

HUD Tribal Intergovernmental Advisory Committee

Protocols

I. PROTOCOLS

These organizational protocols govern the operations of the U.S. Department of Housing and Urban Development (HUD) Tribal Intergovernmental Advisory Committee (TIAC). These protocols have been approved by the TIAC and may be amended periodically by the TIAC.

II. ROLES

Tribal Delegate (Delegate): The Delegate should be an elected official or designated representative, acting in their official capacity and qualified to represent their Indian tribe at any official TIAC meeting, including in-person meetings and virtual meetings. HUD will pay for the Delegate to attend official TIAC meetings.

Tribal Alternate (Alternate): The Alternate should be an elected official or designated Tribal employee, acting in their official capacity, and qualified to represent their Indian tribe at any official TIAC meeting, including in-person meetings and virtual meetings. HUD will pay for the Alternate to attend the meeting if the Delegate cannot attend, provided that the Alternate is designated to serve on the TIAC in place of the Delegate in accordance with the procedures outlined in these protocols.

Tribal Technical Advisor: Delegates will be allowed to bring Tribal technical advisors to the meeting to assist them with their duties and responsibilities as a Delegate. The number of Tribal technical advisors that may attend an official TIAC meeting may be limited due to limited available meeting space. If the Tribal technical advisor is accompanying the Delegate/Alternate, he/she cannot actively participate in the meeting. The Tribal technical advisor may however communicate directly with his/her Delegate or Alternate. The Tribal technical advisor has no authority to vote and is responsible for his/her own travel costs.

HUD Representative: HUD representatives will be selected by the Secretary. If the designated HUD representative is unable to attend the meeting, another HUD official representing that office will be designated to attend in their place.

HUD Technical Advisor: The HUD representative will be allowed to bring HUD technical advisors to the meeting to assist them with their duties and responsibilities. The advisor must be either a full-time or permanent part-time employee of the federal government.

Designated Federal Official: The Secretary will designate an employee to serve as the Designated Federal Official (DFO) for the Committee. The DFO will carry out the following duties:

1. Approve, in conjunction with the Tribal Co-Chairs, the agenda for all Committee meetings prior to each meeting; and

2. Help facilitate any official TIAC meeting, as needed, in conjunction with the Tribal Co-Chairs.

Tribal Co-Chair(s): The TIAC may select up to two Tribal TIAC members to serve as Tribal Co-Chairs. A Tribal Co-Chair may be selected through a simple majority vote. A Tribal Co-Chair's term shall run for as long as they serve on the TIAC, unless the Co-Chair voluntarily steps down prior to the end of his/her term. Tribal Co-Chairs will be responsible for working collaboratively with other TIAC members and HUD to develop meeting agendas prior to formal TIAC meetings, facilitate meetings to ensure the work of the TIAC is productive, managing all procedural matters associated with the TIAC, including voting and documenting formal actions taken by the TIAC, and other related and appropriate duties.

III. CONDUCT OF MEETINGS

Participation: The meetings will be limited to official representatives of the TIAC that include the Delegates with their technical advisors and the HUD representatives with their technical advisors. Members of the public may attend but cannot participate or speak. HUD will work to ensure that subject matter technical experts are available when needed.

Discussion of Issues: The TIAC will approve a specified amount of time for discussion on any given issue. After such time has lapsed, or the TIAC deems no further discussion is required, any Delegate may make a motion for the Tribal Co-Chairs to call for a vote on any formal recommendations to make to the Secretary. If seconded, then the Tribal Co-Chairs will call for the vote. The TIAC may also agree to add additional time for discussion of a particular issue if the TIAC determines that additional time is needed.

Voting: All present Tribal Delegates are eligible to vote on a given matter. Federal members may not vote. Voting can be performed in-person or, in the instance of a virtual meeting or a Delegate attending remotely, via teleconference/web-based platform. Should the Delegate be absent, their Alternate will have the authority to vote.

Decision Making Capacity: The Tribal Co-Chairs shall take the votes of Delegates, record the results of the vote, and include any formal recommendation to the Secretary. Delegates will work collaboratively and strive to achieve consensus on all matters. However, in the absence of consensus, a super majority vote (two-thirds or more) of those present is needed to make formal recommendations to the Secretary. In the absence of consensus, when a super majority vote is taken, the Tribal Co-Chairs may request that any majority and minority positions taken by Delegates be documented and included in any recommendation made to the Secretary to ensure that all views of Delegates are reflected.

Caucus: Delegates may adjourn to caucus for a pre-determined amount of time for discussions. Additionally, Delegates may hold caucus meetings before the beginning of the formal TIAC meeting.

IV. DUTIES/EXPECTATIONS

Good Faith: Must make a good faith effort to attend all meetings via teleconference or in-person.

Attendance: To the extent practicable, notification of expected absence from an official TIAC meeting should be provided to HUD and the Tribal Co-Chairs no less than one month prior to a meeting to arrange for the appropriate designation and travel reimbursement of any Alternate.

Vacancy Due to End of Term: When the term of a Delegate is due to expire:

1. HUD will notify the Delegate and their respective Indian tribe;
2. Prior to the expiration of the Delegate's term, HUD will solicit new nominations from federally recognized Indian tribes to fill the vacancy; and
3. HUD will confirm the nomination of the new Delegate and announce the replacement on its website within a timely manner.

Vacancy for Other Reasons: When a Delegate's vacancy occurs for reasons such as resignation or loss of Tribal election/employment:

1. HUD will verify the vacancy by contacting the individual;
2. HUD will notify the Indian tribe and ask them to nominate a replacement, be it the Alternate or a new nominee; and
3. HUD will confirm the nomination of the new Delegate and announce the replacement on its website within a timely manner.

V. SCHEDULING OF MEETINGS

Scheduling of Meetings: HUD will endeavor to schedule TIAC meetings so that they are not in conflict with other HUD-Tribal consultations/negotiations or national Tribal events. The TIAC will identify meeting dates and provide advance notice to maximize planning and attendance.

Travel: Subject to the availability of funds, TIAC will endeavor to meet in person two times per calendar year. Informational conference calls/virtual meetings will be held as needed. If the Delegate is unable to travel, then it is preferable to have an Alternate travel to the meeting. In the instance where travel is not practical for either Delegate or Alternate, HUD will make a virtual call-in space available.

Agenda: The agenda will be developed in draft form prior to the TIAC meeting. The TIAC will seek suggestions and comments on the draft agenda before finalizing an agenda prior to a TIAC meeting. HUD will then confirm all suggested topics and speakers. The final agenda will be sent to Delegates prior to a TIAC meeting.

VI. OTHER

Conflict of Interest: Delegates will make any and all efforts to avoid and disclose conflicts of interest.