

Meeting Procedures of the Native American Graves Protection and Repatriation Review Committee

1. **Authority.** The Native American Graves Protection and Repatriation Review Committee (Review Committee) is established pursuant to provisions of the Native American Graves Protection and Repatriation Act (NAGPRA) and its implementing regulations [25 U.S.C. 3006, 43 CFR 10.16]. Activities of the Review Committee are subject to provisions of the Federal Advisory Committee Act (FACA) and its implementing regulations [5 U.S.C., App., 41 CFR 101-6 and 102-3]. The Review Committee operates under a Charter signed by the Secretary of the Interior.
2. **Chair.** The Review Committee will select a chair, who will serve a two-year term, with no limits on the number of terms. If the chair is absent, or needs to be recused from consideration of a matter, the chair may appoint another member to serve in his or her place. The Designated Federal Official (DFO) may serve as the chair.
3. **Members.** Members are expected to participate in meetings and activities. All members serve at the pleasure of the Secretary of the Interior.
 - a. Members must attend the entire meeting and may not miss more than three meetings. Missing any portion of a meeting is missing one meeting. The DFO, at his or her discretion, may request the Secretary replace a member after three missed meetings.
 - b. All members, including the chair, must vote when a vote is called. Members may choose to abstain during the vote.
 - c. Prior to any presentation, discussion, or vote, a member may recuse him or herself where the member has or may appear to have a conflict of interest.
4. **Executive session.** During a public meeting, any member may request an executive session to seek the advice of the Department of the Interior or legal counsel, with the consent of the DFO.
5. **Scheduling meetings.** Prior to adjourning a meeting, the chair and DFO are responsible for ensuring that tentative dates and locations of the next two meetings have been discussed. Meetings may be conducted in person or, if available, through audio or visual conference call.
6. **Agenda.** The DFO will develop the agenda. The chair and DFO will request agenda items from Review Committee members. The chair and the DFO will consult on the meeting agenda.
7. **Public notice.** The DFO will publish a notice of each Review Committee meeting in the Federal Register. Following publication, the meeting notice will be posted on the National NAGPRA Website.
8. **Distribution of Meeting Materials.** Written materials related to the agenda will be distributed to Review Committee members at least 15 days prior to each meeting. At that time, the draft agenda and some materials will be posted to the National NAGPRA Website. A final agenda will be distributed at the meeting.
9. **Public participation.** The public may participate in Review Committee meetings in three ways: scheduled presentations, written comments, and public comment.
 - a. **Scheduled presentations.** Requests to address the Review Committee should be sent to the DFO. Requests will be considered by the chair and DFO on a case-by-case basis.

- i. Requests must indicate whether the presentation is on behalf of an Indian tribe, Native Hawaiian organization, Federal agency, or museum, or other type of organization or on behalf of an individual. Requests on behalf of an Indian tribe, Native Hawaiian organization, Federal agency, or museum must be submitted on official letterhead.
 - ii. Requests must include a summary of the proposed comments that will be evaluated to determine their relevance to the Review Committee's business.
 - iii. Requesting parties will be notified whether they are included on the agenda at least 15 days before the scheduled meeting date. Notification will specify the time and duration of the presentation.
 - iv. Scheduled presentations may be made in person or, if available, through audio or visual conference calls.
- b. Written comments. Written comments will be accepted from any party and provided to the Review Committee. Written comments should be sent to the DFO. The chair will acknowledge written comments during the meeting.
 - c. Public comment. Each meeting agenda will include time for public comment. The chair will call for public comment, and any meeting participant may comment after being recognized by the chair. The chair and DFO shall ensure that public comments are appropriate and relevant to the Review Committee's business. Public comments may be made in person or, if available, through audio or visual conference calls.

10. Minutes and Transcripts. The DFO will prepare minutes and transcripts for each meeting.

- a. Review. The DFO will distribute draft minutes to the Review Committee members for review and comment, and the DFO will incorporate Review Committee members' comments as appropriate.
- b. Approval. The DFO will send the minutes to the chair for approval. The chair will approve the minutes on behalf of the Review Committee.
- c. Certification. Following approval by the chair, the DFO will certify the minutes. As required by FACA, the DFO must certify the minutes within 90 calendar days of the meeting.
- d. Distribution. Following certification, the DFO will post the minutes and transcripts to the National NAGPRA Website.

11. Meeting procedures. The meeting procedures will be reviewed by the Review Committee every two years or with the selection of a new chair, whichever occurs first.

APPROVED: October 19, 2018



Patrick Lyons, Chair



Melanie O'Brien, Designated Federal Officer