

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

---

I. ENACTMENT REQUIREMENTS

- A. Under the Hopi Education Code (Code), the “Transition Team” is a group of Hopi professionals and community members who shall facilitate the planning and implementation of the transition from the current organization of Hopi schools to the unified Hopi School System. Code § 1.5.A(31).
- B. The Transition Team may adopt Rules of Procedure as are necessary to carry out its purpose and functions.
  - 1. Adoption of the Rules of Procedure require a two-thirds vote of total membership of the Transition Team.
  - 2. A copy of the proposed Rules of Procedure must be sent by e-mail to the Transition Team members and alternates no less than ten (10) days prior to the date for voting on the proposed Rules of Procedure.
- C. The Transition Team and its Rules of Procedure shall be in effect for the duration of the “Transition Period.” The Transition Period is defined as “at least eighteen (18) months and not longer than thirty-six (36) months.” Code § 1.5.A(30).

II. MEETINGS

A. Schedule of Transition Team meetings:

- 1. The Transition Team shall hold a minimum of twelve (12) regular meetings per calendar year for the first year of the Transition Period. These regular meetings shall be held on the second Monday of the month, beginning between 5:00 p.m. and 6:00 p.m.
- 2. The exact date and time of each regular meeting shall be determined at the previous month’s meeting.
- 3. The Transition Team may set an alternative date and time to hold its next regular meeting.
- 4. Following the first year, the Transition Team may change the number of regular Transition Team meetings to be held each year.

B. Location of Transition Team meetings:

- 1. Meetings shall rotate among all seven (7) attendance areas so that any and all interested Stakeholders have the opportunity to attend a Transition Team

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

---

- meeting. At least one (1) meeting per year shall be held within each attendance area.
2. Meetings shall be held at one of Hopi's seven (7) schools.
- C. Special meetings may be called periodically by the Chairperson who shall give notice of meetings to all members and alternates of the Transition Team and to the general public within forty-eight (48) hours prior to the meeting.
- D. All meetings of the Transition Team shall be open to the public and shall include an opportunity for the public to address the Transition Team. Transition Team members and alternates may go into executive session only to discuss matters considered confidential or particularly sensitive, but all votes shall be made in public.
- E. A simple majority of the Transition Team members and alternates attending on behalf of a member shall constitute a quorum for transaction of business.
- F. The Chairperson shall:
1. Call meetings;
  2. Prepare an agenda with the assistance of the ex-officio officers; and
  3. Ensure that minutes and records of all Transition Team meetings are taken and maintained. Code § 4.17.E. The "Meeting Minutes and Records Form" shall be used to provide a record of Transition Team meetings. Verbatim minutes shall not be required. The Transition Team shall record:
    - a. Date of Transition Team meeting;
    - b. Attendance of Transition Team members and alternates using the Meeting Attendance List to verify whether quorum is met;
    - c. Issues that are raised;
    - d. Motions made;
    - e. Actions taken on motions or otherwise; and
    - f. Vote count (Yes, No, Abstain).
- G. Meetings may be recorded, but recordings shall not be required to be transcribed. If meetings are recorded, the recordings shall be provided to and retained by the Department of Education and Workforce Development Office Manager for six (6) months.
- H. All members and alternates attending on behalf of a member shall vote on each motion, except the Chairperson shall vote only in case of a tie.

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

---

- I. If any member or alternate attending on behalf of a member is present for a meeting and fails to vote, his or her vote shall be recorded as an abstention. An abstention shall signify the member's vote is neither for nor against a motion. Voting shall be recorded by a show of hands or voice vote. Voting by proxy shall not be permitted.
- J. When a regular member or the alternate to the Transition Team has been absent from three (3) duly called meetings within a year without a valid reason as determined by Transition Team policies, the Transition Team shall notify the Hopi Board of Education by e-mail recommending replacement of the Transition Team member or alternate.
- K. Any regular Transition Team member may call the meeting to order in the absence of the Chairperson or Vice-Chairperson. A Chairperson Pro-Tem will be elected at a duly called meeting from among the members present.
- L. Meeting Agenda:
  - 1. The Order of Business at any regular meeting shall be as follows:
    - a. Call to Order
    - b. Roll call
    - c. Recognition of Guests
    - d. Approval of Agenda
    - e. Call to the Public
    - f. Approval of Meeting Minutes and Records Form
    - g. Correspondence
    - h. Unfinished Business
    - i. New Business
    - j. Reports
    - k. Adjournment
  - 2. The Transition Team shall only address those items specifically listed on the Agenda.
  - 3. Special meetings and emergency meetings shall have an abbreviated order of business which is consistent with the consideration of the matters duly coming before the Transition Team at that time.
  - 4. The Transition Team shall decide questions of procedure that are not addressed in these Rules by referring to the most current edition of Robert's Rules of Order. The Chairperson may direct a departure from that authority whenever such departure is consistent with the matter under consideration.

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

---

5. During the approval of the Agenda, the Transition Team may only delete or change the order of Agenda items. To “table” or delete an item from the Agenda, a motion shall be made and seconded by a Transition Team member or alternate attending on behalf of a member.
- M. During the Call to the Public, any member of the public who wishes to address the Transition Team shall:
1. Sign in and provide the topic or subject of what they would like to share with the Transition Team.
  2. Each member of the public shall be limited to a maximum of a three (3) minute comment.
  3. Because the subject of public comments are not on the Agenda, the Transition Team shall not act on or provide any comment or decision in response to a comment from the public.

III. RESPONSIBILITIES OF TRANSITION TEAM MEMBERS AND ALTERNATES

- A. Principals and Transition Team members are required to attend all Transition Team meetings.
- B. Regular members shall be responsible for notifying their alternate if they are unable to attend a scheduled meeting. If alternates are so notified, they are required to attend Transition Team meetings.
- C. Alternates are not required to attend meetings for which their regular member will attend, but are encouraged to attend so that they remain informed about Transition Team business.
- D. Transition Team members and alternates are expected to familiarize themselves with the concerns, issues, relevant data, and possible outcomes of decisions. If they do not have adequate knowledge to make a decision, then they are expected to ask for and seek assistance.
- E. At all times, Transition Team members and alternates are expected to act in a professional manner.
- F. Transition Team members and alternates shall fulfill all their duties and responsibilities as set forth in the Hopi Education Code and other Hopi laws, ordinances, and resolutions.

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

---

- G. Transition Team Officers shall have at least the following duties in addition to the duties otherwise set forth in these Rules of Procedure:
1. Chairperson shall have the duties set forth in section II.F.
  2. Vice-Chairperson shall execute the duties of the Chairperson in the absence of the Chairperson.
  3. Secretary shall complete the Meeting Minutes and Records Form at each duly called meeting.

IV. PUBLIC RELATIONS AND OUTREACH

- A. The Transition Team shall establish and maintain effective, positive communication between all parties as necessary.
- B. All meetings shall be announced with agenda items specified at least forty-eight (48) hours in advance.
- C. The agenda shall be publicly posted with relevant villages, communities, and schools at venues such as:
1. Post Offices;
  2. Local stores;
  3. Email to relevant list-serves;
  4. Local radio public service announcements (e.g., KUYI);
  5. Social media platforms (e.g., Facebook, Instagram); and
  6. Websites (e.g., HopiTewaCommunityMovement.org, HJSHS.org, hopi-nsn.gov).

V. COMPENSATION PROCEDURES

- A. Compensation shall be provided as follows:
1. For Transition Team meetings: Any regular member or alternate who is attending in place of a regular member shall be compensated \$50 per meeting for up to two meetings per month, as limited by subpart V.A.3.

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

---

2. For Strategic Planning Team meetings: Any regular member and any alternate who attends shall be compensated \$50 per meeting for up to two meetings per month, as limited by subpart V.A.3.
  3. The maximum amount of compensation for any regular member or alternate is \$100 per month irrespective of the number of Transition Team or Strategic Planning Team meetings he or she attends.
- B. If after fifteen (15) minutes a quorum does not exist, the meeting shall be declared as “no quorum,” and no compensation shall be paid to members or alternates.
- C. If members or alternates arrive thirty (30) minutes or more after the scheduled meeting time, they shall not be compensated. The Attendance Meeting List shall be picked up at thirty (30) minutes from the scheduled meeting time and shall no longer be available for members or alternates to sign in.
- D. The Transition Team Secretary and Strategic Planning Team Clerk shall submit their respective “Meeting Attendance List” and meeting agenda to the Hopi Board of Education Office Manager for time-sheet processing.

VI. AMENDMENTS AND STRATEGIC PLANNING TEAMS

- A. All new or recommended changes of Transition Team Rules of Procedure shall be presented to each member, alternate, and ex-officio officers in writing and by e-mail no less than fifteen (15) days prior to Transition Team action and shall be acted upon within thirty (30) days.
- B. The notice period in paragraph VI.A may be waived by unanimous consent of the Transition Team.
- C. Strategic Planning Teams:
1. These Rules of Procedure shall also apply to duly called meetings of the Strategic Planning Teams.
  2. Strategic Planning Teams shall meet once a month. Following the first year, the Transition Team may change the number of regular Strategic Planning Team meetings to be held each year.
  3. Strategic Planning Teams shall report their previous month’s work at each monthly Transition Team meeting and may also email a summary of their decisions to the Transition Team prior to that month’s regular Transition Team meeting.

**RULES OF PROCEDURE  
HOPI SCHOOL SYSTEM  
TRANSITION TEAM**

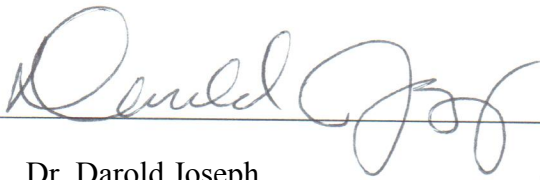
---

VII. ELECTION OF NEW HOPI BOARD OF EDUCATION

- A. To be eligible to vote in the Hopi Board of Education election, an eligible voter shall be eighteen (18) years or older and either:
1. A parent or guardian of a currently enrolled student in the school of the attendance area in which he or she wishes to vote; or
  2. A resident of the attendance area in which he or she wishes to vote.
- B. Transition Team members and alternates are not eligible to serve as Polling Officers for the Hopi Board of Education election.

CERTIFICATION

I hereby certify that the foregoing Rules of Procedure of the Transition Team was adopted by the Transition Team on the 14th day of December, 2019, by a vote of 27 in favor, 0 opposed, and 1 abstaining after full and free discussion on its merits, Chairperson not voting.

 (signature)

Dr. Darold Joseph, Transition Team Chairperson