Navajo Nation
Legislative Process Policy

Adopted by: Naabik’íyáti’ Resolution NABIMA-16-17
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step One</td>
<td>Initiating / Drafting Legislation</td>
<td>Page 3 - 5</td>
</tr>
<tr>
<td>Step Two</td>
<td>Office of Legislative Services Legislation Intake and Review</td>
<td>Page 6 - 7</td>
</tr>
<tr>
<td>Step Three</td>
<td>Office of the Speaker Review</td>
<td>Page 8 - 9</td>
</tr>
<tr>
<td>Step Four</td>
<td>Initiate Legislation Public Comment</td>
<td>Page 10 - 12</td>
</tr>
<tr>
<td>Step Five</td>
<td>Digital Distribution of Legislation</td>
<td>Page 13 - 14</td>
</tr>
<tr>
<td>Step Six</td>
<td>Public Comment Review</td>
<td>Page 15 - 16</td>
</tr>
<tr>
<td>Step Seven</td>
<td>Standing Committee Referral(s)</td>
<td>Page 17 - 19</td>
</tr>
<tr>
<td>Step Eight</td>
<td>Navajo Nation Council Referral</td>
<td>Page 20 - 24</td>
</tr>
<tr>
<td></td>
<td>Legislative Branch Contact Information</td>
<td>Page 25</td>
</tr>
</tbody>
</table>
### STEP ONE: INITIATING / DRAFTING LEGISLATION

<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate legislation sponsorship.</td>
<td>COUNCIL DELEGATE</td>
</tr>
<tr>
<td>Delegate submits an Office of Legislative Counsel (OLC) Service Request Form to OLC to draft proposed legislation; form is provided by OLC.</td>
<td>COUNCIL DELEGATE</td>
</tr>
<tr>
<td>Research for legal sufficiency (federal, state, county, and tribal laws).</td>
<td>OFFICE OF LEGISLATIVE COUNSEL</td>
</tr>
<tr>
<td>Draft proposed legislation in a properly codified format.</td>
<td>OFFICE OF LEGISLATIVE COUNSEL</td>
</tr>
<tr>
<td>Reviews and accepts drafted proposed legislation.</td>
<td>COUNCIL DELEGATE</td>
</tr>
<tr>
<td>Delegate signs original proposed legislation.</td>
<td>COUNCIL DELEGATE</td>
</tr>
</tbody>
</table>
STEP ONE: INITIATING / DRAFTING LEGISLATION

RESPONSIBLE PARTY:
Council Delegate
Office of Legislative Counsel (OLC)
OLC Chief Legislative Counsel
OLC Attorney

LEGEND:
Start / End
Data
Process
Decision
Document
Delay

Continue Step 1 on Next Page
STEP ONE: INITIATING / DRAFTING LEGISLATION (CONT'D)

RESPONSIBLE PARTY:
Council Delegate
Office of Legislative Counsel (OLC)
OLC Chief Legislative Counsel
OLC Attorney

LEGEND:
- Start / End
- Data
- Process
- Decision
- Document
- Delay

OLC Attorney → Council Delegate

Draft Legislation

Review & Accept Draft Legislation

Council Delegate

Sign Original Legislation

YES

deliver to OLS

NO
## Step Two: Office of Legislative Services Legislation Intake and Review

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsoring Delegate submits proposed legislation, with original signature, to OLS Director or OLS Tracking Section (designee).</td>
<td>OFFICE OF LEGISLATIVE SERVICES DIRECTOR or OLS TRACKING SECTION</td>
</tr>
<tr>
<td>OLS Reviewers review legislation. Should document have discrepancies, legislation will be referred back to OLC.</td>
<td>OLS REVIEWERS</td>
</tr>
<tr>
<td>Electronically deliver legislation to Office of the Speaker</td>
<td>OLS REVIEWERS</td>
</tr>
</tbody>
</table>
**RESPONSIBLE PARTY:**
- Executive Director
- OLS Tracking Section
- OLS Reviewers
### STEP THREE: OFFICE OF THE SPEAKER REVIEW

<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Speaker receives legislation electronically.</td>
<td>OFFICE OF THE SPEAKER</td>
</tr>
<tr>
<td>Speaker or designee reviews legislation and finalize committee assignment.</td>
<td>OFFICE OF THE SPEAKER</td>
</tr>
<tr>
<td>Return legislation electronically to OLS.</td>
<td>OFFICE OF THE SPEAKER</td>
</tr>
</tbody>
</table>
STEP THREE: OFFICE OF THE SPEAKER REVIEW

RESPONSIBLE PARTY:
Office of the Speaker

LEGEND:
- Start / End
- Data
- Process
- Decision
- Document
- Delay
<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLS Tracking Section emails Legislative Information Technology for posting of legislation to website.</td>
<td>OLS TRACKING SECTION</td>
</tr>
<tr>
<td>Legislative Information Technology creates Internet Public Review Publication form.</td>
<td>LEGISLATIVE INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>Legislative Information Technology posts legislation to website: <a href="http://www.navajonationcouncil.org">www.navajonationcouncil.org</a></td>
<td>LEGISLATIVE INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td>Legislative Information Technology sends confirmation email to OLS and Office of the Speaker reviewers.</td>
<td>LEGISLATIVE INFORMATION TECHNOLOGY</td>
</tr>
<tr>
<td><strong>LEGISLATION ON FIVE DAY HOLD</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Five day hold period begins the day after posting legislation on the website.*
STEP FOUR: INITIATE LEGISLATION PUBLIC COMMENT

RESPONSIBLE PARTY:
OLS Tracking Section
Legislative IT

LEGEND:
- Start / End
- Data
- Process
- Decision
- Document
- Delay

Adopted by: Naabik’íyáti’ Resolution NABIMA-16-17
STEP FOUR: INITIATE LEGISLATION PUBLIC COMMENT (CONT’D)

LEGEND:
- Start / End
- Data
- Process
- Decision
- Document
- Delay

RESPONSIBLE PARTY:
OLS Tracking Section
Legislative IT

Adopted by: Naabik’íyáti’ Resolution NABIMA-16-17
### STEP FIVE: DIGITAL DISTRIBUTION OF LEGISLATION

<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLS Tracking Section, by email, confirms to Executive Director or designee the posting of the complete legislation onto DIBB.</td>
<td>OLS TRACKING SECTION</td>
</tr>
<tr>
<td>OLS Director or Designee sends email informing the Office of the President, Office of the Attorney General, Office of the Controller, Office of Management and Budget and all Executive Branch Directors of newly introduced legislations.*</td>
<td>OFFICE OF LEGISLATIVE SERVICES DIRECTOR or DESIGNEE</td>
</tr>
<tr>
<td>Any exhibits or materials determined by the Navajo Nation Department of Justice to be confidential shall be properly marked “confidential” and shall not be placed on the website or otherwise released.</td>
<td></td>
</tr>
</tbody>
</table>

*Function delegated to Office of Legislative Services by Office of the Speaker
STEP FIVE: DIGITAL DISTRIBUTION OF LEGISLATION

RESPONSIBLE PARTY:
OLS Tracking Section
Executive Director

LEGEND:

榄 Start / End 　　▱ Data
　　▱ Process 　　▱ Decision
　　▱ Document 　　▱ Delay

Receive IT Confirmation Email on Legislation Posting

Send Email to Executive Director or Designee that proposed Legislation is available on DiBB

Email Distribution on New Posted Legislation

Copy of Emails for Future References

Adopted by: Naabik’íyáti’ Resolution NABIMA-16-17
### STEP SIX:  PUBLIC COMMENT REVIEW

<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital comments may be e-mailed to <a href="mailto:comments@navajo-nsn.gov">comments@navajo-nsn.gov</a></td>
<td></td>
</tr>
<tr>
<td>Written comments may be mailed to:</td>
<td></td>
</tr>
<tr>
<td>Executive Director, Office of Legislative Services, P.O. Box 3390, Window Rock, AZ 86515</td>
<td></td>
</tr>
<tr>
<td>Fax #: (928) 871-7259</td>
<td></td>
</tr>
<tr>
<td>At the conclusion of the five (5) day comment period, OLS will compile comments submitted and prepare comment review sheet.</td>
<td>OLS TRACKING SECTION</td>
</tr>
<tr>
<td>OLS Executive Director or Policy Analyst signs the comment review report.</td>
<td>OFFICE OF LEGISLATIVE EXECUTIVE DIRECTOR or OLS TRACKING SECTION</td>
</tr>
<tr>
<td>Tracking Section attaches the Internet Public Review Publication &amp; Summary to the legislation.</td>
<td>OLS TRACKING SECTION</td>
</tr>
</tbody>
</table>
STEP SIX: PUBLIC COMMENT REVIEW

RESPONSIBLE PARTY:
OLS Tracking Section
Executive Director
Policy Analyst

LEGEND:
○ Start / End
□ Data
□ Process
○ Decision
□ Document
□ Delay
**STEP SEVEN: STANDING COMMITTEE REFERRAL(S)**

<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLS Tracking Section refers legislation to Legislative Advisement, Legislative Reporter, Committee Chairperson, and Sponsor. *</td>
<td>OLS TRACKING SECTION</td>
</tr>
<tr>
<td>Legislative Advisor, in consultation with Committee Chairperson and Sponsor, places legislation on the committee agenda.</td>
<td>OLS LEGISLATIVE ADVISEMENT</td>
</tr>
<tr>
<td>Standing Committee convenes and takes action on legislation.</td>
<td>STANDING COMMITTEE</td>
</tr>
<tr>
<td>Upon committee action, if not final authority, Legislative Reporter drafts Committee Report with approved amendments and/or failed amendments. Legislative Advisor reviews Committee Report. Documentation shall be completed within five (5) calendar days.</td>
<td>LEGISLATIVE REPORTER and LEGISLATIVE ADVISOR</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>Upon committee action, if final authority, Legislative Reporter drafts Resolution incorporating amendment(s) or if legislation fails, Legislative Reporter drafts Committee Report documenting amendment(s). Legislative Advisor reviews and finalizes Resolution or Committee Report. Documentation shall be completed within five (5) calendar days. Note: If any, directives are issued, directive(s) shall be memorialized in writing to Office of the President and the appropriate Division Director within three (3) calendar days.</td>
<td></td>
</tr>
<tr>
<td>Committee Report(s), resolution(s), and directive(s) are finalized with Committee Chairperson signature.</td>
<td>STANDING COMMITTEE CHAIRPERSON</td>
</tr>
</tbody>
</table>

*DEPENDING ON LEGISLATION, ASSIGNMENT MAY BE MADE TO THE FOLLOWING STANDING COMMITTEES (Budget and Finance; Health, Education and Human Services; Law and Order; Naabik’íyáti’; Resources and Development).
STEP SEVEN: STANDING COMMITTEE REFERRAL(S)

Refers Legislation to OLS Advisement

DiBB

Place Legislation on Committee Agenda

Committee Takes Action

Not Final Authority – Pass or Fail

Final Authority – Pass

Final Authority – Fail

Refer

Naabik’íyáti’ Committee Only

Continue Step 7 on Next Page

Table

Continue Step 7 on Next Page

Directive(s)

Continue Step 7 on Next Page

LEGEND:

Start / End

Data

Process

Decision

Document

Delay

RESPONSIBLE PARTY:
OLS Tracking Section
OLS Advisement
Standing Committee
STEP SEVEN: STANDING COMMITTEE REFERRAL(S) (CONT’D)

RESPONSIBLE PARTY:
OLS Tracking Section
OLS Advisement

LEGEND:
Start / End
Data
Process
Decision
Document
Delay

Not Final Authority – Pass or Fail

Final Authority – Fail

Refer

Table

Directive(s)

OLS Advisement Committee Report

OLS Advisement Resolution

OLS Advisement Committee Report

OLS Advisement Committee Report

OLS Advisement Generate Directive Letter

OLS Tracking Section Receives Committee Report

OLS Tracking Section Receives Resolution

OLS Tracking Section Receives Committee Report

OLS Tracking Section Receives Committee Report

OLS Tracking Section Directing Letter Distribution

OLS Tracking Section Refer to Next Committee DiBB

OLS Tracking Section Document Disposition DiBB

OLS Tracking Section Document Disposition DiBB

OLS Tracking Section Hold

OLS Tracking Section Hold

OLS Tracking Section Document Disposition

DiBB

Committee Report

DiBB

Document

Restart Process: “Place Legislation on Committee Agenda”

Restart Process: “Place Legislation on Council or Committee Agenda”

Adopted by: Naabik’íyáti’ Resolution NABIMA-16-17
### STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL

<table>
<thead>
<tr>
<th>TASKS</th>
<th>RESPONSIBLE PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLS Tracking Section refers legislation to Navajo Nation Council.</td>
<td>OLS TRACKING SECTION</td>
</tr>
<tr>
<td>Navajo Nation Council convenes and takes action on legislation.</td>
<td>NAVAJO NATION COUNCIL</td>
</tr>
<tr>
<td>If legislation does not receive sufficient votes for passage, legislation shall be deemed permanently eliminated.</td>
<td>NAVAJO NATION COUNCIL</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>If legislation passes, resolution will be signed by the Speaker or referred to the President of the Navajo Nation.</td>
<td></td>
</tr>
</tbody>
</table>
STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL

Refer Legislation to Council

Place Legislation on Council Agenda

Takes Action

Council

Executive Director / Speaker

DiBB

 RESPONSIBLE PARTY:

OLS Tracking Section  OLC Legislative Counsel
Executive Director  President
Speaker  Office Legislative Counsel (OLC)
Council

LEGEND:

Start / End  Data
Process  Decision
Document  Delay

Continue Step 8 on Next Page

Adopted by: Naabik’íyáti’ Resolution NABIM-16-17
**LEGEND:**

- Start / End
- Data
- Process
- Decision
- Document
- Delay

**Adopted by:** Naabik’íyáti’ Resolution NABIMA-16-17
STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL (CONT’D)

LEGEND:
- Start / End
- Data
- Process
- Decision
- Document
- Delay

Prepared by: Naabik’íyáti’ Resolution NABIMA-16-17
STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL (CONT’D)

LEGEND:

- Start / End
- Data
- Process
- Decision
- Document
- Delay

Adopted by: Naabik’íyáti’ Resolution NABI MA-16-17
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.nnols.org

LEGISLATIVE INFORMATION TECHNOLOGY
Main Line: (928) 871-7877