

02
11/12/97 267, (1)
1973

RULES OF PROCEDURE
FOR COMMITTEES
OF THE
MARIANAS POLITICAL STATUS COMMISSION

There are presently four (4) committees established within the Marianas Political Status Commission (hereinafter referred to as MPSC). They are:

1. Rules and Procedures Committee
_____, Chairman (Tenure Permanent)
2. Political Status Committee
_____, Chairman (Tenure Permanent)
3. Economic and Finance Committee
_____, Chairman (Tenure Permanent)
4. Land and Military Committee
_____, Chairman (Tenure Permanent)

A. Call of a Committee Meeting

It is the duty of the Chairman of each committee (hereinafter referred to as Chairman) to call any meeting of the committee. For purposes of proper maintenance of MPSC financial and scheduling problems, when a meeting is to be called by any Chairman he must first obtain approval from the Chairman of the MPSC, or in his absence the Vice Chairman of the MPSC. If a Chairman wishes to call a meeting that would be in conflict with any MPSC general meeting, whether or not the MPSC general meeting was called before or after the committee meeting, the MPSC general meeting will take precedence. The call of a committee meeting shall be in writing with not less than two days advance notice unless an urgent matter requires a call without advance notice, and shall contain the following:

1. Date and time of the meeting;
2. Location of the meeting; and

3. General indication of the purpose of the meeting--it being understood that this general indication of the purpose of the meeting is not a requirement for the calling of the meeting itself, but informative only.

B. Opening of a Committee Meeting

1. It shall be the duty of the Chairman to open the sitting of any meeting of his committee at the appointed hour by taking the Chair and calling the meeting to order;
2. It shall be the duty of the Chairman to call the roll of the committee members for purposes of ascertainment of their presence. It shall be required that, in order for any meeting of the committee to continue, a quorum be present. A quorum consists of a majority of the active membership of the committee. Should a quorum not be present, the only business that can be transacted is a motion to adjourn that session permanently, or from time to time, until a quorum is present; and
3. Upon ascertainment of a quorum being present, the Chairman shall proceed with the meeting by a reading or an indication of what the purpose and agenda of the meeting is to be.

C. Functions of the Chairman are as follows:

1. Assign each member of his committee a seat;
2. Maintain order and proper decorum in debate;
3. Announce the business before the committee in the order prescribed in the Rules;
4. Receive and submit all matters properly brought before the committee by its members, receive proper motions, call for votes, upon same, and announce results;
5. Receive all communications and present them to the committee for consideration of suggestions contained therein.

6. Authenticate, by his signature, all official acts and papers of his committee, and transmit same as required;
7. Make known the Rules of Procedure and interpret same when so requested, and decide points of order subject to appeal to the committee and a reversal of said decision upon an affirmative vote of 2/3 of the membership present;
8. Do and perform such other duties as may be required by law, these Rules of Procedure, and as may properly appertain to the office of Chairman;
9. Determine whether all or part of any meeting of his committee should be conducted in English or Chamorro;
10. When the Chairman has recognized a member of his committee to hold the floor or speak, that member shall continue to hold the floor until such time as he ceases to speak to the question or otherwise yield the floor, except that he may yield the floor for the raising of a point of information or a point of order by another member and still retain the floor. No member shall speak for more than ten (10) minutes each time he is recognized, and this ten minute interval shall be maintained and determined by the Chairman;
11. The Chairman may close debate and call for a vote on the question before the committee at any time he is satisfied that every member desiring to speak to the question has spoken or has had an opportunity to do so.

D. Lodging of a Motion

A motion to be put before the committee must be raised in definitive form either verbally or in writing by one of the members of the committee. The motion must thereupon be seconded by another member of the committee within a one-minute interval, or the proposed motion will fail at that juncture. Once a motion has been properly introduced and seconded, that motion is then

open for debate. Debate shall continue until the Chairman closes the debate and calls for a vote on the motion according to the rules set forth herein.

E. Vote on the Motion

A vote on a motion pending before a committee shall be either by voice, show of hands, roll call, or secret ballot. A secret ballot may be requested by any member of the committee on any vote on any motion provided, however, such request is supported by a majority of the members present. If no such request is forthcoming, the Chairman may use a show of hands for voting purposes. Any member, on any given motion, may require for the record an indication of the outcome of the vote as to each individual member of the committee except in those instances where a secret ballot is requested whereupon only the ascertainment of the result of the vote will be recorded. A motion will be adopted only upon a majority vote in favor of said motion of those members present at the committee meeting, after proper ascertainment of a quorum. Any motion that does not receive a majority affirmative vote is thereby rejected and cannot be re-introduced in its same form at the same meeting of the committee. An abstention, for purposes of determining whether or not a motion shall be adopted, shall be treated as an affirmative vote; and will be so shown in the record as an affirmative vote. Adoption of any motion by any of the various committees must be presented to the entire body of the MPSC, either on a verbal or written basis, with allowance for a majority and minority report to be forthcoming. If any report from any committee contains also the minority report, there shall be an indication within the total report of the voting results in the committee session of each of the members of that committee.

Should any procedural problem develop that is not specifically answered by the above-stated Rules of Procedure, the Chairman, shall refer to "ROBERT'S RULES OF ORDER REVISED" or "MODERN RULES OF ORDER" to assist in a determination of the appropriate procedure to follow. However, neither of the aforementioned books shall have any binding control on the Chairman's final determination.