

CHAPTER RULES OF ORDER

Rule 1. Authority and Governing Rules

- A. These Rules are adopted pursuant to section 1003(C) of the Navajo Nation Local Governance Act (Title 26 of the Navajo Nation Code).
- B. The Chapter may reference other Rules of Order such as the Robert's Rules of Order to provide guidance on the application of a Rule herein. However, when these Rules are clear, these Chapter Rules of Order shall govern.
- C. All references to the President shall mean the Chapter President, Vice President, or the Chairperson Pro Tempore who is chairing the meeting.

Rule 2. Quorum

- A. A quorum of registered Chapter members is required to start the meeting. A person who is not registered to vote at this Chapter shall not be counted towards quorum and shall not be allowed to vote.
- B. If a quorum is not obtained to start a meeting, the President may reschedule the meeting. The agenda for the rescheduled meeting shall meet the forty-eight (48) hour notice requirement (Section 1002(B) of the Navajo Nation Local Governance Act).
- C. If quorum is lost after the meeting has started, the President shall adjourn the meeting in accordance with section 1001(B)(1)(e) of the Navajo Nation Local Governance Act as follows:
 - (1) President requests for a roll call to ensure that the requisite number of registered Chapter Members are present for the meeting;
 - (2) If there is no quorum, the President alone declares an adjournment and announces whether the meeting will continue at a later date and time or if the agenda items will move to the following month's agenda. If the meeting will continue at a later date and time, the President shall announce the date and time at the moment the adjournment is declared.

Rule 3. Chapter Officials and Pro Tempore

- A. President shall:
 - (1) Preside over all Chapter meetings. In the absence of the Chapter President, the Vice-President shall preside over the Chapter meeting. When the President and Vice-President are not present at the time a quorum is established, the community may nominate a Chairperson Pro Tempore to preside over the meeting. The Pro Tempore may serve up to the end of the meeting or until the President or Vice-President becomes present for the meeting.
 - (2) Allow each registered Chapter member an equal opportunity to speak.
 - (3) Vote only when there is a tie vote.
- B. Secretary-Treasurer shall:

- (1) Use an electronic recording device for all Chapter meetings.
 - (2) Draft and finalize meeting minutes.
 - (3) When the Secretary-Treasurer is not present, the Vice-President shall assist in performing the duties of the Secretary-Treasurer. If the Vice-President is absent or is unable to take the meeting minutes, the community may nominate a Secretary-Treasurer Pro Tempore. The Pro Tempore may serve until the end of the meeting or until the Secretary-Treasurer becomes present for the meeting.
- C. The Chapter Officials are prohibited from making main motions and second motions in Regular, Special, and Emergency Chapter Meetings.

Rule 4. Conduct

- A. The failure to comply with these Rules of Order shall be deemed disorderly conduct.
- B. All persons who are attending the meeting shall practice *k'é* in order to maintain decorum for the meeting.
- C. The right to free speech does not include the right to engage in disrespectful speech/behavior.
- (1) When there is disrespectful speech/conduct, the President shall first ask the person to stop the disrespectful speech/conduct.
 - (2) If it continues, the President will announce that under the Local Governance Act, the President has the power to adjourn or recess the meeting when there is disorder at a meeting.
 - (3) If the warning does not help, the President may adjourn the meeting or recess the meeting in accordance with section 1001(B)(1)(e) of the Navajo Nation Local Governance Act as follows:
 - (a) Adjournment. The President may adjourn the meeting without a motion/second when the disorder cannot be resolved. Prior to adjourning, the President shall announce that the remaining items on the agenda will be placed on the following month's agenda.
 - (b) Recess. The President may recess the meeting without a motion/second when the disorder cannot be resolved. Recess may be an option to allow for a cooling off period. When recessed, the President shall announce the date and time when the meeting will resume.

Rule 5. Chapter Meeting Agenda

- A. Recommended Order of Business:
- (1) President calls meeting to order
 - (2) Invocation
 - (3) Recognize Guests and Visiting Officials
 - (4) Review and Approval of the Agenda
 - (5) Review and Approve Meeting Minutes
 - (6) Monthly Financial Report
 - (7) Oral Reports
 - (8) Written Reports

- (9) Old Business
- (10) New Business
- (11) Announcements
- (12) Adjournment

- B. After the proposed agenda is read into the record by the Secretary-Treasurer, the President will ask a member to sponsor a main motion and another member to second the main motion.
- C. If there are no changes to the agenda, the President will call for a vote on the main motion.
- D. Any change to the proposed agenda shall require a separate motion, second, and vote.
 - (1) A motion to amend the agenda is debatable.
 - (2) A majority vote is required for each motion.
 - (3) See Rule 6 to add a Consent Agenda.
 - (4) After all changes have been considered, the Secretary-Treasurer shall read the agenda again into the record with the adopted changes. Thereafter, the President will call for a vote to adopt the updated agenda.
- E. Once an agenda is adopted, it shall not be revised unless there is a Suspension of Rules under Rule 18.

Rule 6. Consent Agenda

- A. A Consent Agenda allows the Chapter to streamline meetings by voting on non-controversial agenda items that requires no debate.
- B. It is generally a two-step process: 1) approve the creation of a Consent Agenda to be added to the agenda; and 2) voting on the Consent Agenda as an action item.
- C. There are two (2) ways to propose a Consent Agenda:
 - (1) Consent Agenda items proposed at a Planning Meeting:
 - (a) When planning for the upcoming Regular Chapter Meeting agenda, a Chapter Official may suggest items to be considered for a Consent Agenda.
 - (b) Forty-Eight (48) Hour Prior Notice. All Resolutions suggested for a Consent Agenda shall be posted on the Chapter Bulletin/Website no later than forty-eight (48) hours prior to the time/date set for the Regular Meeting.
 - (c) If posting does not meet the time requirements, the Resolution shall be placed automatically under New Business. This will not require a motion.
 - (2) Proposed a Consent Agenda at a Regular Meeting:
 - (a) A Resolution cannot be added to a Consent Agenda unless the entire draft Resolution was posted forty-eight (48) hours prior to the time/date set for the Regular Meeting.
 - (b) At the time the agenda is being adopted under Rule 5, a registered Chapter Member may sponsor a motion for a Consent Agenda.
 - (c) The motion requires a second.

- C. After a Consent Agenda is proposed under C(1) or C(2), any registered Chapter Member may request to delete an item from a Consent Agenda.
 - (1) The President shall grant the request.
 - (2) The deleted item shall move automatically to Old or New Business.
 - (2) No motion, second, vote is necessary to delete an item from a Consent Agenda.
- D. A majority vote is required to add a Consent Agenda as an action item to the agenda. This is step one under (B) above.
- E. The action item (i.e., Consent Agenda) will require a separate motion, second, and vote. This is step two under (B) above.

Rule 7. Reading of Chapter Resolutions

- A. The Secretary-Treasurer shall read all Chapter Resolutions into the record.
- B. The Secretary-Treasurer shall do a second reading of the Resolution if amendments were approved. The second reading may be limited to the sections that were amended.

Rule 8. Main Motion

- A. After the first reading of the draft Chapter Resolution, the President shall request for a main motion and a second motion. If there is no motioning party, the item shall be deleted from the agenda.
 - (1) A Resolution removed from the agenda cannot be re-added to the same agenda.
 - (2) A Resolution removed from the agenda may be added to the agenda for the next Regular/Special Meeting.
- B. Resolution Sponsors.
 - (1) The Sponsor of the Resolution shall be allowed to provide a presentation.
 - (2) The Sponsor may designate two (2) more people to assist the Sponsor with the presentation and/or answer questions. The Sponsor shall provide the names at least forty-eight (48) hours in advance of the date/time of the Chapter Meeting.
- C. The time limit for the presentation shall not exceed _____ minutes.
- D. All questions on a proposed Resolution shall be directed to the Sponsor.
- E. The Sponsor may answer questions after the Sponsor has been recognized by the President.
- F. If the Sponsor is not present at the meeting when the Resolution is called, the Resolution shall be removed from the agenda. The Sponsor may request that the Resolution be placed on the next Regular/Special Meeting Agenda.

Rule 9. Debate

- A. The President shall provide each Registered Chapter Member an opportunity to speak on the Resolution.
- B. The President shall recognize the Member and give them the floor to speak.
- C. The Member's speech shall be limited to the pending motion on the floor. The President shall notify the Chapter member when he/she is not addressing the issue. See also Rule 15.

Rule 10. Cease Debate

- A. A registered Chapter Member may motion to cease debate at any time. This motion requires a second. The President has discretion to recognize the motion when the debate demonstrates that an equal number of Members have spoken in support of and against the pending motion.
- B. A motion to cease debate is not debatable after the President determines that the motion is proper.
- C. A motion to cease debate shall require a two-thirds (2/3) vote.

Rule 11. Amendment to Main Motion

- A. Any registered Chapter Member may offer changes to the wording of a Resolution by sponsoring a motion to amend the main motion. This motion must be seconded.
- B. Any proposed amendment shall not change the intent and purpose of the Resolution.
- C. The proposed amendment shall be stated clearly in writing by ~~striking out~~ existing language for deletions or underlining language to add new language to a draft Resolution. This clarity may be provided verbally if the registered Chapter Members understand what the changes are.
- D. A motion to amend is debatable. The discussion shall be limited to the proposed amendment.
- E. When the discussion is complete, the President will call for a vote on the proposed amendment.
- F. If passed by majority vote, the main motion shall be modified accordingly.
- G. When there are no more motions to amend, the President will ask the Secretary-Treasurer to do a second reading and thereafter, will call for a vote on the main motion which will include any properly approved amendments.

Rule 12. Withdrawal / Modification of Motion

- A. Withdrawing from your motion:
 - (1) A motioning party may withdraw their main motion or their second.
 - (2) After the withdrawal is recognized by the President, the President will ask if anyone else wants to replace the motioning party.
 - (3) If there is no replacement, the Resolution will be deleted from the agenda.

- B. A request to modify an existing motion:
 - (1) After a motion is made, another member may request the motioning party to modify their motion.
 - (2) The request must be approved by the motioning parties.

Rule 13. Motion to Table

- A. This places an action item “on the table” by temporarily stopping any further debate. This motion may be made at any time during a debate.
- B. It requires a motion and a second.
- C. A Motion to Table takes precedence over all pending motions.
- D. The President may allow the Sponsor three (3) minutes to express why the Resolution should not be tabled.
- E. A Motion to Table is not debatable.
- F. A Motion to Table requires a majority vote.
- G. Motion to Take Off Table.
 - (1) An item previously placed on the table may be added to the draft agenda for a future meeting under Old Business.
 - (2) When the tabled agenda item is next item on the agenda, the President will ask for a motion and second to take the matter off the table. If the motion/second is not received, the matter will remain on the table and is eligible for consideration at a future meeting.
 - (3) A motion to take off table is not debatable. The President will call for the vote.
 - (4) A motion to take off table requires a majority vote.
- H. An action item taken off the table but is tabled again shall be permanently deleted from all future agendas.

Rule 14. Question of Privilege

- A. A Question of Privilege are questions that relate to the rights and privileges of registered Chapter Members. Some examples include, but are not limited to, asking:
 - (1) For additional comments, documents, information, etc., from the Sponsor;
 - (2) To address an immediate safety concern;
 - (3) To remind everyone to maintain *K'é*.
- B. The Vice-President, Secretary-Treasurer, or registered Chapter Member raising a Question of Privilege shall not interrupt the speaker having the floor unless the question is urgent.
- C. The President shall recognize the Question of Privilege and ask the person to explain why he/she is raising a Question of Privilege?

- D. A Question of Privilege is not debatable.
- E. The President has sole authority to decide whether the question meets the requirements of a Question of Privilege and has sole authority to allow or disallow the question. The ruling shall occur prior to resuming the meeting. The ruling may be challenged under Rule 16.

Rule 15. Point of Order

- A. The Vice President, Secretary-Treasurer, or registered Chapter Member may raise a Point of Order when he/she believes that any part of these Rules is being violated. It shall be raised immediately after the violation occurs.
- B. The President shall recognize the Point of Order and ask the person to explain why he/she is raising a Point of Order?
- C. A Point of Order is not debatable.
- D. The President shall rule on the Point of Order prior to resuming the meeting and will state their reason(s) for the ruling. The ruling may be challenged under Rule 16.

Rule 16. Motion to Appeal

- A. A ruling made by the President under Rules 14 and 15 may be appealed.
- B. The motion to appeal shall be made immediately after the President's decision. It is too late to appeal if discussions resumed on the action item.
- C. The motion shall be seconded.
- D. The motion is debatable.
- E. After debate, the President shall call for the vote on the Motion to Appeal. A "yes" vote means the voter agrees with the motioning parties. A "no" vote means the voter agrees with the President's ruling.
- F. If there is a tie vote, the President's ruling will prevail.

Rule 17. Vote

- A. Except for the President, all registered Chapter Members are eligible to vote in favor of, oppose, or abstain.
- B. Visiting guests are not allowed to vote. Visiting guests are not counted as abstention votes.
- C. Voting by proxy is not allowed.

Rule 18. Suspension of Rules

- A. A registered Chapter Member may make a motion to suspend the application of a Rule of Order. For example, this motion is used to amend the agenda after the agenda was adopted at the beginning of the meeting.
- B. The motion must be legal. For example, this motion cannot be made to allow visitors to be counted as abstention votes.
- C. The motion must be made when there is no action pending on the floor. This motion is made typically after completing an action item and before proceeding to the next action item. A motion made at any other time will be deemed out of order.
- D. The Member shall state the specific rule or rules that will be suspended.
- E. This motion must be seconded and it is not debatable.
- F. A Motion to Suspend Rules requires a two-thirds (2/3) vote of the Chapter membership present at the time the motion is made.

Rule 19. Executive Session

- A. Executive Sessions should not be used for any Chapter Meeting.
- B. If a need arises, the President shall first consult with legal counsel.

Rule 20. Motion to Adjourn

- A. This motion is typically made after completing the agenda. However, if made before completing the agenda, this motion must be made *after* completing an agenda item and *prior* to the next item on the agenda.
- B. This motion is not debatable.
- C. Any unfinished business shall be placed on the next agenda under Old Business.

Rule 21. Effective Date and Amendments

- A. These Rules of Order shall become effective as soon as it is approved by majority vote at a duly called Regular/Special Chapter Meeting.
- B. Any amendments to these Rules of Order shall be reviewed by the Department of Justice Chapter Unit prior to consideration at a duly called Regular/Special Chapter Meeting.