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NAVAJO NATION LEGISLATIVE PROCESS

CREATED BY:

OFFICE OF LEGISLATIVE SERVICES

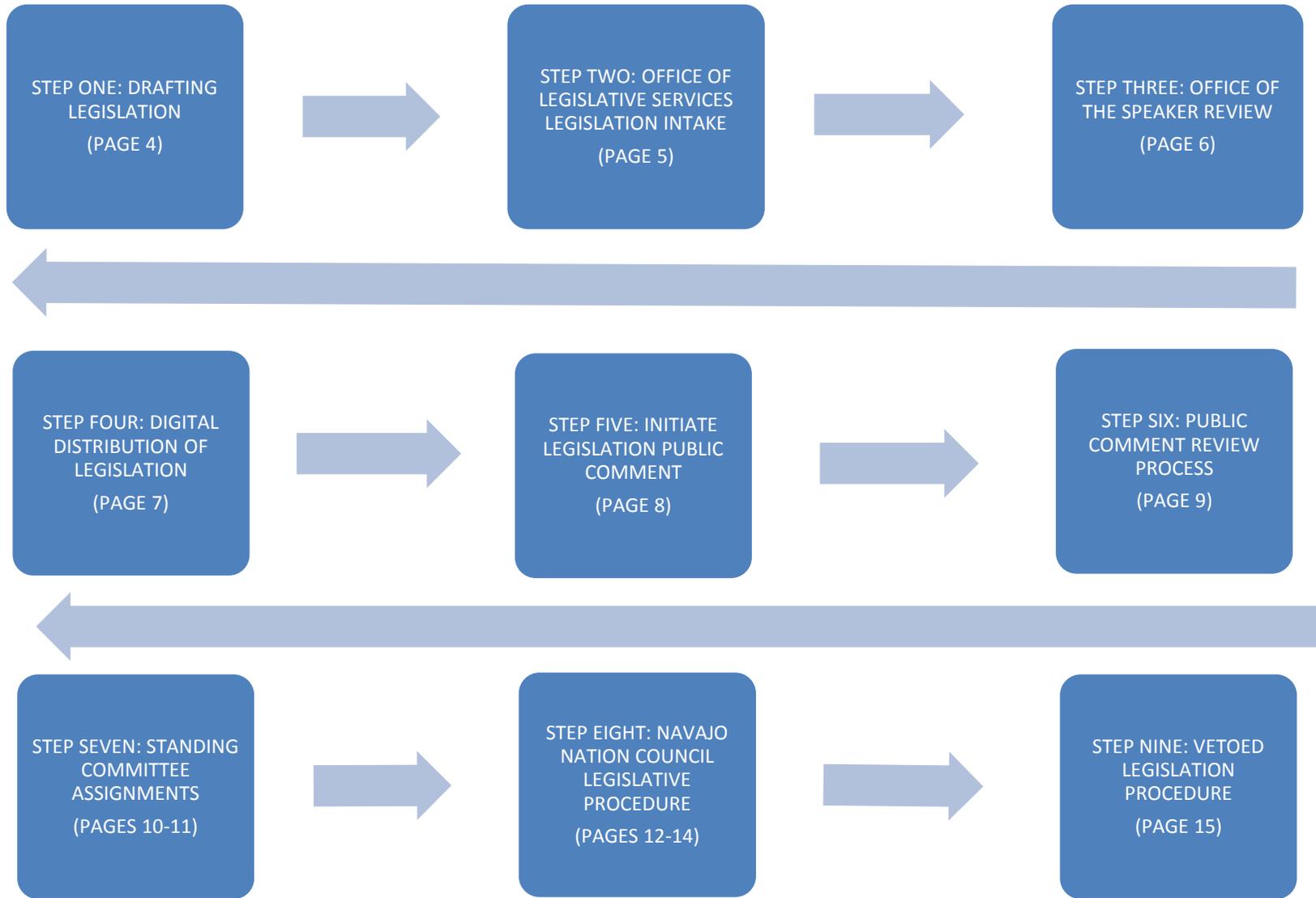
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LEGISLATIVE PROCESS FLOW CHART



STEP ONE: DRAFTING LEGISLATION

Initiate Legislation Sponsorship *	COUNCIL DELEGATE
Delegate submits a OLC Service Request Form to Office of Legislative Counsel (OLC) to draft proposed Legislation; form is provided by Office of Legislative Council	COUNCIL DELEGATE
Research history of existing laws (federal, state, county, tribal) for legal sufficiency	LEGISLATIVE COUNSEL
Draft proposed Legislation in a proper codified format	LEGISLATIVE COUNSEL
Reviews and accepts drafted proposed Legislation	COUNCIL DELEGATE
Delegate signs proposed Legislation	COUNCIL DELEGATE

*Legislation may have more than one council delegate for sponsorship

Step Two: OFFICE OF LEGISLATIVE SERVICES (OLS) LEGISLATION INTAKE

Sponsoring Delegate submits proposed Legislation, with original signature, to OLS Director or Legislative Policy Analyst	OFFICE OF LEGISLATIVE SERVICES DIRECTOR or LEGISLATIVE POLICY ANALYST
Legislative Policy Analyst reviews Legislation for accuracy. Should document have discrepancies, Legislation will be referred back to OLC.	LEGISLATIVE POLICY ANALYST
Legislative Review Secretary or designee assigns the legislative tracking number; creates tracking form and drafts committee assignment memorandum	LEGISLATIVE REVIEW SECRETARY
Deliver Legislation and draft memorandum to Office of the Speaker	LEGISLATIVE REVIEW SECRETARY

Step Three: OFFICE OF THE SPEAKER REVIEW

Executive Assistant signs tracking form to acknowledge delivery of Legislation	OFFICE OF THE SPEAKER
Speaker or designee reviews Legislation	OFFICE OF THE SPEAKER
Speaker signs Committee Assignment memorandum, stamps legislation and finalizes committee assignment	OFFICE OF THE SPEAKER
Return Legislation to OLS	OFFICE OF THE SPEAKER
LEGISLATIVE PROCESS BEGINS	OFFICE OF LEGISLATIVE SERVICES

Step Four: DIGITAL DISTRIBUTION OF LEGISLATION

<p>Legislative Review Secretary scans complete legislation, including all exhibits, and emails to OLS Director and Policy Analyst</p>	<p>LEGISLATIVE REVIEW SECRETARY</p>
<p>OLS Director or Legislative Policy Analyst distributes digital copies, including exhibits, of the proposed resolution to the Office of the President, Office of the Attorney General, Office of the Controller, Office of Management and Budget and all Executive Branch Directors*</p>	<p>OFFICE OF LEGISLATIVE SERVICES DIRECTOR or LEGISLATIVE POLICY ANALYST</p>
<p>Any exhibits or materials determined by the Navajo Nation Department of Justice or OLC to be confidential shall be properly marked “confidential” and shall not be placed on the website or otherwise released</p>	

*Function delegated to Office of Legislative Services by Office of the Speaker

Step Five: INITIATE LEGISLATION PUBLIC COMMENT

Scan Legislation Summary Sheet and drafted proposed Resolution	LEGISLATIVE REVIEW SECRETARY
Legislative Review Secretary forwards to Legislative Information Technology for posting to website	LEGISLATIVE REVIEW SECRETARY
Legislative Information Technology creates Internet Public Review Publication form	LEGISLATIVE INFORMATION TECHNOLOGY
Legislative Information Technology posts to website, www.navajonationcouncil.org	LEGISLATIVE INFORMATION TECHNOLOGY
Legislative Information Technology sends confirmation email to OLS and Office of the Speaker	LEGISLATIVE INFORMATION TECHNOLOGY
LEGISLATION ON FIVE DAY HOLD*	

*Five day hold period begins the day after posting on the website

Step Six: PUBLIC COMMENT REVIEW PROCESS

<p>Executive Branch, a chapter government, and the public may provide comments. Chapter comment submission shall be through a properly delegated elected official or through a certified chapter resolution</p>	<p>EXECUTIVE BRANCH, NAVAJO NATION CHAPTERS or PUBLIC</p>
<p>Digital comments may be e-mailed to comments@navajo-nsn.gov</p> <p>Written comments may be mailed to: Executive Director, Office of Legislative Services, P.O. Box 3390, Window Rock, AZ 86515</p> <p>Fax #: (928) 871-7259</p>	<p style="background-color: #d2c48e;"></p>
<p>At conclusion of five day comment period, OLS will compile comments submitted and prepare comment review sheet</p>	<p>LEGISLATIVE POLICY ANALYST</p>
<p>If comments are received, OLS Director and Legislative Policy Analyst, in consultation with OLC, shall prepare a written comment analysis. Analysis may include recommendations to be affixed to the Legislation for consideration by the standing committee(s) and the Council.*</p>	<p>OFFICE OF LEGISLATIVE SERVICES DIRECTOR and LEGISLATIVE POLICY ANALYST</p>
<p>OLS Director signs the comment review report</p>	<p>OFFICE OF LEGISLATIVE DIRECTOR</p>
<p>Legislative Review Secretary attaches the Internet Public Review Publication & Summary to the Legislation</p>	<p>LEGISLATIVE REVIEW SECRETARY</p>

* The comment analysis shall not constitute legal advice but used to synthesis comment period information.

Step Seven: STANDING COMMITTEE ASSIGNMENTS

DEPENDING ON LEGISLATION, ASSIGNMENT MAY BE MADE TO THE FOLLOWING STANDING COMMITTEES (Budget and Finance; Health, Education and Human Services; Law and Order; Naabik'iyati'; Resources and Development)

<p>Legislative Review Secretary emails and assigns Legislation to Legislative Advisor, Legislative Reporter, Committee Chairperson, and Sponsor</p>	<p>LEGISLATIVE REVIEW SECRETARY</p>
<p>Legislative Advisor in consultation with Committee Chairperson and Sponsor places legislation on the next meeting agenda</p>	<p>LEGISLATIVE ADVISOR</p>
<p>Standing Committee convenes and takes action on Legislation</p>	<p>ASSIGNED STANDING COMMITTEE</p>
<p>Upon committee action, <i>if not final authority</i>, Legislative Reporter drafts Committee Report with any amendments, failed amendments and directives. Legislative Advisor reviews and finalizes Committee Report. or Upon committee action, <i>if final authority</i>, Legislative Reporter drafts Resolution incorporating amendments and directives. Legislative Advisor reviews and finalizes Resolution.</p>	<p>LEGISLATIVE REPORTER and LEGISLATIVE ADVISOR</p>
<p>Committee Report and Resolution are finalized with Committee Chairperson signature</p>	<p>STANDING COMMITTEE CHAIRPERSON</p>

<p>A copy of Committee Report and Resolution is kept in Standing Committee's binder</p>	<p>LEGISLATIVE ADVISOR</p>
<p>If a Committee Report, the Legislative Review Secretary scans and forwards to next assigned standing committee Or If final authority, Legislative Review Secretary scans and forwards final packet to Legislative Reporter Supervisor for final disposition Or If Legislation goes to Navajo Nation Council (NNC), the Legislative Review Secretary scans and forwards to Navajo Nation Council</p>	<p>LEGISLATIVE REVIEW SECRETARY</p>
<p>Final committee resolution files are maintained and archived by Legislative Reporter Supervisor</p>	<p>LEGISLATIVE REPORTER SUPERVISOR</p>

STEP EIGHT: NAVAJO NATION COUNCIL LEGISLATIVE PROCEDURE

<p>Legislative Policy Analyst refers Legislation to Navajo Nation Council</p>	<p>LEGISLATIVE POLICY ANALYST</p>
<p>OLS Director consults with the Speaker and sets up the Navajo Nation Council agenda</p>	<p>OFFICE OF LEGISLATIVE SERVICES DIRECTOR and SPEAKER OF NAVAJO NATION COUNCIL</p>
<p>The Speaker shall publish the final proposed agenda on the Navajo Nation Council website no less than three (3) calendar days prior to the start of regular sessions and no less than one (1) calendar day prior to the start of special sessions.</p>	<p>SPEAKER OF NAVAJO NATION COUNCIL</p>
<p>Navajo Nation Council convenes</p>	<p>SPEAKER OF NAVAJO NATION COUNCIL</p>
<p>Legislation called on floor with Motion and Second with debate and potential amendments with final vote</p>	<p>NAVAJO NATION COUNCIL</p>
<p>All resolutions enacting new laws or amending existing laws are subject to veto by the President of the Navajo Nation pursuant to 2 N.N.C. §1005 (C)(10) and (11) and override by the Navajo Nation Council, except financial line-item vetoes are not subject to override.</p>	<p></p>

If Legislation does not receive sufficient votes for passage, Legislation shall be deemed permanently eliminated
or
If Legislation passes, Resolution may be signed by the Speaker or referred to the President of the Navajo Nation

NAVAJO NATION COUNCIL

2 N.N.C. §221. Resolutions; Certification; Filing; Codification

- A. The Speaker of the Navajo Nation Council or Speaker pro tem shall certify the adoption of any resolution of the Navajo Nation Council by signing the same after it is engrossed by the Director of the Office of Legislative Services or his or her designee. Adopted resolutions shall be filed with the Central Records Department of the Navajo Nation and the Legislative Council shall immediately arrange for codification thereof.
- B. All resolutions that enact new Navajo law or amend existing Navajo law and are adopted by the Navajo Nation Council shall become effective on the day the President of the Navajo Nation signs it into law or the Navajo Nation Council takes action to override the President’s veto, unless the Navajo Nation Council specifically authorizes and directs a different effective date.
- C. All resolutions that do not enact new Navajo law, amend existing Navajo law or make a policy statement and are adopted by the Navajo Nation Council shall become effective upon the certification by the Speaker or Speaker Pro Tem of the Navajo Nation Council. Resolutions that adopt internal policies and procedures of the Navajo Nation Council shall become effective upon certification by the Speaker or Speaker Pro Tem.

Office of the President has ten days for review and decision on Legislation	PRESIDENT OF THE NAVAJO NATION
If President signs Legislation, Legislation become law or If President vetoes legislation, refer to Step 9, Veto Legislative Process	PRESIDENT OF THE NAVAJO NATION
Enacted Legislation is returned to Legislative Reporter Supervisor for final disposition	LEGISLATIVE REPORTER SUPERVISOR

STEP NINE: VETOED LEGISLATION PROCEDURE

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A vetoed resolution shall first be submitted to Naabik'iyati' Committee before consideration by the Council	
<i>STEP EIGHT: NAVAJO NATION COUNCIL LEGISLATIVE PROCEDURE</i>	PAGE 12-14
Approved override is not subject to President review	

LEGISLATIVE BRANCH CONTACT INFORMATION

OFFICE OF THE SPEAKER

P. O. Box 3390

Window Rock, AZ 86515

Main Line: (928) 871-7160

Fax Line: (928) 871-7255

www.navajonationcouncil.org

OFFICE OF THE LEGISLATIVE COUNSEL

Main Line: (928) 871-7166

Fax Line: (928) 871-7576

OFFICE OF LEGISLATIVE SERVICES

Main Line: (928) 871-7254

Fax Line: (928) 871-7259

www.nncouncil.org

LEGISLATIVE INFORMATION TECHNOLOGY

Main Line: (928) 871-7877