

**U.S. Department of Housing and Urban Development (HUD)
Indian Housing Block Grant Formula Negotiated Rulemaking Committee**

**Session 2
September 19, 2013**

The session started with an opening prayer.

Committee members were asked to sign the corrected protocols document. A Committee member stressed that it is critical to have open and free exchange in Work Groups in order to come up with proposals that are worthy of Committee consideration. The whole Committee is the only decisionmaking body. A Co-Chair suggested that the workgroups decide whether to create subgroups and assign them topics. She urged them to go through the regulatory language and see what sections might need to be changed. Each Work Group was asked to come up with what their expectations and needs are for technical assistance from HUD staff so HUD can start working on providing them what they need. A HUD representative stated that Committee members can ask for information other than formula runs, and that HUD will give the response to everyone so that all Committee members will have the same foundation of information. HUD wants the Work Groups to give HUD a list of the information they want at the end of the day. Mr. Cooper requested a white paper or summary of the HEARTH Act.

A Drafting Work Group member asked that the Needs and FCAS Work Groups develop language as part of their work process rather than just pass concepts on to the Drafting Work Group. The members of the Drafting Group will distribute themselves among the Work Groups and subgroups and get the language done there. In other words, the Drafting Group will do their job inside the Work Groups and subgroups. If issues have to be addressed by the whole of the Drafting group, then the Committee or Work Groups need to provide them with ample time. The Drafting Group is an ad hoc group with flexible membership.

The Committee broke into Work Groups at 9:15 am. An Alaska caucus was requested for 30 minutes starting at 1:15 pm. The full Committee reconvened at approximately 3:00 pm. They discussed a number of housekeeping activities, including how the group can get documents, the process for requesting data, etc. The whole Committee reviewed the Request for Technical Assistance form which Work Group members will use to request data. They agreed to revise the form which had been used in past Negotiated Rulemakings so that Committee members can complete the request form and submit it directly without having to go through either Work Group or Committee Chairs. Glenda Green of HUD will receive the forms and be the contact person for technical assistance.

The Committee discussed the option of conducting business via conference call. In the absence of a meeting budget, HUD offered to provide support in the form of note takers and conference call set ups for the Work Groups and subgroups. HUD also is willing to provide regional office space so subgroups have the option of meeting in person, with conference lines so other more-distant Committee members could call in. Members of the public would be welcome to attend

meetings or participate via conference call. HUD will send a direct email to Committee members to inform them of any meetings or calls. While it is preferable to meet in person, if there is a long delay before the next session due to budget shortfalls, these alternatives may be useful to keep things moving.

The FirstPic project director went over the Negotiated Rulemaking website (<http://ihbgrulemaking.firstpic.org>) with the Committee. They will post documents when they are finalized on the part of the website which is open to the general public. Prior to that, working documents might appear on the private part of the website available only to Committee members or others with a member login. This is also where information on travel logistics is posted. FirstPic has the flexibility to add more tabs for members as needed to make it easier to organize materials. The website has contact information for the project director at ihbgrulemaking@firstpic.org. They will do their best to address all of the Committee's concerns in as timely a manner as possible.

Work Group Reports

Needs Work Group

Carol Gore was appointed as Co-Chair to work with SamiJo Difuntorum. The Needs Work Group divided into two groups and, using the list of issues, discussed what subgroups should be established. The whole Needs Work Group got back together and agreed to form two subgroups: data sources, factors and weights; and formula geography and mechanics. When the Needs Work Group reconvened in the afternoon, they established how they will function as a group and agreed to a set of operating guidelines (See Attachment 3). They also developed a list of the type of technical support they would like from HUD.

The group then talked about next steps. Their primary goal when they get back together is to divide into two subgroups and prioritize the issues that each group will address. Their intent is to advance proposals forward.

FCAS Work Group

The FCAS Work Group discussed additional items for the matrix of issues, including two listings derived from the National American Indian Housing Council (NAIHC) -- issues from 2008-2009 and issues directly from amendments in 2010. Most of these issues were determined to be covered by either the FCAS Work Group or the Needs Work Group. They then agreed to use Robert's Rules of Orders, and agreed that there would be motions and seconds on all items which need decision. Strong minority opinions would be brought to the full Committee. They whittled the list of issues down to eight areas, some of which are pretty large. They finished by determining that the group will communicate by email until they meet again, and offered to make the sign-up available to others. Before the next meeting, they plan to spend time going through Public Indian Housing (PIH) notices and practices to see how they affect FCAS.

Special Topics Work Group

Three people met for the Special Topics Work Group but found they didn't have much basis on which to proceed. They asked that if an issue is pushed to this Work Group, the person who put the issue forward in the first instance must be present to support and provide clarification on the issue. At the next meeting, a decision will have to be made about whether this group should continue or whether its issues will be folded into the work of the FCAS group.

A HUD representative discussed the budget as it affects the Committee's likely meeting schedule. Congress appears unlikely to adopt a budget. Instead, it may pass a 75-day continuing resolution, which will provide HUD with the same amount of money they had in the prior year for October, November, and half of December, and require the same spend rate per month. If this occurs, HUD won't be able to have another Negotiated Rulemaking session this calendar year because that would require them to spend more money than they did in the same month last year. The only way to get around the spend rate restriction would be if HUD is allowed to submit an anomaly request. In the past, such requests were only allowed when a Continuing Resolution covered a longer time period. HUD is offering the Committee alternatives to in-person meetings so that the Work Groups might keep moving forward if they so choose.

Public Comments

There were no public comments.

Closing Remarks

Several Committee members made closing remarks, thanking Committee members, tribal support staff, HUD staff and the general public. A HUD representative reiterated that HUD will fulfill all of the data requests that they get. They will do everything they can to make all the information that Committee members request available to everyone. "HUD's goal is to be as transparent as possible. That is HUD's only agenda."

The session ended with closing prayer.

Attachments

1. Redline/Strike-out version of organizational protocols
2. Clean approved version of organizational protocols
3. Needs Group Operating Guidelines

DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT AND TRIBAL REPRESENTATIVES

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NATIVE AMERICAN HOUSING & SELF-DETERMINATION FORMULA NEGOTIATED RULEMAKING
COMMITTEE 2013

NATIVE AMERICAN HOUSING ASSISTANCE & SELF-DETERMINATION
NEGOTIATED RULEMAKING COMMITTEE ON FORMULA ALLOCATION

COMMITTEE-ENDORSED

ORGANIZATIONAL PROTOCOLS: ~~Pending Final Approval~~ Approved by the Committee 9/18/2013

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This document is designed to serve as the starting point for the 2013 IHBG Negotiated Rulemaking Session Protocol. It combines the protocol from the IHBG Negotiated Rulemaking Session in 2003 (red) and the Negotiated Rulemaking Session in 2010 (blue).

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Preamble ~~approved 0906~~

The Native American Housing Assistance & Self-Determination Negotiated Rulemaking Committee on Formula Allocation has been established pursuant to Public Law 104-330, as amended Public Law 101-648 and Public Law 107-292, and is further detailed in a Committee Charter approved on August 28, 2013. approved- The Committee is charged with review of the Indian Housing Block Grant (IHBG) allocation formula established in 24 C.F.R. Part 1000, subpart D and related sections and other regulatory issues that arise out of the allocation or reallocation of IHBG funds, including actions related to data errors, under the IHBG Program.

The Native American Housing Assistance & Self-Determination Negotiated Rulemaking Committee has been established pursuant to Public Law 104-330, Public Law 101-648, Public Law 107-292 and Public Law 110-411, and is further detailed in a Committee Charter approved by HUD.

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I. PARTICIPATION

~~a. **Attendance at Meetings.** Committee Members for each party must make a good faith effort to attend all full negotiating sessions. In the event a Committee Member or his/her designated alternate fails to attend three consecutive full negotiating sessions HUD may remove the member from the committee and designate a replacement member. A Committee Member may be accompanied by such other individuals as the member believes appropriate.~~

a. **Attendance at Meetings.** Committee Members must make a good faith effort to attend all full negotiating sessions. In the event a Committee Member or his/her designated alternate fails to attend three consecutive full negotiating sessions, the Committee may ask HUD to remove the member from the Committee and ask HUD to designate a replacement member. Approved 0907

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~~b. **Designated Alternatives.** In the absence of a Committee Member, the Alternate shall have the same rights, responsibilities, duties and functions as a Committee Member during Committee and Work Group participation. Each committee member has the discretion to decide who will best represent them in their absence. A committee member unable to attend any session shall inform the Committee Co-chairs in writing with an original signature as to whom they have selected to represent them and will specify the term.~~

b. **Designated Alternates.** In the absence of a Committee Member, the Alternate shall have the same rights, responsibilities, duties and functions as a Committee Member during Committee and Work Group participation. Each ~~C~~committee member has the discretion to decide who will best represent them in their absence. A ~~committee~~ Committee Member unable to attend any session shall inform the Committee Co-chairs in writing with original signature as to whom they have selected to represent them and will specify the term. Approved 0921

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~~c. **Constituents' Tribal Interests.** The Committee Members or their Alternates are expected is to represent the concerns and interests that will be affected by the Proposed Rule of a geographically diverse cross section of small, medium, and large Tribes their constituents. (still under consideration 10:15)~~

c. **Constituents' Interests.** Committee Members are expected to represent the concerns and interests of their constituents. Approved 0900 9-17

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~~d. **Public Participation.** Comments from the public will be taken during the designated opportunity for public comment provided in Article 2(c) of these Protocols.~~

d. **Public Participation.** Comments from the public will be taken as provided in these Protocols. Approved 1018

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e. **Effect of a Failure to be Present for Vote.** The absence of a Committee Member during a lawful session of a meeting shall not invalidate the vote. Approved 1019

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II. MEETINGS

~~a. **Quorum.** A quorum of the full Committee shall consist of two-thirds of the members (or properly designated Alternatives) of the Committee consisting of tribal and Departmental representative who are present during a call of the roll taken at the start of a negotiated rulemaking committee meeting.~~

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a. **Quorum.** A quorum of the full Committee shall consist of two-thirds of the members of the Committee who are present during a call of the roll taken on opening day at the start of a negotiated rulemaking committee meeting. Once a quorum is initially established, the Committee may take action during the remainder of that meeting, including action on succeeding days, as long as the Committee is lawfully in session pursuant to these Protocols, and whether or not a quorum is present. ~~Approved 1032~~

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~~b. **Structure.** The negotiations will be conducted consistent with the Committee Charter and the Negotiated Rulemaking Act of 1990 ("NRA") as adapted to the unique relationship between the Government of the United States and the governments of Indian tribes.~~

b. **Structure.** The negotiations will be conducted consistent with the Committee Charter and Protocols and the Negotiated Rulemaking Act of 1990 ("NRA"), as amended and as adapted to the unique relationship between the Government of the United States and the governments of Indian tribes. ~~Approved 1058~~

~~c. **Open Meetings.** Committee meetings will be announced in the Federal Register prior to the meeting and will be open to the public. Members of the public and persons other than Committee members will be given opportunities at times designated in the agenda for each meeting to make comments, raise questions or submit materials for the record. Such comment must be concise and, in the absence of agreement by the Committee co-chairs, limited to not more than five (5) minutes per speaker per comment period. Comments from members of the public will be permitted when yielded to by recognized Committee member or recognized by the Chair.~~

c. **Open Meetings.** Committee meetings will be announced in the Federal Register prior to the meeting and will be open to the public. Members of the public and persons other than Committee members will be given opportunities to make comments, raise questions or submit materials for the record. The Committee reserves the right to establish timelines as appropriate and necessary during the meetings. ~~Approved 1100~~

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~~d. **Minutes.** The Committee shall observe the requirement of the Charter regarding minutes, records and documents. In addition, draft minutes will be prepared and distributed to Committee Members by the representative of Housing and Urban development ("HUD") ten (10) calendar days prior to the next meeting. HUD will maintain a record of all minutes and will distribute approved minutes to Committee Members and Tribes.~~

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d. **Minutes.** The Committee shall observe the requirement of the Charter regarding minutes, records and documents. In addition, draft minutes will be prepared and distributed to

Committee Members by the representative of the Department of Housing and Urban Development ("HUD") ten (10) calendar days prior to the next meeting. HUD will maintain a record of all minutes and will distribute approved minutes to Committee Members and Tribes. ~~Approved 1102~~

~~e. **Agenda.** Draft meeting agendas will be developed by Principal Federal Government Officer ("PFO") and Regional Representatives for approval by the Committee. A draft agenda for each meeting shall be distributed to all members such that receipt by the Member will be had not later than 10 calendar days in advance of such meeting.~~

e. **Agenda.** Draft meeting agendas will be developed by Principal Federal Government Officer ("PFO") and Tribal Co-Chairs for approval by the Committee. A draft Agenda for each meeting shall be distributed to all Members such that receipt by the Member will be had not later than 10 calendar days in advance of such meeting. ~~Approved 1103~~

f. **Caucus.** Any Committee Member can call a Caucus at any time, which may be a non-public meeting. Parties will be asked for an estimate of the time needed for the caucus. Internal procedures will be ~~determining-determined~~ by each respective caucus. A caucus shall be limited to 60 minutes unless otherwise deemed appropriate by the Committee. ~~Approved 1113~~

~~f. **Caucus.** Caucuses may be called by a Region, by HUD, or by the Tribes as a whole. Regional caucuses may be called only by a consensus of that region. A tribal caucus may be called by consensus of the tribal Committee members. A region or HUD may call a caucus only once each day, and any region or HUD caucus may not exceed 15 minutes in length. Each region may establish its own caucus procedures.~~

g. **Time Limitations for Interruptions.** Whenever the Committee process is interrupted, whether for a caucus, recess, lunch break, or any other reason, the Chair or Co-chairs shall announce the exact length of the interruption, and the time when Committee business will resume. The Chair or Co-chairs shall, without exception, reconvene the Committee at the exact time stated. Any Committee member who is not physically present at the designated time of reconvening is subject to Article 1(e) of these Protocols with respect to any action taken in his or her absence. ~~Approved 1115~~

h. **Time Limitations on Debate.** Debate on any matter is limited to 2 hours, unless otherwise deemed appropriate by the Committee. The facilitator appointed under Article ~~87~~ shall be authorized and directed to enforce the time limitations established by this Article. ~~Approved 1150~~

i. **Time Limitation for Non-Committee Members.** It is the intent of these Protocols that Committee Members themselves, and not their agents or representatives, debate the matters that come before the Committee. Nonetheless, a Committee Member may yield up to ~~five~~ four minutes one time per matter to a non-Committee Member. ~~Approved 1152~~

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III. ~~DECISIONMAKING~~ Still under consideration 8/28/2013 15:09

a. ~~Consensus. All decisions of the Committee shall be made by consensus. Subject to Article 6(a) of these protocols, Consensus means unanimous agreement as shown by an absence of expressed objection by any Committee Member present at the Committee meeting with regard to a particular issue.~~

~~a. Consensus. All decisions of the Committee shall be made by Consensus. Consensus means unanimous agreement as shown by an absence of expressed objection by any Committee Member present at the Committee or Work Group meeting with regard to a particular issue.~~

~~a. Consensus. All decisions of the Committee shall be made by Consensus. Subject to Article 6(b) of these protocols, Consensus means unanimous agreement as shown by an absence of expressed objection by any Committee Member present at the Committee meeting with regard to a particular issue. 2010 version approved 1017-9-17-13~~

~~A consensus decision or agreement does not require or mean unanimity — an outcome toward which all group members hold identical opinions or views concerning issues in question, their and other’s interests, in a proposed solution or the final agreement. Participants in a consensus do not have to feel equally strongly about or have the same degree of enthusiasm for a specific outcome or its component parts. Reaching a consensus decision requires each member to accept a proposal, decision or agreement as a whole. They do not have to equally support all of its component parts. They must concur that it is the best solution possible for the issue(s) in question.~~

~~General Consensus. All decisions of the committee shall be made by general consensus. Subject to Article 6(b) of these protocols, general consensus means first attempting to reach unanimous consensus but if that is unsuccessful then any two or more members of the committee may ask for a vote to determine the decision. Approval of a question or issue will be considered to have been achieved when it is supported and ratified by recorded roll call vote by HUD and at least 22 17 committee members.~~

~~Consensus. All decisions of the Committee shall be made by Consensus. Subject to Article 6(a) of these Protocols, consensus means unanimous concurrence among the interests represented on the Committee. S~~

~~Consensus is defined as stated in 5USC Section 562 (2)562(2), “consensus” means unanimous concurrence among the interests represented on a negotiated rulemaking committee established under this subchapter. Unanimous consensus is expressed by the lack of expressed objection by any committee member present with regard to a proposal. shall signify unanimous concurrence.~~

[Note: Please see page 8, Section 6b for the Article 6 citation]

b. **Voting.** No Committee Member may abstain on a vote. Unless a Committee Member expressly signals his or her opposition to a proposal, that Committee Member shall be conclusively

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presumed to have consented to the matter being voted upon, and that Member shall not be allowed to request reconsideration or reopening of the matter. Every Committee vote is subject to the good faith requirements of Article (6) of these Protocols. ~~Approved 1038 9-17-13~~

- c. **Reconsideration.** A matter on which consensus has been achieved may not be reconsidered by the Committee, ~~except expect~~ by a consensus vote of the Committee. A proposal with respect to which consensus was not achieved within the two hour time limit may only be reconsidered one time with a three quarters consensus vote and time limit set by the Committee. Once reopened, a matter still requires consensus to be adopted. ~~Approved 1053~~

~~d. **Technical Assistance, Formula Runs:** The committee shall establish procedures in this protocol for requesting technical assistance which may include and/or formula runs and other technical assistance as needed. Formula runs may be conducted upon request of one or more committee members of consensus of the committee or the chair of the Work Group, and shall be limited to general runs that exclude tribal/recipient specific data in order to test changes in variables/elements of the formula.~~

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IV. WORK GROUPS/STANDING COMMITTEES

~~a. **Work Groups.** Smaller Work Groups may be formed by the Committee from Committee Member or their designees to address specific issues and to make recommendations to the Committee. Work Groups are open to any Committee Member or the Member's designee. Interested persons and members of the public are permitted and encouraged to participate in Work Group proceedings. Work groups are not authorized to make decisions for the Committee as a whole. All Committee Members will be notified of all Work Group meetings by the PFO.~~

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a. **Work Groups.** Smaller Work Groups may be formed by the Committee from Committee Members or their designees to address specific issues and to make recommendations to the Committee. No more than six Work Groups may be formed at any one time, and each Work Group shall be chaired by a Committee Member within the Work Group who shall establish procedures for conduct of the Work Group in order to expedite the Work Group's work. The Work Group shall appoint a designated secretary to accurately record the Work Group's efforts. Interested persons and members of the public are permitted and encouraged to participate in Work Group proceedings. Each Work Group must include a HUD representative. Work groups are not authorized to make decisions for the Committee as a whole. The agenda for each Work Group shall be distributed with the Agenda for the Committee meeting under Article 2(e) of these Protocols. The Work Group Chair shall report any Work Group recommendation to the Committee, which recommendation must take the form of specific proposed language (if any regulation or regulation change is proposed), together with proposed draft preamble language to accompany that language. At the end of each Work Group session day, the Work Group Chair and HUD's representative shall meet to review progress made at each Work Group session and the Work Group's agenda. Work Groups may report to the Committee both: (1) recommendations reached by consensus; and (2) recommendations reached by majority vote, as long as a summary of any significant dissenting position, as determined by the Work Group Chair, is included in the report. Approved 1517

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~~b. **Drafting Committee.** The full Committee shall establish a Drafting Committee of which at least one member will be a HUD representative. Members need not be members of the full Committee, and should possess demonstrated drafting ability. As Work Groups or the full Committee reach agreement on an issue, the matter may be referred to the Drafting Committee for preparation of precise recommended regulatory language and the required preamble language. The Drafting Committee shall also be responsible for preparing a proposed final, comprehensive preamble for presentation to the full Committee. The Drafting Committee shall elect its own Committee spokesperson. Matters on which The Drafting Committee cannot reach consensus may be referred back to the Work Group or the full Committee for resolution, with all competing drafting proposals presented to the Work Group or the full Committee.~~

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b. **Drafting Group.** The full Committee shall establish a Drafting Group of which at least one member will be a HUD representative. Members need not be members of the full Committee, and should possess demonstrated drafting ability. As Work Groups or the full Committee reach agreement on issues, the matter may be referred to the Drafting Group for preparation of precise recommended regulatory language and the required preamble language. The Drafting Group shall also be responsible for preparing a proposed final, comprehensive preamble for

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presentation to the full Committee. The Drafting Group shall elect its own Committee spokesperson. All language will be referred back to the Work Groups or full Committee. When the Drafting Group cannot agree on language, ~~may be referred back to the Work Group or the full Committee for resolution, with all competing drafting proposals will be presented to the Work Group or the full Committee.~~ Approved 1629

~~Drafting Group. From time to time, the Committee will establish a volunteer Drafting Group to assist the Work Groups or the Committee in drafting regulatory language. The Drafting Group shall be responsible for assisting Work Groups and the Committee in preparing precise recommended regulatory language and the required preamble language and compile consensus items into a draft Proposed Rule for consideration by the Committee. The Drafting Group will include a member of HUD.~~

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V. AGREEMENT

~~a. **Product of Negotiations.** The intended product of the negotiations is a preliminary report stating whether a need exists for changes as set forth in Section II of the Charter and, if so, stating recommendations for such change as is required. The report shall be in the form of a written statement developed by the Committee Members on behalf of the Secretary of HUD and Tribal Committee representatives. The Secretary agrees to use the Committee's preliminary report and any proposed regulations as the basis for any proposed rule concerning the regulations as set forth in Section II of the Charter. Prior to the publication of any proposed rule, the PFO will provide the Committee with notice and an opportunity to negotiate any changes in the proposed regulations.~~

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a. **Product of Negotiations.** The intended product of the negotiations is a preliminary report setting forth any proposed regulations, or changes to regulations, that the Committee finds necessary, desirable or convenient. The report shall be in the form of a written statement developed by the Committee Members on behalf of the Secretary of HUD and Tribal Committee representatives, and shall include both proposed rule language and an accompanying proposed preamble. As the Committee makes decisions on individual rulemaking proposals, each such individual decision shall consist of both exact rulemaking language and a proposed accompanying insert into the preamble. The Secretary agrees to use the Committee's preliminary report and any proposed regulations and preamble as the basis for any proposed rule. Subject to OMB approval, prior to the publication of any proposed rule, the PFO will provide the Committee with notice and an opportunity to negotiate any changes in the proposed regulations. Approved 13-59

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~~b. **Final Report.** The Committee will review all comments and any clearance issues, including those of HUD and the OMB, received in response to any proposed rule and will submit a final report with recommendations to the Secretary of HUD concerning any proposal for change to the proposed rule.~~

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b. **Final Report.** The Committee will review all comments and any clearance issues, including those of HUD and the OMB, received in response to any proposed rule and will submit a final report with recommendations to the Secretary of HUD concerning any proposal for change to the proposed rule. Approved 1400-9-17

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VI. SAFEGUARDS FOR THE COMMITTEE MEMBERS

~~a. **Good Faith.** All members agree to act in a good faith effort to reach consensus in all aspects of these negotiations by encouraging the free and open exchange of ideas, views and information. Personal attacks and prejudiced statements will not be tolerated.~~

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a. **Good Faith.** All Members agree to act in a good faith effort to reach consensus in all aspects of these negotiations by encouraging the free and open exchange of ideas, views and information. Personal attacks and prejudiced statements will not be tolerated. If a Committee Member opposes a proposal, he or she shall: (i) state the reason for that opposition; and (ii) propose an alternative to the proposal that meets that Committee Member's concerns, for further consideration of the Committee. Approved 1415-9-17

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b. **Committee Member Diligence.** It is the responsibility of each Committee Member to remain constantly abreast of developing Committee and Working Group proposals. Approved 1417-9-17

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c. **Cooperative Communication.** Committee Members, Working Groups Members and other advisory staff are strongly encouraged to discuss and exchange ideas and information prior to the first and all subsequent meetings of the Committee with intent of exploring common positions on any issues that may be considered by the Working Groups and/or voted on by the Committee in formal session. In this way, formal Committee activities and Working Groups will be made more productive and less controversial in nature. Approved 1418-9-17

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d. **Information.**

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~~1. The Members of the Committee agree to exchange information in good faith.~~

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~~2. Members of the Committee will provide information called for by subparagraph (1) above in advance of the meeting where such information is necessary.~~

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~~3. All Members of the Committee agree not to divulge information shared by others in confidence.~~

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~~4. The media release spokespersons, comprised of the two Co chairs, will provide Committee communications with the media. The media is welcome to attend Committee meetings, but must identify and display their media credentials.~~

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1. The Members of the Committee agree to exchange information in good faith.

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2. All Members of the Committee agree not to divulge information shared by others in confidence.

3. The media release spokespersons, comprised of the two Co-chairs, will provide Committee communications with the media. The media is welcome to attend Committee meetings, but must identify and display their media credentials. Approved 1423-9-17

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~~e. HUD Assistance to Committee Members. HUD will provide requested information and technical assistance needed for the work of the Committee.~~

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~~HUD shall provide technical assistance to the Committee, which shall include data runs with tribal specific data. Any Committee member may request a data run using a form provided by HUD for that purpose. All requests for data runs, and all results of data runs, shall be made available to the full Committee.~~

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VII. SCHEDULE

~~The number of Committee meetings shall be at least six (6), unless the Committee completes its work in fewer sessions. Meetings shall be scheduled no less frequently than monthly, if feasible. Each meeting shall last for three (3) consecutive days or as determined by the Committee.~~

~~The Committee shall endeavor in good faith to meet at least six times within the next 12 months, or longer if needed, subject to the availability of funds, unless the Committee completes its work in fewer sessions.~~

The Committee shall endeavor in good faith to meet at least six times within the next 12 months, subject to the availability of funds, unless the Committee completes its work in fewer sessions.
Approved 1514 9-17

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VIII. FACILITATORS

~~The Committee may utilize a facilitator. The role of the facilitator includes impartially facilitating Committee and certain Work Group discussions, assisting in the development of draft agendas, working to resolve any impasses that may arise, resolving points of order and issues of relevance, preparing meeting records, assisting in the location and circulation of background materials and materials the Committee develops, and other functions the Committee requests. The facilitator will take no position on the issues before the Committee and serves at the will of the Committee.~~

The Committee will utilize facilitator(s). The role of the facilitator includes impartially facilitating Committee and certain Work Group discussions, assisting in the development of draft agendas, working to resolve any impasses that may arise, preparing meeting records, assisting in the location and circulation of background materials and materials the Committee develops and other functions the Committee requests. The facilitator will take no position on the issues before the Committee and serves at the will of the Committee. Committee Members, including Co-Chairs may not serve as facilitators.
Approved 1535 9-17

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IX. CO- CHAIRS AND REGIONAL AND HUD REPRESENTATIVES

a. ~~Regional Representatives and Co-Chairs. Six (6) regional representatives, one each from the Eastern/Woodlands, Northern Plains, Southern Plains, Southwest, Northwest and Alaska Regions shall be selected, respectively, by Committee Members from each such region. The role of the regional representatives includes developing draft agendas with the PFO and facilitator, chairing Work Group discussions, working to resolve any impasses that may arise, reviewing meeting summaries, assisting in the location and circulation of the background materials and materials the Committee develops, and other functions the Committee requests. The regional representatives will represent positions of the full Committee and serve at the will of the Committee members from the region that the regional representatives represent. The regional representatives shall designate two tribal co chairs to chair committee meetings. The regional representatives and/or other representative of the Committee may be authorized by the committee to negotiate Tribal positions with the PFO and shall report the results of any negotiations to the full Committee for further action and/or ratification. Meetings of the regional representatives shall be open to the Committee.~~

a. **Co-Chairs.** Two tribal Co-Chairs shall be selected by Committee Members at the end of each session to co-chair the next session. The role of the Tribal Co-Chairs includes developing draft agendas with the PFO and facilitator, chairing Committee discussions, working to resolve any impasses that may arise, reviewing meeting summaries, assisting in the location and circulation of the background materials and materials the Committee develops, and other functions the Committee requests. The Tribal Co-Chairs will serve at the will of the Committee Members. Meetings of the Tribal Co-Chairs shall be open to the Committee. Approved 1537 9 17

b. ~~PFO and HUD Representatives. The PFO is the Assistant Secretary for Public and Indian Housing or his/her designee. The role of the PFO and the HUD Representative includes developing draft agendas, chairing Work Group discussions, working to resolve any impasses that may arise, reviewing meeting summaries, and other functions the Committee requests.~~

b. **PFO and HUD Representatives.** The PFO is the Assistant Secretary for Public and Indian Housing or -her/his designee. The role of the PFO and the HUD Representative includes developing draft agendas, working to resolve any impasses that may arise, reviewing meeting summaries, and other functions the Committee requests. Approved 1539 9 17

c. **Chair.** The Tribal Co-Chairs ("Chair") are entitled to vote on any matter, other than motion to overrule the Chair's own parliamentary ruling. The Chair may debate any matter by temporarily assigning the chair to the other Tribal Co-Chair, and then resuming the Chair when his or her comments are completed.

e. Approved 1541 9 17

d. **Appeal of Parliamentary Rulings.** A parliamentary ruling of the Chair may be overruled by an affirmative vote of 80% of the Committee.

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CERTIFICATION

We certify that these Organizational Protocols were considered and endorsed as a result of a meeting conducted in Denver, Colorado on September 18, 2013 by the Native American Housing and Self-Determination Formula Negotiated Rulemaking Committee formed to review regulations concerning the allocation formula under the Native American Housing and Self-Determination Act.

Ⓢ Approved 1544 9 17

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Jason Adams

Salish-Kootenai Housing Authority

Rodger Boyd

Office of Native American Programs

Annette M. Bryan

Puyallup Nation Housing Authority

Wakajapi/Heather Cloud

Ho-Chunk Nation

Gary Cooper

Housing Authority of the Cherokee Nation of Oklahoma

Pete Delgado

Tohono O'odham Housing Authority Ki:Ki Association

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Sami Jo Difuntorum

Confederated Tribes of Siletz Indians
Tribal Housing Department

Jason Dollarhide

Peoria Tribe of Indians of OK

Earl Evans

Haliwa-Saponi Indian Tribe

Deirdre Jones Floods

Washoe Housing Authority

Karin Lee Foster

Yakama Nation Housing Authority

Carol Gore

Cook Inlet Housing Authority

Lafe Allen Haugen

Northern Cheyenne Tribal Housing
Authority

Sandra Henriquez

Office of Public and Indian Housing
Native American Programs

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Richard Hill

Mille Lacs Housing Authority

Leon Jacobs

Lumbee Tribe of NC and Mashpee
Wampanoag Tribe

Teri Nutter

Copper River Basin Regional Housing
Authority

Samuel Okakok

Native Village of Barrow

Diana Phair

Rachel Phair (Alternate)

Lummi Tribe

Lummi Nation

Michael Reed

Cocopah Indian Housing and
Development

Cocopah Indian Housing and
Department

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S. Jack Sawyers

Paiute Tribe of Utah

Russell Sossamon

Robbie J. Hobgood (Alternate)

Choc~~taw~~ Housing Authority of the
Choctaw Nation of Oklahoma

Sharon Vogel

Cheyenne River Housing Authority

Marty Shuravloff

Kodiak Island Housing Authority

Michael Thom

Karuk Tribe

Aneva Yazzie

Navajo Housing Authority

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SEP 18 2013

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**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND TRIBAL REPRESENTATIVES
NATIVE AMERICAN HOUSING & SELF-DETERMINATION FORMULA NEGOTIATED RULEMAKING
COMMITTEE 2013**

COMMITTEE-ENDORSED ORGANIZATIONAL PROTOCOLS: Approved by the Committee 9/18/2013

Preamble

The Native American Housing Assistance & Self-Determination Negotiated Rulemaking Committee on Formula Allocation has been established pursuant to Public Law 104-330, as amended, and is further detailed in a Committee Charter approved on August 28, 2013. The Committee is charged with review of the Indian Housing Block Grant (IHBG) allocation formula established in 24 C.F.R. Part 1000, subpart D and related sections and other regulatory issues that arise out of the allocation or reallocation of IHBG funds, including actions related to data errors, under the IHBG Program.

I. PARTICIPATION

- a. **Attendance at Meetings.** Committee Members must make a good faith effort to attend all full negotiating sessions. In the event a Committee Member or his/her designated alternate fails to attend three consecutive full negotiating sessions, the Committee may ask HUD to remove the member from the Committee and ask HUD to designate a replacement member.
- b. **Designated Alternates.** In the absence of a Committee Member, the Alternate shall have the same rights, responsibilities, duties and functions as a Committee Member during Committee and Work Group participation. Each Committee Member has the discretion to decide who will best represent them in their absence. A Committee Member unable to attend any session shall inform the Committee Co-chair in writing with original signature as to whom they have selected to represent them and will specify the term.
- c. **Constituents' Interests.** Committee Members are expected to represent the concerns and interests of their constituents.
- d. **Public Participation.** Comments from the public will be taken as provided in these Protocols.
- e. **Effect of a Failure to be Present for Vote.** The absence of a Committee Member during a lawful session of a meeting shall not invalidate the vote.

II. MEETINGS

- a. **Quorum.** A quorum of the full Committee shall consist of two-thirds of the members of the Committee who are present during a call of the roll taken on opening day at the start of a negotiated rulemaking Committee meeting. Once a quorum is initially established, the Committee may take action during the remainder of that meeting, including action on succeeding days, as long as the Committee is lawfully in session pursuant to these Protocols, and whether or not a quorum is present.
- b. **Structure.** The negotiations will be conducted consistent with the Committee Charter and Protocols and the Negotiated Rulemaking Act of 1990 ("NRA"), as amended and as adapted to the unique relationship between the Government of the United States and the governments of Indian tribes.
- c. **Open Meetings.** Committee meetings will be announced in the Federal Register prior to the meeting and will be open to the public. Members of the public and persons other than Committee Members will be given opportunities to make comments, raise questions or submit materials for the record. The Committee reserves the right to establish timelines as appropriate and necessary during the meetings.
- d. **Minutes.** The Committee shall observe the requirement of the Charter regarding minutes, records and documents. In addition, draft minutes will be prepared and distributed to Committee Members by the representative of the Department of Housing and Urban

Development (“HUD”) ten (10) calendar days prior to the next meeting. HUD will maintain a record of all minutes and will distribute approved minutes to Committee Members and Tribes.

- e. **Agenda**. Draft meeting agendas will be developed by Principal Federal Government Officer (“PFO”) and Tribal Co-Chairs for approval by the Committee. A draft Agenda for each meeting shall be distributed to all Members such that receipt by the Member will be had not later than 10 calendar days in advance of such meeting.
- f. **Caucus**. Any Committee Member can call a Caucus at any time, which may be a non-public meeting. Parties will be asked for an estimate of the time needed for the caucus. Internal procedures will be determined by each respective caucus. A caucus shall be limited to 60 minutes unless otherwise deemed appropriate by the Committee.
- g. **Time Limitations for Interruptions**. Whenever the Committee process is interrupted, whether for a caucus, recess, lunch break, or any other reason, the Chair or Co-chairs shall announce the exact length of the interruption, and the time when Committee business will resume. The Chair or Co-chairs shall, without exception, reconvene the Committee at the exact time stated. Any Committee member who is not physically present at the designated time of reconvening is subject to Article 1(e) of these Protocols with respect to any action taken in his or her absence.
- h. **Time Limitations on Debate**. Debate on any matter is limited to 2 hours, unless otherwise deemed appropriate by the Committee. The facilitator appointed under Article 8 shall be authorized and directed to enforce the time limitations established by this Article.
- i. **Time Limitation for Non-Committee Members**. It is the intent of these Protocols that Committee Members themselves, and not their agents or representatives, debate the matters that come before the Committee. Nonetheless, a Committee Member may yield up to five minutes one time per matter to a non-Committee Member.

III. DECISIONMAKING

- a. **Consensus**. All decisions of the Committee shall be made by consensus. Subject to Article 6(a) of these protocols, Consensus means unanimous agreement as shown by an absence of expressed objection by any Committee Member present at the Committee meeting with regard to a particular issue.
- b. **Voting**. No Committee Member may abstain on a vote. Unless a Committee Member expressly signals his or her opposition to a proposal, that Committee Member shall be conclusively presumed to have consented to the matter being voted upon, and that Member shall not be allowed to request reconsideration or reopening of the matter. Every Committee vote is subject to the good faith requirements of Article (6) of these Protocols.
- c. **Reconsideration**. A matter on which consensus has been achieved may not be reconsidered by the Committee, except by a consensus vote of the Committee. A proposal with respect to which consensus was not achieved within the two hour time limit may only be reconsidered one time

with a three quarters vote and time limit set by the Committee. Once reopened, a matter still requires consensus to be adopted.

IV. WORK GROUPS/STANDING COMMITTEES

- a. **Work Groups.** Smaller Work Groups may be formed by the Committee from Committee Members or their designees to address specific issues and to make recommendations to the Committee. No more than six Work Groups may be formed at any one time, and each Work Group shall be chaired by a Committee Member within the Work Group who shall establish procedures for conduct of the Work Group in order to expedite the Work Group's work. The Work Group shall appoint a designated secretary to accurately record the Work Group's efforts. Interested persons and members of the public are permitted and encouraged to participate in Work Group proceedings. Each Work Group must include a HUD representative. Work groups are not authorized to make decisions for the Committee as a whole. The agenda for each Work Group shall be distributed with the Agenda for the Committee meeting under Article 2(e) of these Protocols. The Work Group Chair shall report any Work Group recommendation to the Committee, which recommendation must take the form of specific proposed language (if any regulation or regulation change is proposed), together with proposed draft preamble language to accompany that language. At the end of each Work Group session day, the Work Group Chair and HUD's representative shall meet to review progress made at each Work Group session and the Work Group's agenda. Work Groups may report to the Committee both: (1) recommendations reached by consensus; and (2) recommendations reached by majority vote, as long as a summary of any significant dissenting position, as determined by the Work Group Chair, is included in the report.

- b. **Drafting Group.** The full Committee shall establish a Drafting Group of which at least one member will be a HUD representative. Members need not be members of the full Committee, and should possess demonstrated drafting ability. As Work Groups or the full Committee reach agreement on issues, the matter may be referred to the Drafting Group for preparation of precise recommended regulatory language and the required preamble language. The Drafting Group shall also be responsible for preparing a proposed final, comprehensive preamble for presentation to the full Committee. The Drafting Group shall elect its own Committee spokesperson. All language will be referred back to the Work Groups or full Committee. When the Drafting Group cannot agree on language, all competing drafting proposals will be presented to the Work Group or the full Committee.

V. AGREEMENT

- a. **Product of Negotiations.** The intended product of the negotiations is a preliminary report setting forth any proposed regulations, or changes to regulations, that the Committee finds necessary, desirable or convenient. The report shall be in the form of a written statement developed by the Committee Members on behalf of the Secretary of HUD and Tribal Committee representatives, and shall include both proposed rule language and an accompanying proposed preamble. As the Committee makes decisions on individual rulemaking proposals, each such individual decision shall consist of both exact rulemaking language and a proposed accompanying insert into the preamble. The Secretary agrees to use the Committee's

preliminary report and any proposed regulations and preamble as the basis for any proposed rule. Subject to OMB approval, prior to the publication of any proposed rule, the PFO will provide the Committee with notice and an opportunity to negotiate any changes in the proposed regulations.

- b. **Final Report.** The Committee will review all comments and any clearance issues, including those of HUD and the OMB, received in response to any proposed rule and will submit a final report with recommendations to the Secretary of HUD concerning any proposal for change to the proposed rule.

VI. SAFEGUARDS FOR THE COMMITTEE MEMBERS

- a. **Good Faith.** All Members agree to act in a good faith effort to reach consensus in all aspects of these negotiations by encouraging the free and open exchange of ideas, views and information. Personal attacks and prejudiced statements will not be tolerated. If a Committee Member opposes a proposal, he or she shall: (i) state the reason for that opposition; and (ii) propose an alternative to the proposal that meets that Committee Member's concerns, for further consideration of the Committee.
- b. **Committee Member Diligence.** It is the responsibility of each Committee Member to remain constantly abreast of developing Committee and Working Group proposals.
- c. **Cooperative Communication.** Committee Members, Working Groups Members and other advisory staff are strongly encouraged to discuss and exchange ideas and information prior to the first and all subsequent meetings of the Committee with intent of exploring common positions on any issues that may be considered by the Working Groups and/or voted on by the Committee in formal session. In this way, formal Committee activities and Working Groups will be made more productive and less controversial in nature.
- d. **Information.**
 - 1. The Members of the Committee agree to exchange information in good faith.
 - 2. All Members of the Committee agree not to divulge information shared by others in confidence.
 - 3. The media release spokespersons, comprised of the two Co-chairs, will provide Committee communications with the media. The media is welcome to attend Committee meetings, but must identify and display their media credentials.
- e. **HUD Assistance to Committee Members.** HUD will provide requested information, technical assistance and/or formula data runs needed for the work of the Committee, as requested by any Committee Member. All requests and results shall be made available to the full Committee.

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The Committee will utilize facilitator(s). The role of the facilitator includes impartially facilitating Committee and certain Work Group discussions, assisting in the development of draft agendas, working to resolve any impasses that may arise, preparing meeting records, assisting in the location and circulation of background materials and materials the Committee develops and other functions the Committee requests. The facilitator will take no position on the issues before the Committee and serves at the will of the Committee. Committee Members, including Co-Chairs may not serve as facilitators.

IX. CO- CHAIRS AND REGIONAL AND HUD REPRESENTATIVES

- a. **Co-Chairs.** Two tribal Co-Chairs shall be selected by Committee Members at the end of each session to co-chair the next session. The role of the Tribal Co-Chairs includes developing draft agendas with the PFO and facilitator, chairing Committee discussions, working to resolve any impasses that may arise, reviewing meeting summaries, assisting in the location and circulation of the background materials and materials the Committee develops, and other functions the Committee requests. The Tribal Co-Chairs will serve at the will of the Committee Members. Meetings of the Tribal Co-Chairs shall be open to the Committee.
- b. **PFO and HUD Representatives.** The PFO is the Assistant Secretary for Public and Indian Housing or her/his designee. The role of the PFO and the HUD Representative includes developing draft agendas, working to resolve any impasses that may arise, reviewing meeting summaries, and other functions the Committee requests.
- c. **Chair.** The Tribal Co-Chairs ("Chair") are entitled to vote on any matter, other than motion to overrule the Chair's own parliamentary ruling. The Chair may debate any matter by temporarily assigning the chair to the other Tribal Co-Chair, and then resuming the Chair when his or her comments are completed.
- d. **Appeal of Parliamentary Rulings.** A parliamentary ruling of the Chair may be overruled by an affirmative vote of 80% of the Committee.

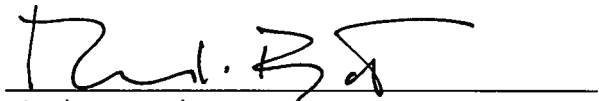
CERTIFICATION

We certify that these Organizational Protocols were considered and endorsed as a result of a meeting conducted in Denver, Colorado on September 18, 2013 by the Native American Housing and Self-Determination Formula Negotiated Rulemaking Committee formed to review regulations concerning the allocation formula under the Native American Housing and Self-Determination Act.



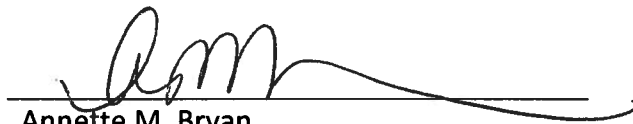
Jason Adams

Salish-Kootenai Housing Authority



Rodger Boyd

Office of Native American Programs



Annette M. Bryan

Puyallup Nation Housing Authority



Wakajapi/Heather Cloud

Ho-Chunk Nation



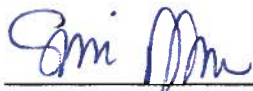
Gary Cooper

**Housing Authority of the Cherokee
Nation of Oklahoma**



Pete Delgado

Tohono O'odham Ki:Ki Association



Sami Jo Difuntorum

Confederated Tribes of Siletz Indians



Jason Dollarhide

Peoria Tribe of Indians of OK



Earl Evans

Haliwa-Saponi Indian Tribe



Deirdre Jones Flood

Washoe Housing Authority



Karin Lee Foster

Yakama Nation Housing Authority



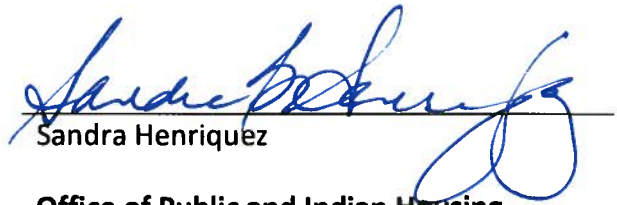
Carol Gore

Cook Inlet Housing Authority




Lafe Allen Haugen

**Northern Cheyenne Tribal Housing
Authority**



Sandra Henriquez

Office of Public and Indian Housing



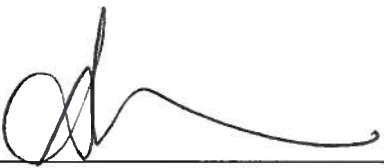
Richard Hill

Mille Lacs Housing Authority



Leon Jacobs

**Lumbee Tribe of NC and Mashpee
Wampanoag Tribe**



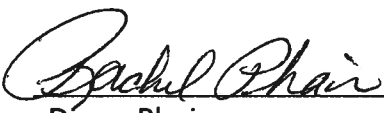
Teri Nutter

**Copper River Basin Regional Housing
Authority**



Samuel Okakok


Native Village of Barrow



Diana Phair

Rachel Phair (Alternate)

Lummi Tribe



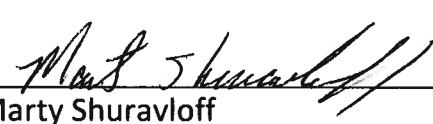
Michael Reed

**Cocopah Indian Housing and
Development**



S. Jack Sawyers

Paiute Tribe of Utah



Marty Shuravloff

Kodiak Island Housing Authority

Russell Sossamon

Robbie J. Hobgood

Russell Sossamon

Robbie J. Hobgood (Alternate)

**Housing Authority of the Choctaw
Nation of Oklahoma**

Michael Thom

Michael Thom

Karuk Tribe

Sharon Vogel

Sharon Vogel

Cheyenne River Housing Authority

Aneva Yazzie

Aneva Yazzie

Navajo Housing Authority

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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.
3
4 (2) Execute Guidelines for Workgroup meetings.
5
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.
11
12 (5) Report the recommendations, decisions, and activities of the Workgroup to
13 Committee.
14
15 B. The Workgroup Chair shall also have any other duties as delegated by the Committee.
16

17 **Guideline 5. Membership.**

- 18
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.
26

27 **Guideline 6. Meetings.**

- 28
29 A. The Chair shall present the Workgroup agenda and if possible, shall provide to the
30 membership before the meeting convenes.
31
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:

Sami Jo Difuntorum, Committee Co-Chair

Carol Gore, Committee Co-Chair