

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 and vice-chair, who will serve a two-year term. When the appointment of the chair or vice-chair will end prior to the next anticipated meeting, the Review Committee will select a new chair or vice-chair. There are no limits on the number of terms a chair or vice-chair may serve.
 - a. If the chair is unable to carry out these responsibilities, the vice-chair will serve as chair.
 - b. The Designated Federal Official (DFO) will chair meetings when directed to do so by the Secretary. The DFO may administer a meeting if agreed to by the Review Committee.
 - c. The chair is responsible for
 - i. planning each meeting collaboratively with other members of the Review Committee and the DFO, including contacting Review Committee members for meeting agenda items;
 - ii. running each meeting in a consistent, orderly, and fair manner; and
 - iii. certifying the official minutes on behalf of the Review Committee.
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 clarification from the Department of the Interior or privileged and confidential legal counsel, with the consent of the DFO. These sessions are not intended for the Review Committee to deliberate on substantive matters.

5. **Scheduling meetings.** The committee will meet in accordance with the committee Charter and at such times as designated by the DFO. 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 virtually.
6. **Agenda.** To the extent practical, the chair and the DFO will consult on the meeting agenda. The DFO will draft and prepare the agenda. The chair will work with the Review Committee members and the DFO to identify additional agenda items. Once approved by the DFO, the meeting agenda will be posted on the National NAGPRA website and may be updated as needed prior to the meeting.
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 available materials will be posted to the National NAGPRA website to ensure contemporaneous availability to all interested parties and timely public disclosure.
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. 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 must include a summary of the presentation to ensure its relevance to the Review Committee's business. 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. Scheduled presentations may be made in person, or, if available, through audio or video formats.
 - 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 or DFO. 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 video formats.
10. **Minutes.** The DFO will prepare minutes for each meeting.

- a. The DFO will distribute draft meeting minutes to the Review Committee members for review and comment.
 - b. Review committee members will provide recommended changes to the minutes to the DFO.
 - c. The meeting minutes must be certified by the committee chair within 90 days of the meeting.
 - d. The DFO will ensure that the certified meeting minutes are posted to the National NAGPRA website after certification by the chair.
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

J.P. Pierre-McK

Review Committee Chair

Melanie A O'Brien

Designated Federal Official