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**NEEDS WORK GROUP OF THE  
2013 HUD TRIBAL NEGOTIATED RULE-MAKING COMMITTEE**

**OPERATING GUIDELINES**

**WHEREAS;** pursuant to HUD Federal Register Notice, Volume #78, No 146, published Tuesday, July 30, 2013, a HUD/Tribal Formula Negotiated Rule-making Committee has been formed, therefore, in accordance with the duly adopted Charter and Protocols of the aforementioned Committee, the Committee has created the above named Workgroup, and the above named Workgroup adopts the following operating guidelines for the conduct of its business:

**Guideline 1. Name.**

A. The official name of this Workgroup is the “Needs Workgroup of the 2013 HUD/Tribal Formula Negotiated Rule-making Committee.”

B. In this document, and other work products of this Workgroup, the word “Committee” shall be understood to be the same as the 2013 HUD/Tribal Formula Negotiated Rule-making Committee; and the word “Workgroup” shall be generally understood to be the same as this “Needs Workgroup of the 2013 HUD/Tribal Formula Negotiated Rule-making Committee.”

**Guideline 2. Purpose.**

The purpose of the Workgroup shall generally be to foster full good-faith participation and engagement in the discussion of recommended proposals for submission to the Committee for its review and consideration. The Workgroup will advance majority proposals to the Committee, as well as facilitate the presentation of minority positions for consideration by the Committee.

**Guideline 3. Duties.**

It is the duty of the Workgroup to:

A. Recommend proposals adopted by the Workgroup to the Committee for its consideration.

B. Provide a report on the minority position(s) (if any) that evolved in the Workgroup relative to any proposal.

C. If there is no clear majority proposal from the Workgroup, the Workgroup will report the prevailing opinions without a recommendation for action by the Committee.

**Guideline 4. Governance.**

The Chairperson of the Workgroup (hereinafter “Chair”) shall be as determined by the Committee.

A. It shall be the duty of the Chair to;

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2 (1) Preside at all Workgroup meetings.  
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4 (2) Execute Guidelines for Workgroup meetings.  
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6 (3) Appoint a Co-Chair, if so desired, to carry out the duties of the Chair in his or  
7 her absence or as otherwise delegated.  
8  
9 (4) Convene meetings and provide for the convening of meetings of the  
10 Workgroup as determined by the Committee.  
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12 (5) Report the recommendations, decisions, and activities of the Workgroup to  
13 Committee.  
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15 B. The Workgroup Chair shall also have any other duties as delegated by the Committee.  
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17 **Guideline 5. Membership.**

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19 A. Generally, the Workgroup members shall serve on a volunteer basis from those  
20 Committee members and any other persons from the public that are in attendance during  
21 Workgroup meetings that choose to participate.  
22  
23 B. It shall be the duty of each and every Workgroup member to act in good faith to reach  
24 decisions in all aspects of the Workgroup agenda by encouraging the free and open exchange  
25 of ideas, views and information.  
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27 **Guideline 6. Meetings.**

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29 A. The Chair shall present the Workgroup agenda and if possible, shall provide to the  
30 membership before the meeting convenes.  
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32 B. Before an expression of agreement is requested on a proposal, the Chair shall request  
33 to know if there is any objection to the proposal. The Workgroup members shall then have the  
34 opportunity to voice objection(s), if any. If no objection is voiced, agreement shall be  
35 presumed. If the Workgroup can not come to agreement on a proposal, the Workgroup Chair  
36 may advance the majority proposal to the Committee, as well as facilitate the presentation of  
37 any minority position(s).  
38  
39 C. When there is to be a recommended document or proposal drafted, any person(s) as  
40 designated by the Chair and such person(s) confirming their agreement to do so, shall prepare  
41 a draft for the Workgroup to consider prior to placing the item on the agenda for consideration  
42 by the Workgroup.  
43  
44 D. If an action appears to be in violation of the established Guidelines of the Workgroup,  
45 any member may raise a point of order. The member raising the point of order may interrupt  
46 the Chair to respectfully address the point of order immediately after the error is made.

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E. The parking lot list is a list of items that are noted by the Workgroup that need to be tracked for consideration to be addressed at a later date or time as determined by the Workgroup. The Chair shall issue a call at each meeting for any items to be added to or deleted from, the parking lot list.

F. The Workgroup may establish sub-working groups (*hereinafter "sub-groups"*) to conduct specific tasks as delegated by the Workgroup. Recommendations to the Workgroup from any sub-group(s) shall be in the form of a written proposal. Guidelines for the meetings of the Workgroup shall apply to the proceedings of the sub-group(s).

**Guideline 7. Proposals.**

Proposals are drafted at the request of the Workgroup Co-Chair(s). The proposals submitted to the Committee shall accurately reflect the recommendation(s) of the Workgroup.

**Guideline 8. HUD Role in Workgroup**

HUD staff and officials shall be able to equally participate in the Workgroup and its sub-groups. HUD shall provide subject matter expertise and technical support as requested by the Workgroup.

**Guideline 9. Amendment**

The Workgroup may amend these guidelines during its meetings as it deems appropriate.

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These operating guidelines were accepted by the Workgroup on September 19, 2013:

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Sami Jo Difuntorum, Committee Co-Chair

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Carol Gore, Committee Co-Chair