

---

# STANDING RULES OF ORDER FOR VIRTUAL MEETINGS



CENTRAL COUNCIL OF THE TLINGIT & HAIDA  
INDIAN TRIBES OF ALASKA

---

## TABLE OF CONTENTS

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

## **I. PURPOSE**

These rules are intended to serve as interim guidelines to the conduct of Tribal Assembly business necessary to overcome the challenges caused by the COVID-19 pandemic. These revisions are intended only for use in these extraordinary circumstances and are further intended to assist the delegates in setting the policy of the Tribe during Tribal Assembly or related functions between the annual Tribal Assembly session.

## **II. RULES OF ORDER**

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

## **III. REGISTRATION**

Delegates may not be officially seated until they register. Delegates have the opportunity to register prior to and on the first day of the 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.

## **IV. QUORUM**

The Credentials Committee will make their first report to the convention 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 the duly elected and seated delegates does not change throughout the duration of the convention.

## **V. VOTING**

All duly seated delegates are eligible to vote on any matter brought before the convention or in elections 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 convention agenda; and
- D.** Vote on any motion relative to Standing Rules of Order.
- E.** It takes a majority of the quorum present voting affirmatively in favor of a motion or action for it to be declared passed.

All voting on business items shall be electronic unless a motion or action is offered by unanimous consent and no objection is made.

## **VI. 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. Officers 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 highest vote getters a game of chance will be conducted by the Election Chair to determine the order of election. Once a candidate gets a majority of the delegate votes, the Chair will request a motion to adopt the Election Committee report; and
- E.** The election process will proceed as outlined above until the President and all Vice-Presidents are elected. The exception is: all successful candidates getting a majority vote and the candidate(s) getting less than 10 votes will be removed from subsequent balloting.

## **VII. 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 voting to overturn the ruling of the chair.

## **VIII. CALL TO ORDER**

It is the responsibility of the President to make sure that each session of the convention is called to order as closely as possible to the designated time(s) 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 convention rules are in effect.

## **IX. ADOPTION OF THE AGENDA**

A proposed Tribal Assembly agenda will be sent to each delegate no later than 2 weeks prior to

the start of the convention. It is the responsibility of a delegate who wants to amend the agenda to propose the suggested change(s) at least 1 week prior to the start of the convention with supporting documents and reasons for the suggested change.

Adoption of the agenda serves two (2) functions:

- A. It provides an opportunity for the delegates to vote on whether or not they agree with the proposed agenda; and
- B. It provides the delegates the opportunity to suggest amendments to the agenda. It can be amended at any time, without objection or by a majority vote of quorum present voting.

The Agenda adopted by the seated delegates shall be actions adopted as special orders, and unless otherwise designated, shall require a two-thirds (2/3) vote of quorum to amend or lay on the table, and must be considered prior to the adjournment of the Assembly.

Once the agenda is adopted, it serves as a guide for scheduled activities of the convention. 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 the convention 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 agenda item required by the motion, or may offer the question for affirmation with two-thirds (2/3) vote of quorum in the negative required to vote down this question, or will offer for consideration a motion to extend the time for considering the pending question be extended with two-thirds (2/3) vote of quorum in the affirmative for adoption.

## **X. ASSEMBLY CHAIR**

This rule provides the President with the option of appointing a session chair for any or all sessions of the convention whether or not the President remains present. It is preferred that appointed session chairs 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 convention action.

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

## **XI. MOTIONS**

Any duly seated delegate may make a motion once the chair recognizes him/her. 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:

"Mr. [Madam] Chair, [if new to convention or if chairperson is unfamiliar with 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.

## **XII. RESOLUTIONS**

- A. An adopted resolution is the policy of the Tribe for the next two years or until rescinded by subsequent Tribal Assembly action. The lifecycle of a resolution will begin on election years and will be the policy for the Tribe for the next two years. 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 its 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 and shall require a two-thirds (2/3) vote of quorum for adoption.
- D. The Office of the President shall have a copy of each resolution for the Resolutions Committee who will review the resolution and:
  - 1. A joint meeting with the Committee on Committees prior to the first day of the Tribal Assembly shall determine which of the resolutions should be assigned to the consent calendar.

2. Assign each resolution not assigned to or approved in 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.
3. 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.
4. The resolutions will be delivered to all delegates with the suggested committee and consent calendar recommendations indicated on them.
5. The delegates first consideration of the resolutions at the Tribal Assembly will:
  - 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 duly elected 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 the next meeting of the Executive Council as a special order.
  - 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."
  - viii. When preparing the minutes, the Recording Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent calendar.
6. 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
7. Resolutions not acted upon by the convention because they were either not brought to the floor by a delegate or a committee designee or due to

expiration of convention time shall be referred to the Executive Council through a declaration from the chair or with the adoption of a motion directing such.

### **XIII. STATUTES**

Statutes, once adopted, become a permanent policy of Tlingit & Haida, in effect until repealed, amended, or replaced by another statute.

Statutes proposed to the 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 the 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 enacted 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.

### **XIV. COMMITTEES**

Each even-numbered year (election years) 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 before they come to the convention. 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 will determine the final committee structure.

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

- A.** The **Enrollment Committee** will meet at least once and as many as three times in between conventions to certify enrollment applications and individual community voter lists.
- B.** The **Finance Committee** will meet at least once and as many as three times in between conventions 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 conventions 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 as needed to develop, refine, and recommend policy adoptions for the improvement of the tribal courts system.

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 on the attachment to this policy.

## **XV. RECORDING OF MINUTES**

The Recording Secretary is responsible for recording all of the actions of the convention into 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 his comments or the comments of others recorded in the minutes upon request and without objection.

## **XVI. 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.

## **XVII. 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/or 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 present to change the adopted budget will be required before a resolution may be considered.

## **XVIII. 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 convention actions are carried out in a timely fashion and all policies of the Tribe set by convention action be adhered to.

The Constitution enumerates that the Executive Council possesses all power of Tlingit & Haida

to make political and policy decisions on behalf of the Tribe in between conventions. Therefore, it is authorized to be the governing body in between conventions 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 shall diminish or replace the authority of the Tribal Assembly and/or the Executive Council as a result of any advice provided by elected delegates from qualifying communities 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 and/or the Executive Council.

Delegates reserve the right to vote on any issue or business item via telephone polls, mail, or fax, provided all delegates are notified of the action, the reason for such action and expected outcome.

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 convention actions. The President and/or the Executive Council may, however, seek advice from the delegates on issues that appear unclear and if it is the judgment of the President and/or the Executive Council that clarity on the issue would benefit the Tribe and/or its citizens. In this instance, every delegate must be contacted in writing and given reasonable time to express their opinion on the issue.

#### **XIX. RULES AMENDMENTS**

These rules shall be approved on the first day of the 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 present. 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.

**[Gender neutral: he means he or she; him means him or her]**

**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; October 1, 2020 and **April 20, 2022.**