

**STANDING RULES OF ORDER  
 TRIBAL ASSEMBLY OF THE CENTRAL COUNCIL  
 TLINGIT AND HAIDA INDIAN TRIBES OF ALASKA**

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## I. PURPOSE

These rules are intended to serve as a guide to delegates in conducting their business of setting policy of the tribe, in Tribal Assembly (Convention) or related functions in between the annual Assembly sessions. It is not intended to take the place of any accepted rule of order or special rules adopted by the delegates in convention.

## II. REGISTRATION

Delegates are not officially seated until they register. Delegates have the opportunity to register between the hours of 3:00 and 5:00 p.m. the day before the convention, or between 8:00 a.m. and 1:00 p.m. on the first day of the convention. At least one member of the Credentials Committee must be present at any time registration is taking place.

## III. QUORUM

The Credentials Committee will make their first report to the convention at 2:00 p.m. or the next available time after 2:00 p.m., and if at least 50% + 1 duly elected delegates have registered by the time of the report and these delegates accept the report in a voice vote, the chairman will declare that a quorum is present. The Credentials Committee will also report periodically on changes to delegation.

The quorum of 50% + 1 of the duly elected delegates does not change throughout the duration of the convention.

## IV. 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:

1. Accept initial Credentials Committee report that establishes a quorum;
2. Vote on requests to have speeches and special presentations recorded in the minutes before a quorum is established;
3. Adopt the convention agenda; and
4. Vote on any motion relative to rules of order.

It takes at least 50% + 1 of the quorum present voting for a recommended action for it to be declared passed.

It takes at least 50% + 1 of the quorum present voting for a candidate in order for the candidate to be elected to the position for which he/she was duly nominated by a seated delegate.

## V. ELECTION OF OFFICERS

The nomination and 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. The election process shall be as follows:

1. The President (or session Chair) shall turn the Chair over to the Election Committee Chairman. No member of the election committee shall be a candidate for any office.
2. The Election Committee Chairman shall declare nominations open for the office of President.
3. Any duly seated delegate may make a nomination. After calling for nominations three (3) consecutive times, the Chairman may declare nominations closed without a motion. Motions to close nominations to block a nomination are not allowed.
4. Delegates from the communities will be called to vote in the order in which they appear in the Rules of Election. The Election Committee will check off each delegate name as he/she votes.
5. The Election Committee will take all ballots to another room and immediately tabulate election results. In the event a candidate does not get a majority of the delegate votes, another balloting will take place. Once a candidate gets a majority of the delegate votes, the Chair will request a motion to adopt the Election Committee report; and
6. Once a President is elected, the Chair will declare nominations open for Vice-President. The election process will proceed as outlined above. The exception is: all successful candidates getting a majority vote and the candidate(s) getting less than 10 votes will be removed from secondary balloting.

## VI. 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 Tribal Assembly.

## VII. 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.

## VIII. BUSINESS CYCLE

The only significant exception to the use of Robert's Rules of Order is a policy that provides for a two- (2)-year business cycle for convention action. This means that all convention business has a life equal to the two-year term of a delegate. A resolution passed on an even-numbered year is effective for the next year also. An ordinance may be introduced on an even-numbered year and be adopted the following year; however, one may not be introduced on an odd-numbered year and passed on an even-numbered year.

## IX. PARLIAMENTARIAN

The President shall appoint a parliamentarian at the beginning of each convention. If there is an objection to the choice of the President, the majority of the delegates present may reject the choice with or without cause.

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

A delegate to the Central Council, who serves as parliamentarian may actively participate in convention meetings, may debate, make motions and vote.

## X. 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.

## XI. ADOPTION OF THE AGENDA

Adoption of the agenda serves two (2) functions:

1. It provides an opportunity for the delegates to vote on whether or not they agree with the proposed agenda; and
2. It provides the delegates the opportunity to suggest amendments to the agenda.

Once the agenda is adopted, it serves as a guide for scheduled activities of the convention. It can be amended at any time, without objection or with a majority vote.

A call for Orders of the Day, without objection will direct the sessions chairman to proceed with the scheduled agenda item notwithstanding current convention activities. If there is an objection to the call for Orders of the Day, then a majority vote to sustain the call will direct the chairman

to proceed with the next item.

## XII. ASSEMBLY CHAIRMAN

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

## XIII. MOTIONS

Any duly seated delegate may make a motion once the chairman recognizes him/her. All motions must be duly seconded before debate is allowed. A motion should be presented as follows:

"Mr. Chairman, [if new to convention or if chairperson is unfamiliar with delegates give your name] I move. . ."

Long or technical motions shall be submitted to the Recording Secretary in writing.

The order of priority of motions is:

1. Points of order.
2. Tabling [not debatable].
3. Deferring [not debatable].
4. Amendment; and
5. The main motion action.

## XIV. RESOLUTIONS

A resolution, once adopted, is the policy of the tribe for the particular session in which the resolution is adopted or until the next convention, except when otherwise directed by the Tribal Assembly. Any duly seated delegate may submit a resolution; resolution from T&H Community Council must have been first adopted by that community council. Disputes will be settled with the presentation of minutes of local meeting where the resolution was adopted.

All resolutions must be turned in to the convention Recording Secretary by 12 Noon on the second day of the convention. Any resolutions submitted after that time may be submitted only

by a request from a duly seated delegate for a suspension of the rules.

The Recording Secretary shall have a copy of each resolution for the Resolutions Committee which will review the resolution and:

1. Suggest language and format changes.
2. Check with the community representative who submitted the resolution to see if the suggested changes are acceptable.
3. Return the modified resolution to the Recording Secretary for typing with written suggestions as to which committees should consider the resolution.
4. After the resolutions have been typed, they will be copied to all delegates with the suggested committee recommendations stamped on top of them; and
5. Once the resolution has been considered by the committee(s), each committee shall report its recommendations to "pass" or "do not pass" to the convention followed by a motion to pass the resolution.

## XV. ORDINANCES

Ordinances, once adopted, become a permanent policy of the tribe, in effect until repealed, amended, or replaced by another ordinance.

Ordinances shall be handled and adopted very much like resolutions except that all newly drafted resolutions will be mailed to the highest vote-getter delegate in each community who is responsible to advise the other delegates in that particular community that he/she has the proposed ordinance and make it available for their review before the convention.

Technical amendments (amendments that do not change the intent or meaning of the ordinance) may be made by voice vote of the delegates present.

Significant amendments or lengthy amendments must be in writing before each delegate before action can be considered.

## XVI. 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 interim chairmen to each committee. These interim chairmen shall serve as the Committee on Committees that is charged with reviewing the list of committee membership and recommending improvements to the convention. 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 delegates present will determine the final committee structure.

With the exception of the Enrollment Committee, the standing Finance 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.

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.

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.

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

Committee functions are as outlined on the attachment to this policy.

## XVII. RECORDING OF MINUTES

The Recording Secretary is responsible for recording all of the actions of the convention into minutes; the elected 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.

## XVIII. 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 Chairman, my name 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, a majority of delegates present decide if rules are suspended.

## XIX. BUDGET

The Central Council operating budget must be introduced no later than the end of Thursday and must be adopted before adjournment. If it appears there will 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.

It is strongly recommended that all resolutions and proposals that will cost money be introduced as early as possible so that the budget may be accurately adjusted to accommodate the resolution. Once the budget has been passed, resolutions that will cost the Central Council money are not in order and it will take a two-thirds (2/3) vote to change the adopted budget.

## XX. 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 Executive Committee may make political and policy decisions on behalf of the tribe in between conventions. It is also authorized to be the tribal governing body in between conventions and in that capacity provide direction to administrative staff on all issues that affect the welfare of the tribe and/or its members.

Neither the President nor the Executive Committee 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 Committee 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 Committee that clarity on the issue would benefit the tribe and/or tribal/members. In this instance, every delegate must be contacted in writing and given reasonable time to express their opinion on the issue.

## XXI. RULE AMENDMENTS

These rules may be amended at any time during a convention without objection or by a majority vote of a 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.

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