



# Navajo Nation Legislative Process Policy

---

Adopted by: Naabik'íyáti' Resolution NABIMA-16-17

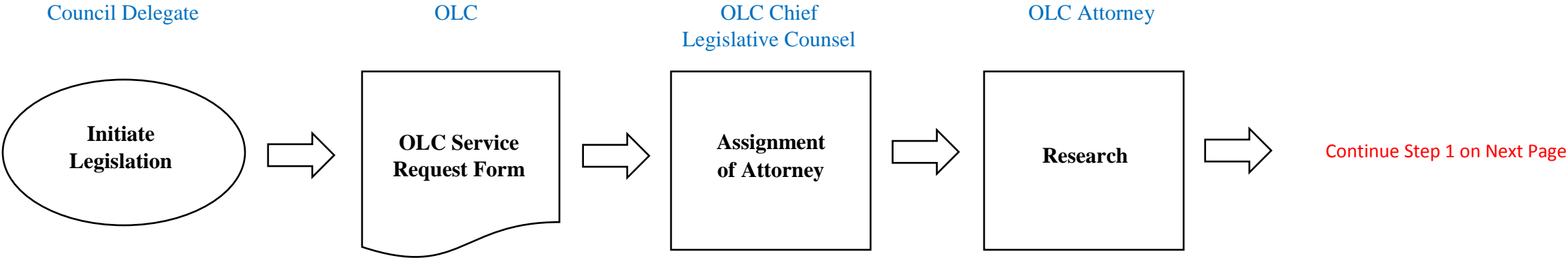
## LEGISLATIVE PROCESS POLICY TABLE OF CONTENTS

<b>STEP ONE:</b>	<b>INITIATING / DRAFTING LEGISLATION</b>	<b>PAGE 3 - 5</b>
<b>STEP TWO:</b>	<b>OFFICE OF LEGISLATIVE SERVICES LEGISLATION INTAKE AND REVIEW</b>	<b>PAGE 6 - 7</b>
<b>STEP THREE:</b>	<b>OFFICE OF THE SPEAKER REVIEW</b>	<b>PAGE 8 - 9</b>
<b>STEP FOUR:</b>	<b>INITIATE LEGISLATION PUBLIC COMMENT</b>	<b>PAGE 10 - 12</b>
<b>STEP FIVE:</b>	<b>DIGITAL DISTRIBUTION OF LEGISLATION</b>	<b>PAGE 13 - 14</b>
<b>STEP SIX:</b>	<b>PUBLIC COMMENT REVIEW</b>	<b>PAGE 15 - 16</b>
<b>STEP SEVEN:</b>	<b>STANDING COMMITTEE REFERRAL(S)</b>	<b>PAGE 17 - 19</b>
<b>STEP EIGHT:</b>	<b>NAVAJO NATION COUNCIL REFERRAL</b>	<b>PAGE 20 - 24</b>
	<b>LEGISLATIVE BRANCH CONTACT INFORMATION</b>	<b>PAGE 25</b>

**STEP ONE: INITIATING / DRAFTING LEGISLATION**

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

**STEP ONE: INITIATING / DRAFTING LEGISLATION**

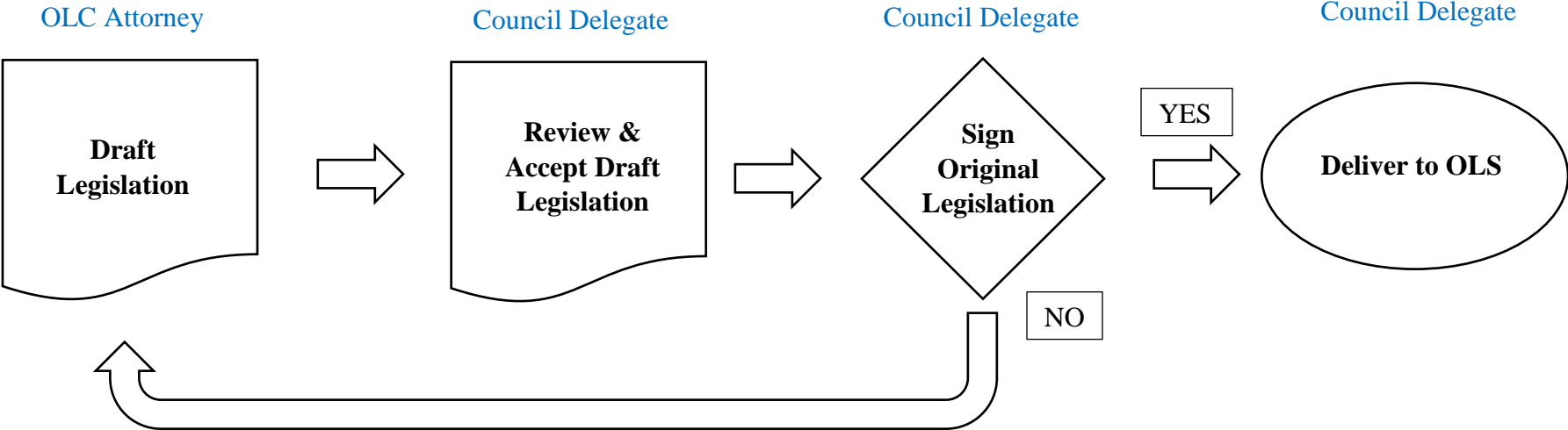


**RESPONSIBLE PARTY:**  
 Council Delegate  
 Office of Legislative Counsel (OLC)  
 OLC Chief Legislative Counsel  
 OLC Attorney

**LEGEND:**







Start / End	Data
Process	Decision
Document	Delay

**STEP ONE: INITIATING / DRAFTING LEGISLATION (CONT'D)**



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

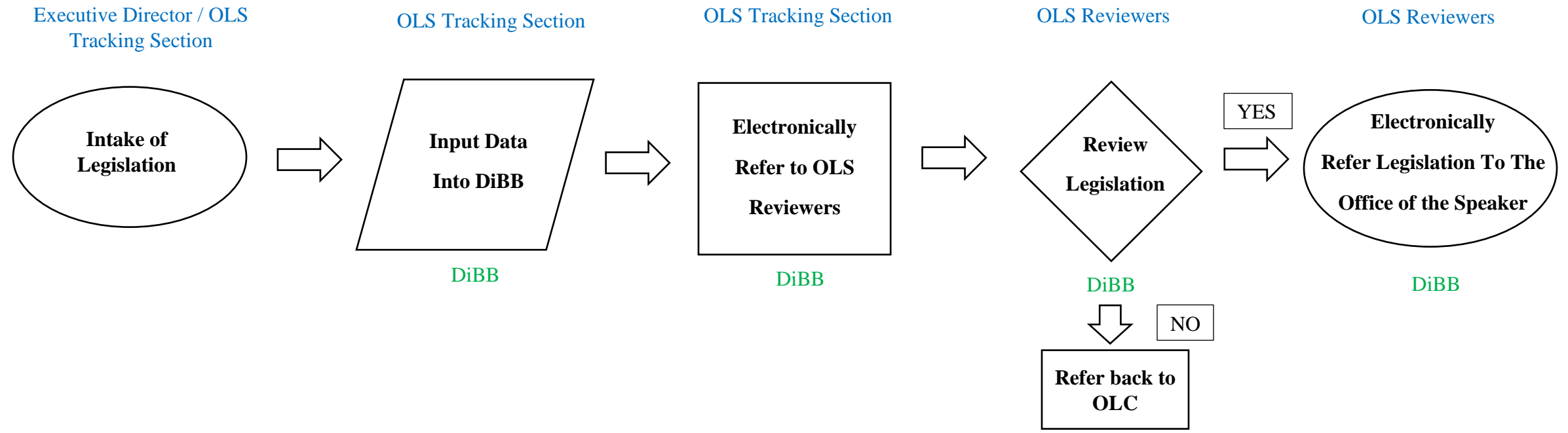
**LEGEND:**

 Start / End	 Data
 Process	 Decision
 Document	 Delay

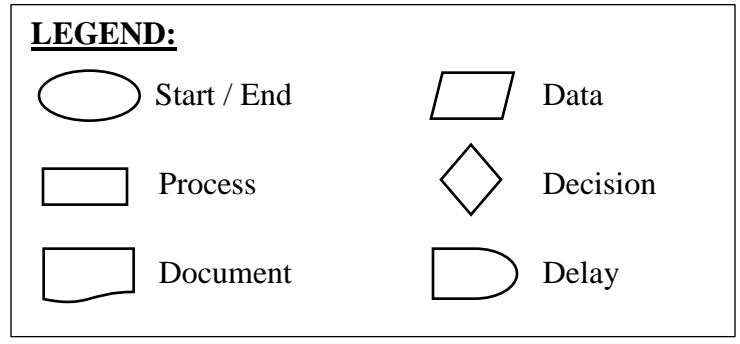
**STEP TWO: OFFICE OF LEGISLATIVE SERVICES LEGISLATION INTAKE AND REVIEW**

<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
Sponsoring Delegate submits proposed legislation, with original signature, to OLS Director or OLS Tracking Section (designee).	<b>OFFICE OF LEGISLATIVE SERVICES DIRECTOR or OLS TRACKING SECTION</b>
OLS Reviewers review legislation. Should document have discrepancies, legislation will be referred back to OLC.	<b>OLS REVIEWERS</b>
Electronically deliver legislation to Office of the Speaker	<b>OLS REVIEWERS</b>

**STEP TWO: OFFICE OF LEGISLATIVE SERVICES LEGISLATION INTAKE AND REVIEW**



**RESPONSIBLE PARTY:**  
 Executive Director  
 OLS Tracking Section  
 OLS Reviewers

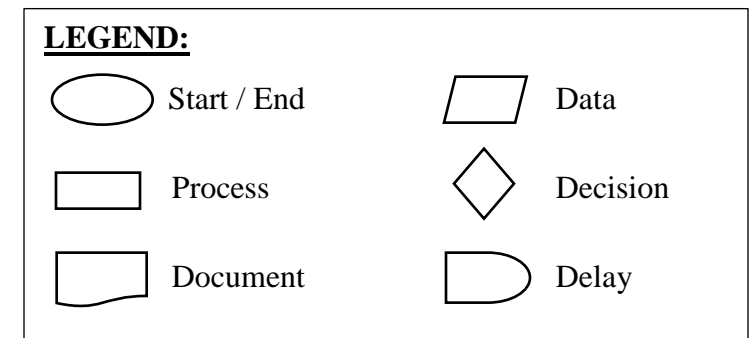
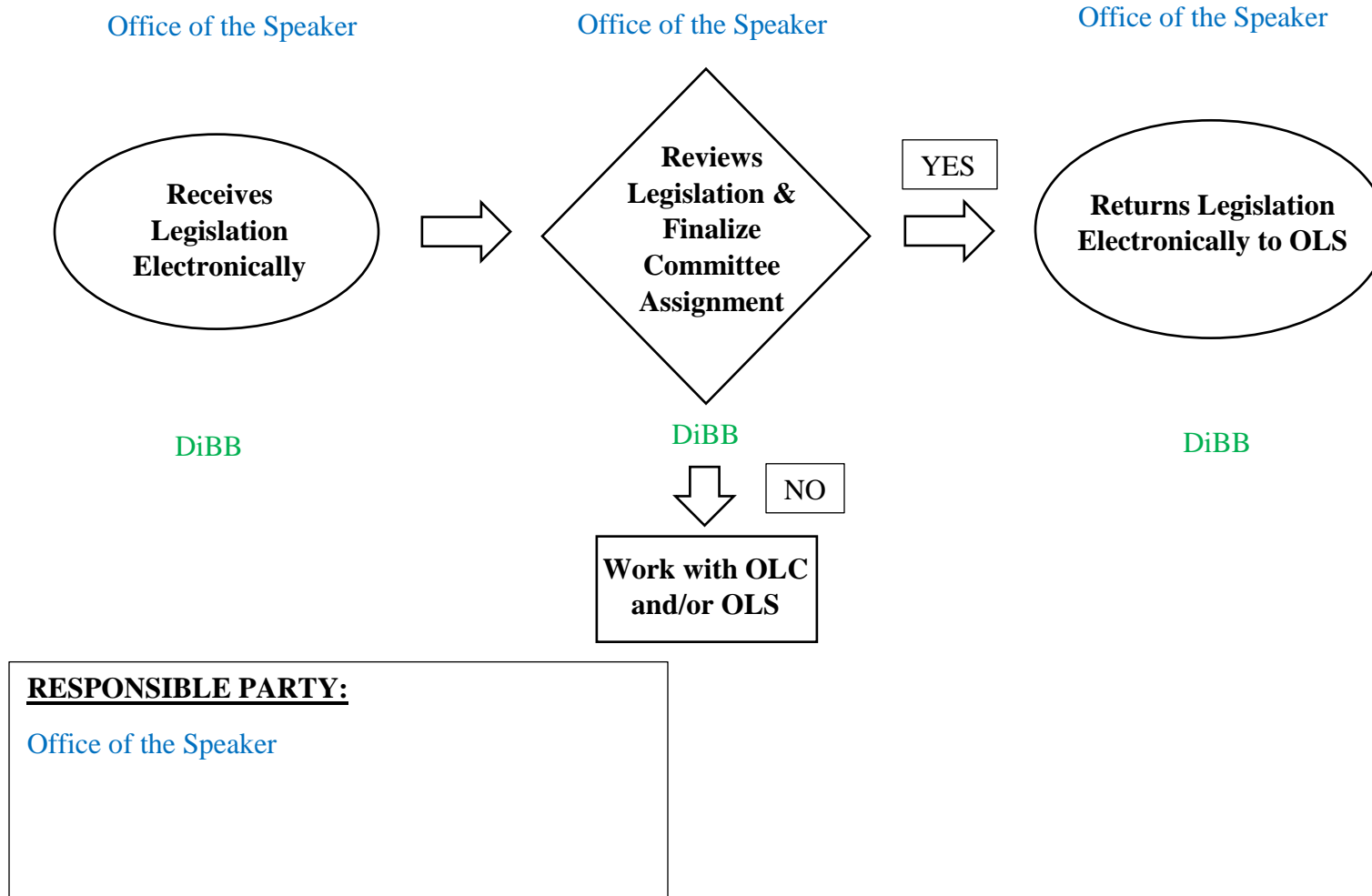


**STEP THREE: OFFICE OF THE SPEAKER REVIEW**

<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
Office of the Speaker receives legislation electronically.	<b>OFFICE OF THE SPEAKER</b>
Speaker or designee reviews legislation and finalize committee assignment.	<b>OFFICE OF THE SPEAKER</b>
Return legislation electronically to OLS.	<b>OFFICE OF THE SPEAKER</b>



**STEP THREE: OFFICE OF THE SPEAKER REVIEW**

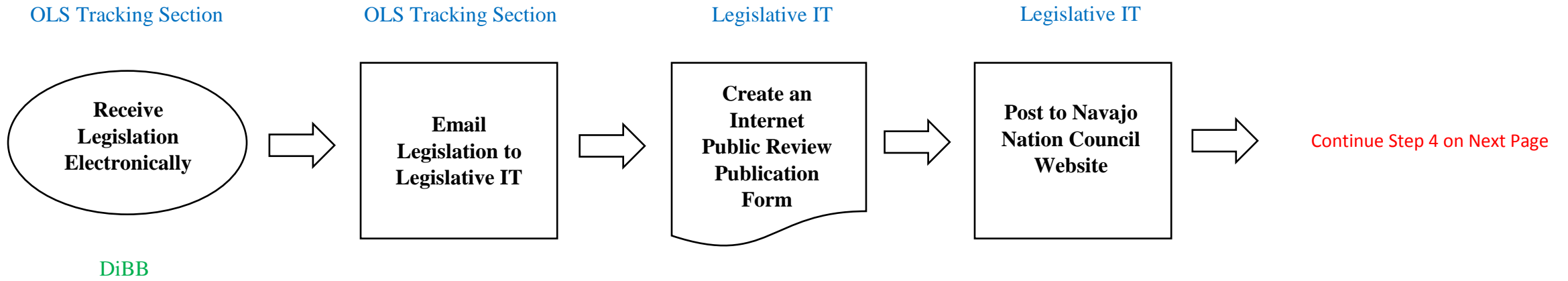


**STEP FOUR: INITIATE LEGISLATION PUBLIC COMMENT**

<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
OLS Tracking Section emails Legislative Information Technology for posting of legislation to website.	<b>OLS TRACKING SECTION</b>
Legislative Information Technology creates Internet Public Review Publication form.	<b>LEGISLATIVE INFORMATION TECHNOLOGY</b>
Legislative Information Technology posts legislation to website: <a href="http://www.navajonationcouncil.org">www.navajonationcouncil.org</a> .	<b>LEGISLATIVE INFORMATION TECHNOLOGY</b>
Legislative Information Technology sends confirmation email to OLS and Office of the Speaker reviewers.	<b>LEGISLATIVE INFORMATION TECHNOLOGY</b>
<b>LEGISLATION ON FIVE DAY HOLD*</b>	

\*Five day hold period begins the day after posting legislation on the website.







**STEP FOUR: INITIATE LEGISLATION PUBLIC COMMENT**



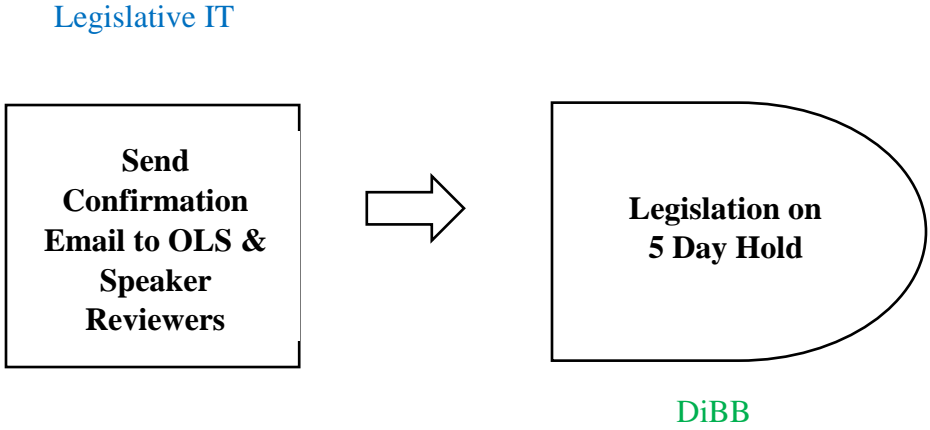
DiBB

**RESPONSIBLE PARTY:**  
 OLS Tracking Section  
 Legislative IT

**LEGEND:**







 Start / End	 Data
 Process	 Decision
 Document	 Delay

**STEP FOUR: INITIATE LEGISLATION PUBLIC COMMENT (CONT'D)**



**RESPONSIBLE PARTY:**  
OLS Tracking Section  
Legislative IT

**LEGEND:**

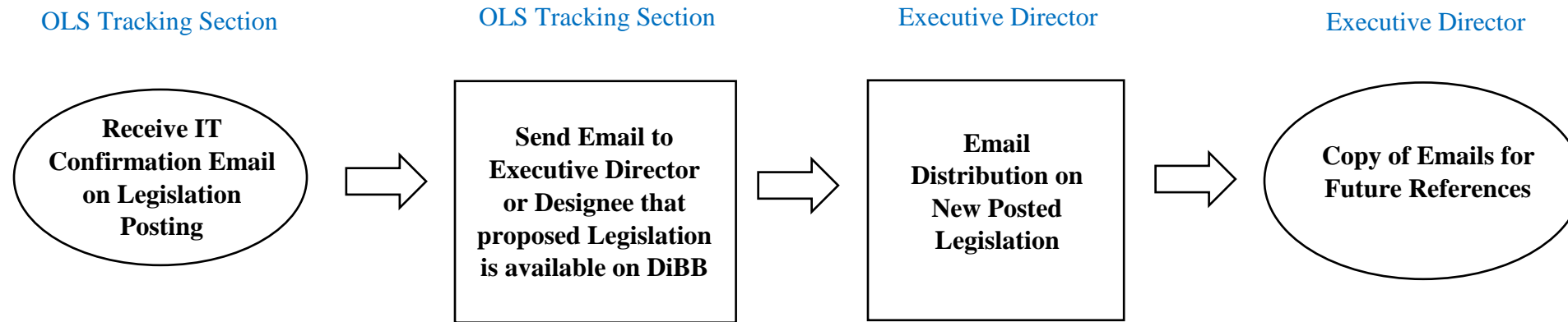
 Start / End	 Data
 Process	 Decision
 Document	 Delay

**STEP FIVE: DIGITAL DISTRIBUTION OF LEGISLATION**

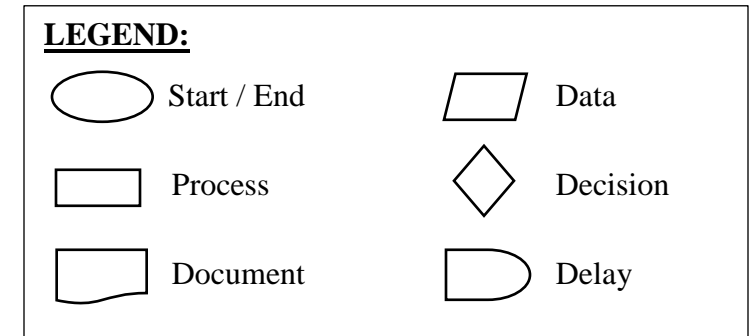
<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
OLS Tracking Section, by email, confirms to Executive Director or designee the posting of the complete legislation onto DIBB.	<b>OLS TRACKING SECTION</b>
OLS Director or Designee sends email informing the Office of the President, Office of the Attorney General, Office of the Controller, Office of Management and Budget and all Executive Branch Directors of newly introduced legislations.*	<b>OFFICE OF LEGISLATIVE SERVICES DIRECTOR or DESIGNEE</b>
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.	

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

**STEP FIVE: DIGITAL DISTRIBUTION OF LEGISLATION**



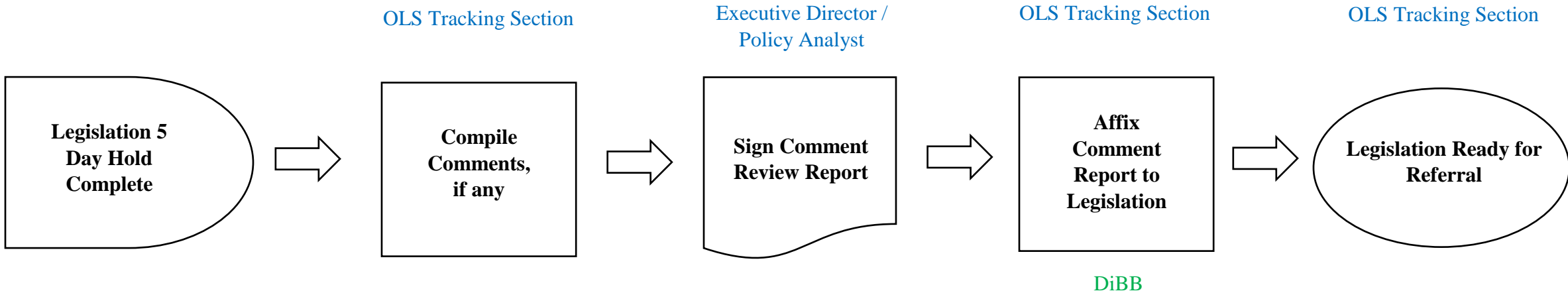
**RESPONSIBLE PARTY:**  
 OLS Tracking Section  
 Executive Director



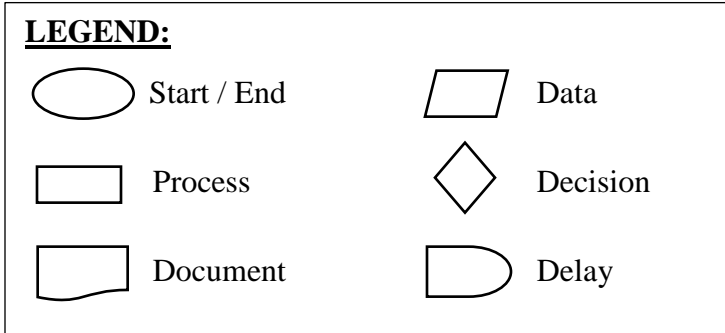
**STEP SIX: PUBLIC COMMENT REVIEW**

TASKS	RESPONSIBLE PARTY
<p>Digital comments may be e-mailed to <a href="mailto:comments@navajo-nsn.gov">comments@navajo-nsn.gov</a></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>At the conclusion of the five (5) day comment period, OLS will compile comments submitted and prepare comment review sheet.</p>	<p><b>OLS TRACKING SECTION</b></p>
<p>OLS Executive Director or Policy Analyst signs the comment review report.</p>	<p><b>OFFICE OF LEGISLATIVE EXECUTIVE DIRECTOR or OLS TRACKING SECTION</b></p>
<p>Tracking Section attaches the Internet Public Review Publication &amp; Summary to the legislation.</p>	<p><b>OLS TRACKING SECTION</b></p>

**STEP SIX: PUBLIC COMMENT REVIEW**



**RESPONSIBLE PARTY:**  
 OLS Tracking Section  
 Executive Director  
 Policy Analyst



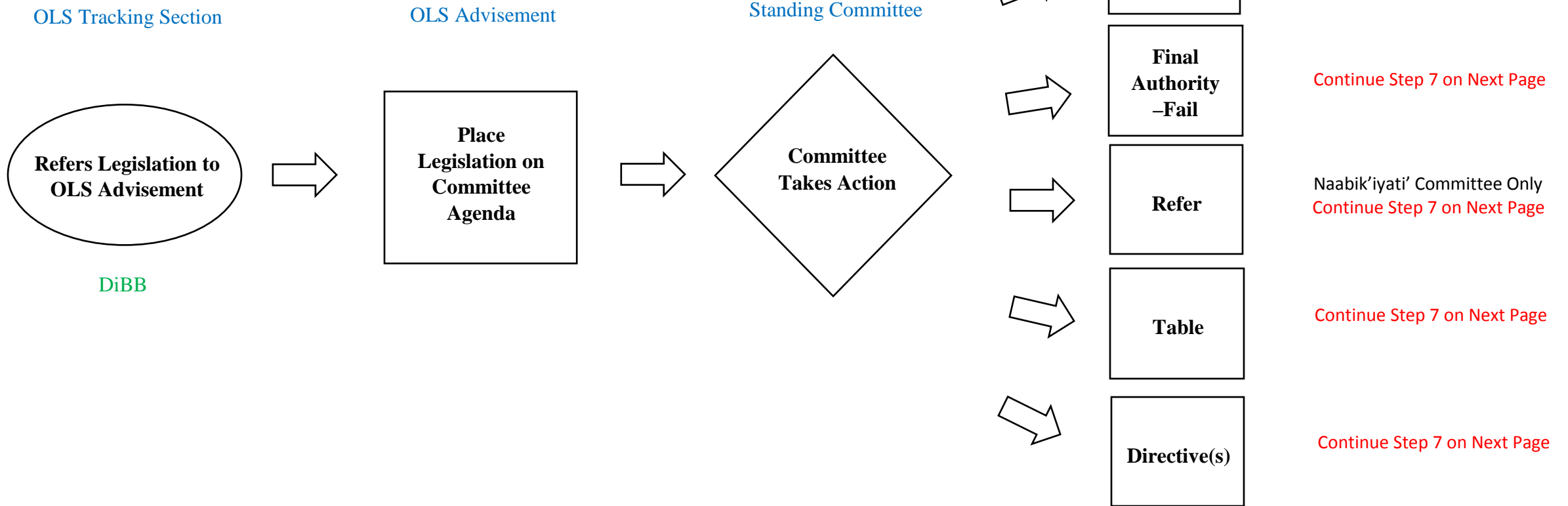


**STEP SEVEN: STANDING COMMITTEE REFERRAL(S)**

<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
OLS Tracking Section refers legislation to Legislative Advisement, Legislative Reporter, Committee Chairperson, and Sponsor. *	<b>OLS TRACKING SECTION</b>
Legislative Advisor, in consultation with Committee Chairperson and Sponsor, places legislation on the committee agenda.	<b>OLS LEGISLATIVE ADVISEMENT</b>
Standing Committee convenes and takes action on legislation.	<b>STANDING COMMITTEE</b>
<p>Upon committee action, <i>if not final authority</i>, 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.</p> <p style="text-align: center;">OR</p> <p>Upon committee action, <i>if final authority</i>, 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.</p> <p>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.</p>	<b>LEGISLATIVE REPORTER and LEGISLATIVE ADVISOR</b>
Committee Report(s), resolution(s), and directive(s) are finalized with Committee Chairperson signature.	<b>STANDING COMMITTEE CHAIRPERSON</b>

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

**STEP SEVEN: STANDING COMMITTEE REFERRAL(S)**

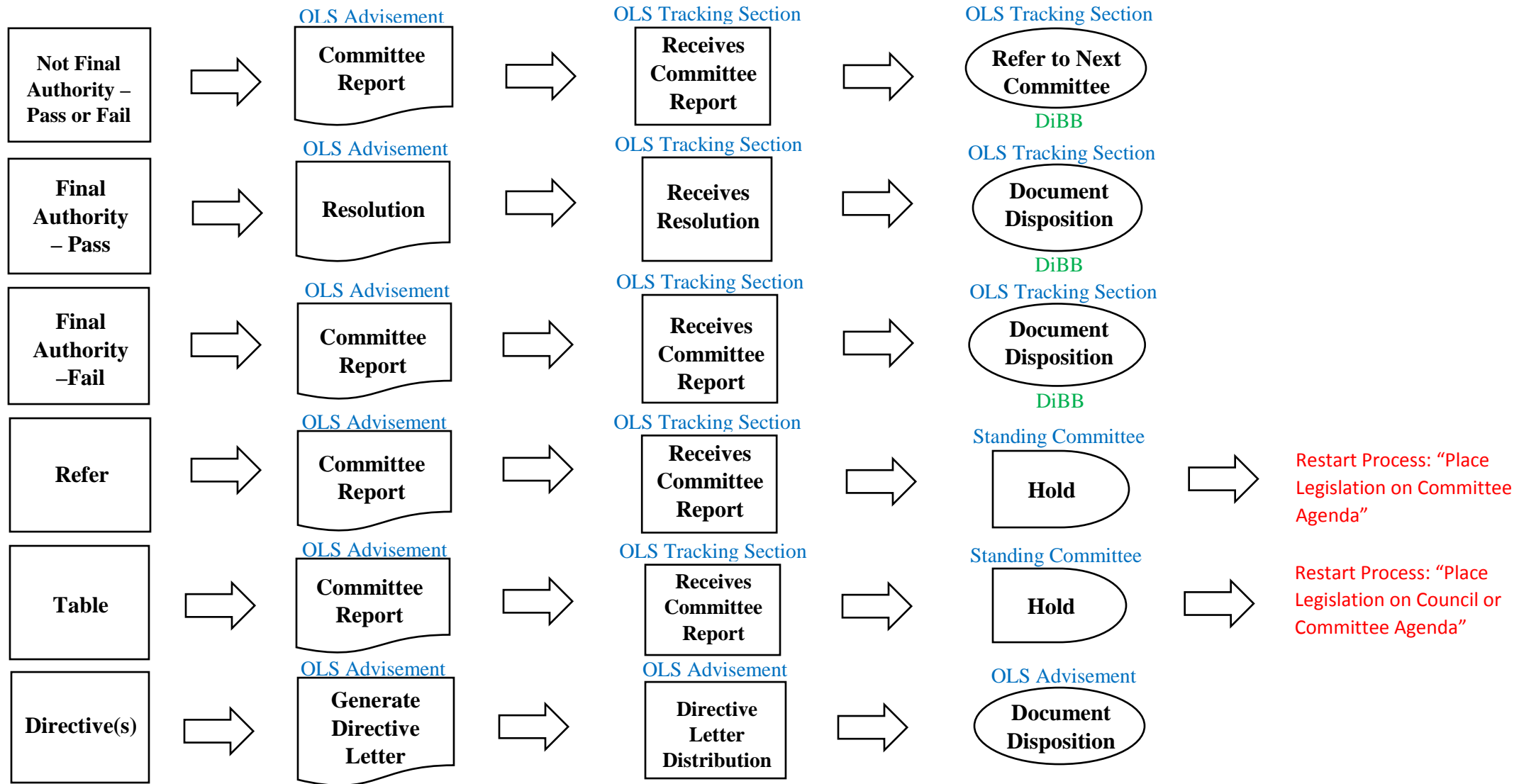


**RESPONSIBLE PARTY:**  
 OLS Tracking Section  
 OLS Advisement  
 Standing Committee

**LEGEND:**

Start / End	Data
Process	Decision
Document	Delay

**STEP SEVEN: STANDING COMMITTEE REFERRAL(S) (CONT'D)**

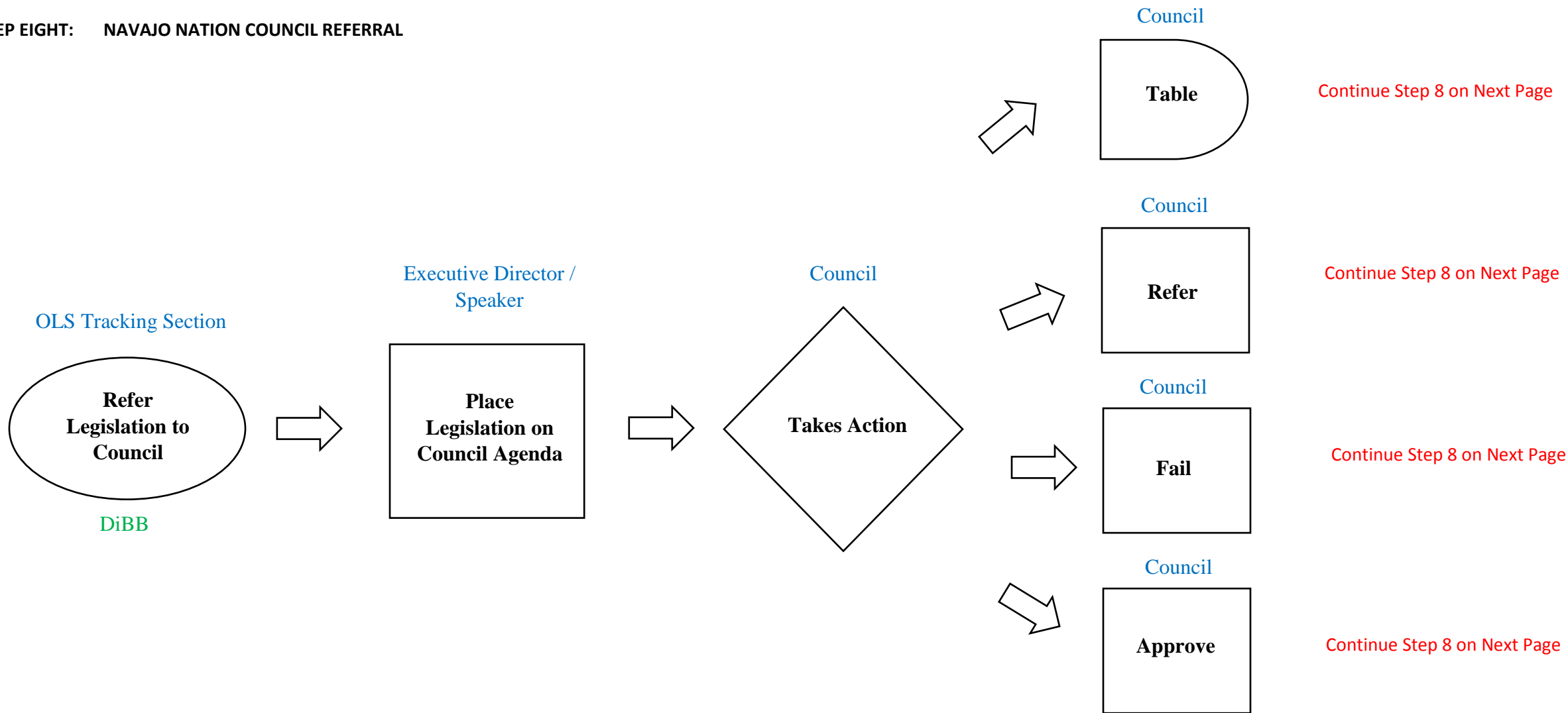


<p><b>RESPONSIBLE PARTY:</b></p> <p>OLS Tracking Section</p> <p>OLS Advisement</p>	<p><b>LEGEND:</b></p> <p>○ Start / End    ▱ Data    □ Process    ◇ Decision    ▭ Document    ◐ Delay</p>
--	--

**STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL**

<b>TASKS</b>	<b>RESPONSIBLE PARTY</b>
OLS Tracking Section refers legislation to Navajo Nation Council.	<b>OLS TRACKING SECTION</b>
Navajo Nation Council convenes and takes action on legislation.	<b>NAVAJO NATION COUNCIL</b>
<p>If legislation does not receive sufficient votes for passage, legislation shall be deemed permanently eliminated.</p> <p style="text-align: center;">OR</p> <p>If legislation passes, resolution will be signed by the Speaker or referred to the President of the Navajo Nation.</p>	<b>NAVAJO NATION COUNCIL</b>

**STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL**



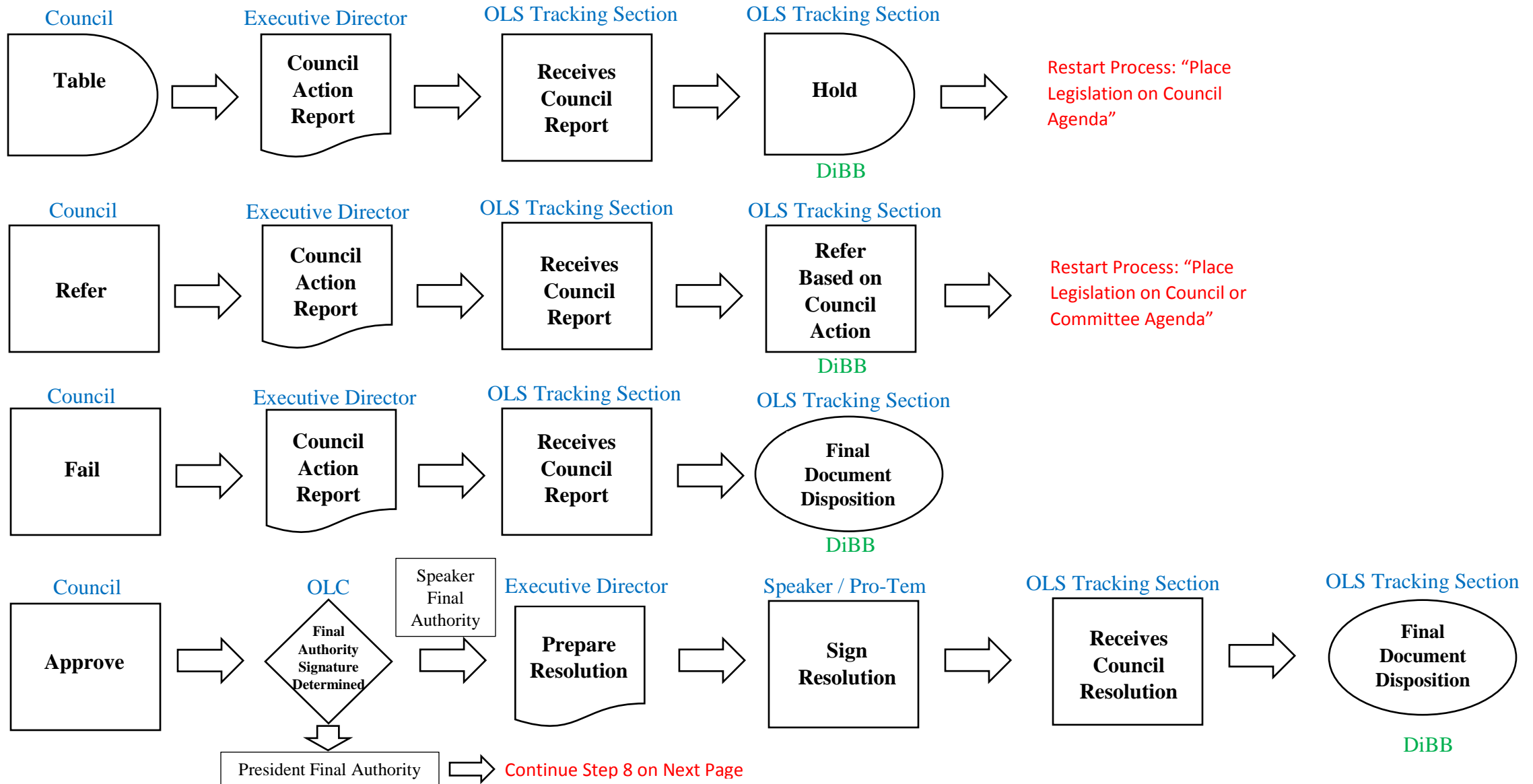
**RESPONSIBLE PARTY:**

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

**LEGEND:**

Start / End	Data
Process	Decision
Document	Delay

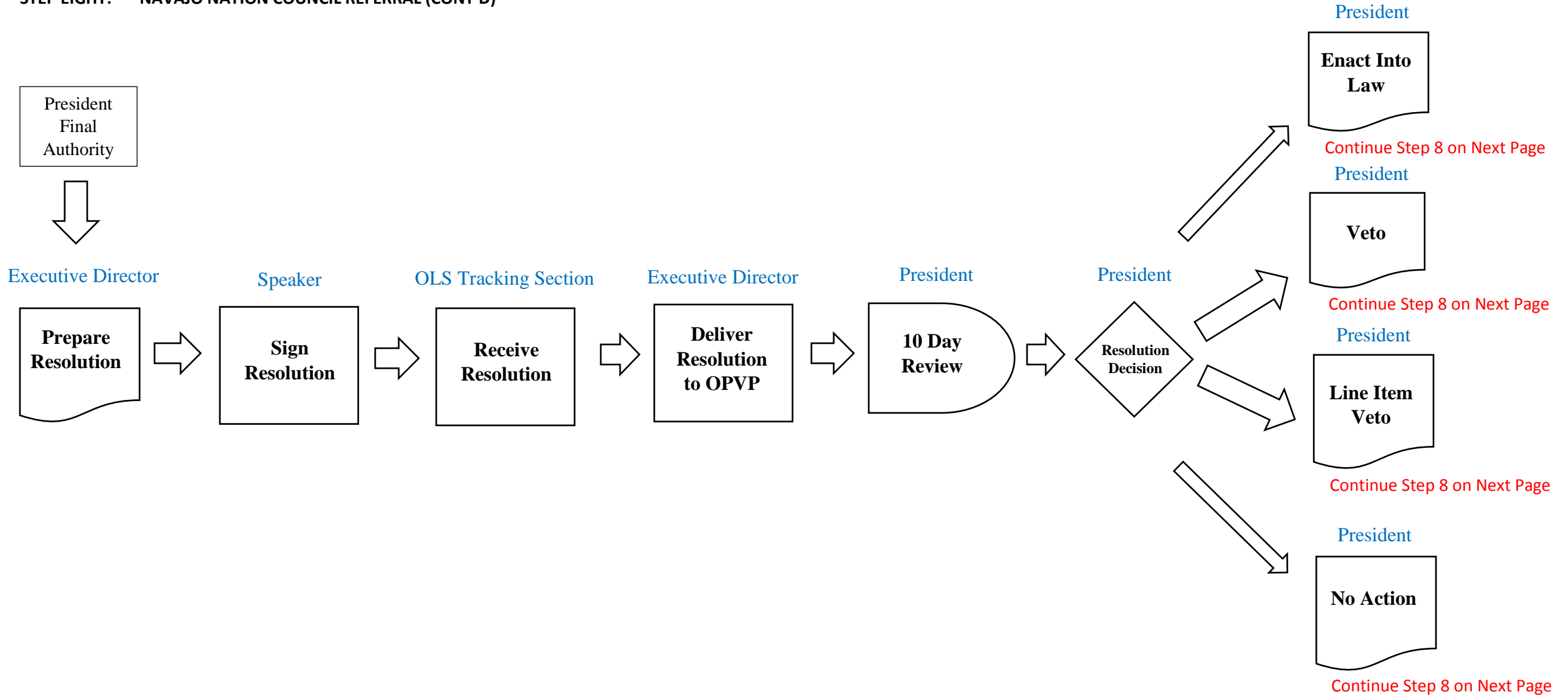
**STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL (CONT'D)**



**LEGEND:**

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

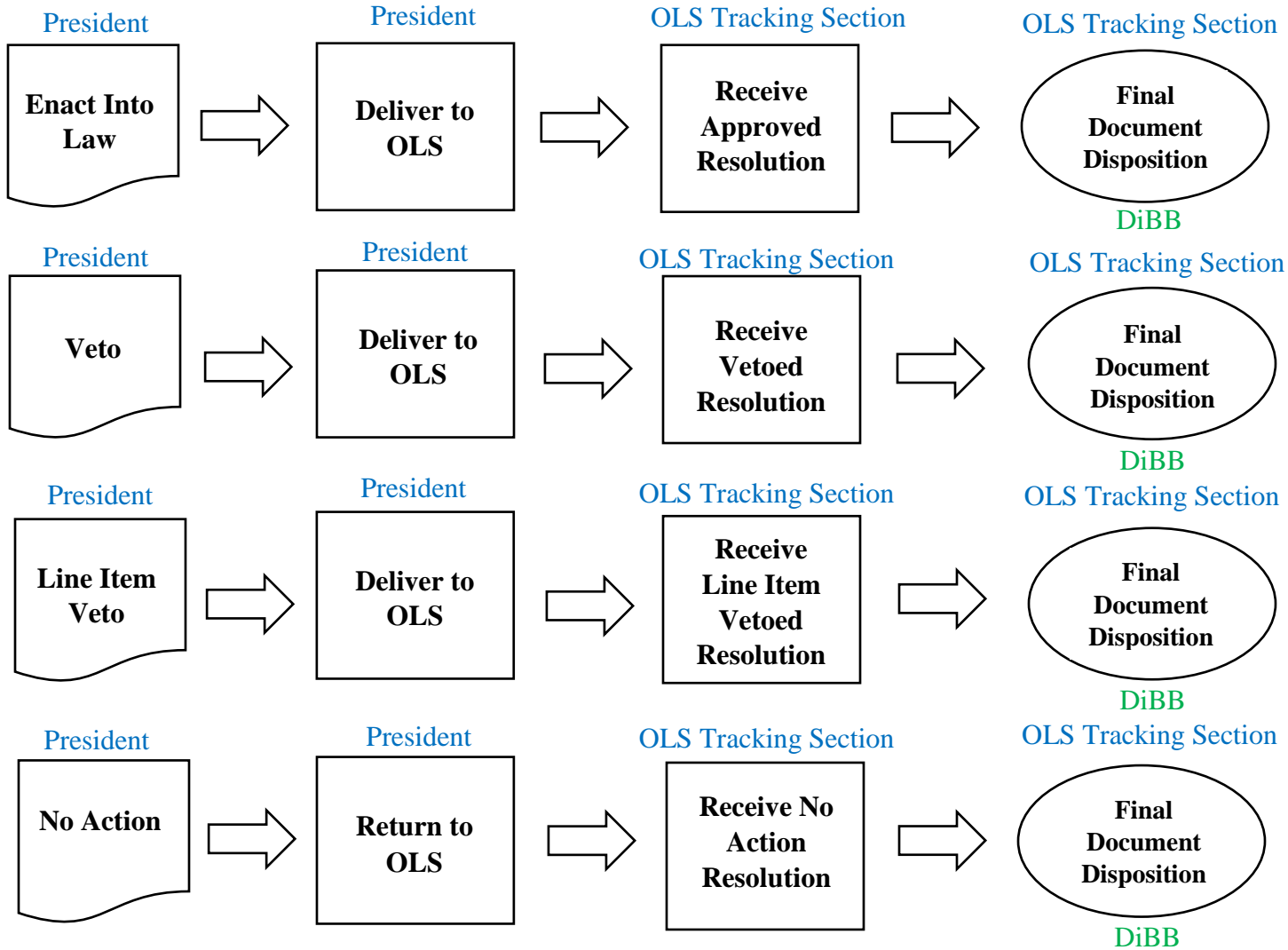
**STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL (CONT'D)**



**LEGEND:**

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

**STEP EIGHT: NAVAJO NATION COUNCIL REFERRAL (CONT'D)**



**LEGEND:**

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



## 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](http://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](http://www.nnols.org)

### LEGISLATIVE INFORMATION TECHNOLOGY

Main Line: (928) 871-7877