda item, introduce a resolution, allow a non-Delegate to speak on an issue, etc.].

If there is an objection, an affirmative two-thirds (2/3) vote of quorum will suspend the rules

XVIII. BUDGET ADOPTION

The Tlingit & Haida operating budget must be introduced no later than the end of the second day of Tribal Assembly and must be adopted before adjournment. If it appears there would be not enough time to introduce the budget in time or adopt the budget by adjournment, other items regardless of their importance must be delayed to make room for budget introduction and adoption.

All resolutions and proposals that would cost money must be timely submitted and referred to the Finance Committee so that the budget may be accurately adjusted to accommodate the resolution. Once the budget has been passed, resolutions that would cost Tlingit & Haida money are not in order and review and recommendation from the Finance Committee and a two-thirds (2/3) vote of quorum to change the adopted budget will be required before a resolution may be considered.

XIX. ACTION BETWEEN ASSEMBLIES

It is the responsibility of the President to make sure that the business of the Tribe is carried out throughout the year through staff activities. The President must ensure that all Tribal Assembly actions are carried out in a timely fashion and all policies of the Tribe set by Tribal Assembly are adhered to.

The Constitution enumerates that the Executive Council possesses all powers of Tlingit & Haida to make political and policy decisions on behalf of the Tribe in between Tribal Assemblies. Therefore, it is authorized to be the governing body in between Tribal Assemblies and in that capacity provides direction to the President on all issues that affect the welfare of the Tribe and its citizens.

Nothing in these Standing Rules of Order shall diminish or replace the authority of the Tribal Assembly or the Executive Council as a result of any advice provided by Delegates and any action or change in direction related to a policy, resolution, motion, law, or rule as result of any advice shall be reviewed and formally considered by the Tribal Assembly or the Executive Council.

Except as provided by in the Constitution, neither the President nor the Executive Council may exercise actions or activities that are in conflict with or in any way diminish the intent of Tribal Assembly actions. The President and the Executive Council may seek advice from the Delegates on issues that appear unclear and if it is the judgment of the President or the Executive Council that clarity on the issue would benefit the Tribe and its citizens. In this instance, every Delegate must be contacted in writing and given reasonable time to express their opinion on the issue.

Delegates reserve the right to vote on any issue or business item via electronic voting or telephone, provided all Delegates are notified of the proposed action and the reason for such action.

XX. RULES AMENDMENTS

These Rules shall be approved on the first day of Tribal Assembly, immediately following establishment of a quorum and approval of the Agenda, without objection or by an affirmative, majority vote of quorum present voting. Thereafter, these rules may be amended at any time during a Tribal Assembly without objection or by a two-thirds (2/3) vote of quorum. It is intended that these Rules will serve as a guide to the Delegates and Administration and therefore every effort will be made to keep them brief and simple, yet effective and efficient.

Adopted: April 4, 1992

Amended: April 20, 1994, April 15, 1999, April 2004, June 28, 2011, April 18, 2012, April 21, 2012, April 20, 2016, April 20, 2018, and **April 19, 2023.**