

David M. Apatang
Governor



Dennis James C. Mendiola
Lieutenant Governor

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
OFFICE OF THE GOVERNOR

DIRECTIVE 2025-007

TO: ALL DEPARTMENT & AGENCIES

FROM: David M. Apatang, GOVERNOR

DATE: September 11, 2025

SUBJECT: Structure and Scheduling of Cabinet Meetings

The following provisions will govern all scheduled cabinet meetings for the executive branch.

Cabinet Meetings:

There will be two separate biweekly meetings to allow for full participation given the numerous departments and agencies.

- Executive Branch Line Departments and Public Corporations
- Special Assistants and Agencies

Meeting Schedule:

- The first and third Thursday of each month is for Cabinet Department and Public Corporation Heads.
- The first and third Friday of each month is for Special Assistants and Agency heads.
- If the meeting day should fall on a holiday, the meeting will be rescheduled for another day.

Attendance:

- Attendance by all department heads and special assistants is mandatory.
- Attendance by the executives of the autonomous public corporations is strongly encouraged to facilitate policy coordination across the Commonwealth government.
- A department head, special assistant or public corporation head is excused from attending a scheduled cabinet meeting if they are off island or on approved leave.

- In the event that an agency has an acting head due to such absence or leave, the appointed acting official must attend the scheduled cabinet meeting. The acting head or special assistant may not send a representative in their place.
- All cabinet meetings shall start promptly at 9:00am.
- All cabinet members must scan the posted QR codes to log in their attendance.
- All cellular phones must be on silent mode throughout the meeting.
- All cabinet members must take their assigned seating. *See* attachment and sketch.

Reporting:

The Governor shall call upon each department or agency head to make a verbal report. The report shall be:

- Short, concise, and highlight key accomplishments or challenges.
- Reporting heads should prepare to answer questions from the Governor or Lt. Governor.
- Further discussion with other department or agency heads shall be reserved for after the cabinet meeting.

Minutes of Meetings

- The Governor's office will share the minutes of each meeting within three working days.
- Each member shall review the minutes and make any necessary correction to ensure an accurate recording of their participation in each and every meeting.

Adjournment:

- It is intended for each cabinet meeting to adjourn within 45 minutes of starting.
- Each head is encouraged to report on key information only and to make every effort to meet with the Governor if further detail is required.

Thank you for your cooperation.

Regards,



DAVID M. APATANG
Governor