

## **MEETING GUIDELINES:**

### ***GENERAL CONSENSUS***

#### *GROUND RULES*

- Meetings will start on time.
- The commission will operate by General Consent. General Consent is the vast majority of commission members concurring. If general consent cannot be reached, the chair may call for a simple majority vote.
- One speaker speaks at a time.
- Show respect. Listen with courtesy to what others say, even if you don't agree with them. When applicable, agree to disagree.
- Identify any possible conflict of interest and recuse yourself.
- Please notify the chair when you know you're going to be absent.
- The chair will serve as initial contact and spokesperson of the commission.
- A quorum of nine(9) is required to conduct business
- The commission may accept questions or comments from the public for up to 4 minutes per speaker during a specified time toward the end of the meeting and other times at the discretion of the chair with respect to time constraints and fairness.
- Members of the public must submit to the Chair a detailed request for up to 5 minutes of agenda time. All requested agenda items will then be considered and if approved, scheduled for the next following meeting when time is available.
- Comments may be submitted in writing to [nhcnativeamericanaffairs@gmail.com](mailto:nhcnativeamericanaffairs@gmail.com).
- Written materials will be emailed and available to absent commissioners.
- The NCNAA will determine the time allotment needed for invited speakers.

## **MEETING GUIDELINES:**

### ***PROCEDURES***

#### ***TO OBTAIN THE FLOOR***

- Wait until the last speaker has finished.
- Address the chairperson by saying, “Mister/Madam Chair.”
- Wait until the chairperson recognizes you.

#### ***MAKE YOUR MOTION***

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, “I move that we...” rather than “I move that we do not...”
- Stick to your motion at this point.

#### ***SECOND***

- Another member will second your motion or the chairperson will call for a second
- If there is no second to your motion, it is lost.

#### ***CHAIRPERSON STATES THE MOTION***

- The chairperson will say “It has been moved and seconded that we...” (he may ask the secretary to read back the motion), thus placing your motion before the membership for consideration and action.
- The membership either debates your motion, or may move directly to a vote.
- Once your motion is presented to the membership by the chairperson, it becomes “assembly property” and cannot be changed by you without the agreement of the seconder and general consent of the members.

#### ***EXPANDING ON YOUR MOTION***

- This is the time for you to speak in favor of your motion, rather than at the time you present it.
- The mover is always allowed to speak first.
- All comments and discussion should be directed to the chairperson.
- Make your comment in a timely manner.
- The mover may speak again only after other speakers are finished unless called upon by the chairperson.

#### ***PUTTING THE QUESTION TO THE MEMBERSHIP***

- The chairperson asks, “Are you ready to vote on the question?”
- If there is no more discussion, consensus is achieved or a vote is taken.

## **OFFICERS**

Within forty-five days after the appointment of commission members, members of the commission shall elect a chairman, vice-chairman, secretary, and treasurer. Officers shall be elected for a one-year term but may be elected to serve an additional term. All officers of the commission shall be elected by a majority vote of the members.

*Duties of the officers are:*

- Chair: The chair shall conduct meetings of the commission according to the adopted Rules of Order and Decorum; set the agenda of the commission meetings; chair the executive committee; be responsible for an annual report and shall perform any other duties which may be presented by law or a general consensus of the commission.
- Vice-Chair: The vice-chair shall act as chair in the absence of the chair, with the full powers of the chair in his or her absence; serve on the executive committee; and shall perform such other duties as may be prescribed by law or a general consensus of the commission.
- Secretary: The secretary shall give proper notice of all meetings of the commission, including posting to the Department of Cultural Resources NHCNAA website; shall keep and disseminate an accurate record of all meetings of the commission; minutes to include names of members/persons appearing, time meeting starts; brief description of subject matters from the agenda, all final actions and the time the meeting ends; effect posting of minutes to the NHCNAA website; serve on the executive committee; and shall perform such other duties as may be prescribed by law or a general consensus of the commission.
- Treasurer: The treasurer shall be responsible for the receipt, custody, and disbursement of funds given to the commission as gifts, grants or donations per HB1610-FN and all applicable New Hampshire State laws; maintain financial records of said funds; and post information concerning the receipt of any gifts, grants or donations to the Department of Cultural Resources, NHCNAA website; ensure that all record keeping and reporting is completed of financial transactions of the commission and its members required under Title I, Chapter 15-A. The treasurer shall also serve on the executive committee and perform such other duties as may be prescribed by law or a general consensus of the commission.

## COMMITTEES

The Commission has five standing committees; Protection and Preservation, Social Services, Arts and Crafts, Nomination and Education. The Commission shall ensure that each committee is adequately composed to conduct the tasks assigned. Ad hoc committees may be established by a vote of the Commission. Ad hoc committees have a limited focus to a specific outcome and terminate upon completion of the identified task. Meetings must comply with RSA 91-A.

### *STANDING COMMITTEES*

- Protection and Preservation Committee - Develop recommendations to assist state agencies with the preservation and protection of Native American archaeological sites, artifacts and burial grounds under RSA 227-C and the Native American Graves Protection and Repatriation Act of 1990, P.L. 101-601
- Social Services Committee - Assist Native American groups, organizations, and individuals in New Hampshire with securing social services, education, employment opportunities, health care, housing, cultural opportunities, and census information as available at both the state and federal levels.
- Arts and Crafts Committee - Assist Native American groups, organizations, and individuals in New Hampshire with promoting and strengthening the creation, display, and sale of Native American arts and crafts, and providing educational information to artisans and marketing outlets promoting the legal labeling of such products as Indian or Native American produced, as provided in 18 U.S.C. section 1159(c)(3)(B) and 25 U.S.C. section 305e(d), as well as determining eligibility for the Indian Arts and Crafts Act of 1990, P.L. 101-644, and receiving assistance and support from the Indian Arts and Crafts Board, as provided in 25 U.S.C. section 305 et seq.
- Nomination Committee – Prepare nomination of officers for the Commission to be voted on at the first meeting of the Commission annually or on a rolling basis as needed. (See the section on “Officers” above for more information.) Assist the Director of the Division of Historical Resources on recommendations to fill openings on the Commission for members from the public at large, who shall be representatives from the Native American community.
- Education Committee - Assist Native American groups, organizations, and individuals in New Hampshire with establishing and/or continuing programs concerning Native American history, culture, language preservation, and affairs, including those offered through the United States Department of Education Office on Indian Education pursuant to Title VII of the Elementary and Secondary Education Act established in 1972.

A chairman shall be elected for each committee by the full commission. The chair of the committee is the official spokesperson for that committee. All committee members shall work under the direction of the chair to complete committee approved tasks.