



**PUEBLO PINTADO CHAPTER
COMMUNITY LAND USE PLANNING COMMITTEE
PLAN OF OPERATION**

I. ESTABLISHMENT

A. The Pueblo Pintado Chapter hereby establishes the Community Land Use Planning Committee (hereafter called "CLUPC") in accordance with the Navajo Nation Local Governance Act, 26 N.N.C. Section 2004, and Pueblo Pintado Chapter Resolution,

II. PURPOSE

- A. To assume the responsibility of developing and approving the process of the proper local land use planning, oversee land use planning activities and after thorough review and analysis to present to the Pueblo Pintado community membership for consideration.
- B. To coordinate with and provide liaison among all appropriate Navajo Nation, Private, State and Federal agencies to ensure proper establishment of future development within the local community.

III. AUTHORITY OF THE COMMITTEE

To implement a Comprehensive Plan for the Pueblo Pintado community by making decisions and recommendation about land use and development.

IV. MEMBERSHIP

- A. The Pueblo Pintado Chapter CLUPC shall consist of three (03) officers and two (02) members selected and approved by the Pueblo Pintado community membership, and the Chapter President shall appoint the new CLUPC members at a duly called Chapter meeting.
- B. Committee members must attend all meetings and must not miss more than one (1) consecutive unexcused meeting without prior written notification to the CLUPC.
- C. Committee members will participate in workshops, training and special meetings that pertain to the Land Use Planning.
- D. The Pueblo Pintado Chapter –Community Land Use Planning Committee shall serve a two (02) years term. After the two (02) year term the Committee member can continue with no year limitation (depending upon the discretion of the chapter).

V. COMMUNITY LAND USE PLANNING COMMITTEE OFFICERS

Duties of Officers

A. *President:*

Preside and maintain order at the CLUPC meetings and shall exercise any authority detailed by the Community Land Use Plan Committee. President will represent the committee during the duly-called chapter meeting to give reports of progress made by the CLUP committee. The President shall call special meeting of the CLUPC with prior notice given to the membership, when necessary. Delegate to the Vice President certain duties and a responsibility of the presidency, when the President is otherwise incapacitated or is unavailable to perform his/her duties.

B. *Vice President:*

Shall preside and perform the duties of the President in the absence of the President and shall perform all other duties that may be assigned to the President.

C. Secretary:

Shall keep minutes of CLUPC meetings, will maintain file of all adopted resolutions, records, and minutes of each meeting; will assist with the President and Vice-President in preparing the agenda of the meetings. The Secretary shall work closely with CLUPC members and the Pueblo Pintado Administration staff. Upon resignation from office, The Secretary shall return all the CLUPC records and properties. Submit meeting minute packet within ten (10) days of the meeting.

VI. MEETING AND QUORUM:

The CLUPC member(s) shall conduct monthly meeting, on the second Thursday of each month. The meetings shall start at 10:00 AM and end at 12:00 PM. All CLUPC meeting shall be open to the community. To conduct official CLUPC business, two (02) officers and (01) committee member must be present for a quorum and conduct official CLUPC business.

- A. A special or emergency meeting can only be called by the officers with forty-eight (48) hours public notice.
- B. CLUPC compact meetings will be held quarterly.
- C. Any and all meetings shall be announced publicly, local newspaper, radio station, and public notices.

VII. TERMINATION OR VACANCIES:

- A. Any committee member (s) who fails to attend one (01) consecutive meeting shall be removed. This provision does not apply to special meeting, workshops, conference or trainings.
- B. Notification of removal shall be in writing from the CLUPC President.
- C. When a member is removed or voluntarily resigns, a registered community member with the Chapter can be appointed or nominated with a vote by the chapter membership at the next duly called Chapter Meeting.

VIII. ORDER OF BUSINESS:

The Order of Business shall be conducted by the Present as follows:

AGENDA:

- 1) Meeting Called to Order
- 2) Invocation
- 3) Review of Meeting Minutes and Approval
- 4) Receiving Reports
- 5) Old Business
- 6) New Business
- 7) Announcement
- 8) Next Meeting
- 9) Adjournment

IX. RULES:

The Organization shall conduct its meetings according to the "Robert Rules of Order" and be adhered to.

X. COMPENSATION:

- A. Committee members shall be compensated a stipend of \$100.00 per meeting x 5 members x 12 months for regularly schedule meetings.
- B. Committee members may be compensated for travel to attend training and/or workshops pertaining to land use planning and based on the availability of funds.
- C. To receive the stipends, the officers shall submit a sign claim form, attach meeting minutes, sign-in sheet. Committee members shall attend the meeting to receive compensation.

XI. FISCAL YEAR:

The committee's fiscal year shall be from October 1st through September 30th of each year consistent with the Navajo Nation Fiscal year.

XII. ETHICS:

The Navajo Nation Ethics in Government Law 2 N.N.C. Sections 375-3761, and pursuant to Section 375 (A), requires accountability to the people of the Navajo Nation by their elected, appointed and assigned public officials and employees in exercising the authority vested with them as a matter of public trust.

XIII. INDEMNITY:

All committee members shall be indemnified from personal liability for negligent acts or omissions occurring within the scope of their duties if these acts or omission were performed in good faith and were not reckless, warranted, and intentional or gross negligent.

XIV. LOCATION:

The principal location of the CLUPC general assemblies shall be at the Pueblo Pintado Chapter House, Pueblo Pintado, New Mexico, District 15, Eastern Agency and Navajo Nation.

XV. CHAPTER OVERSIGHT

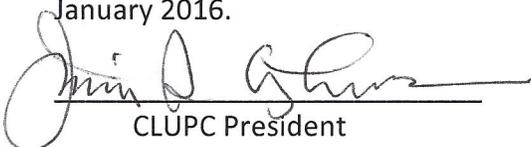
The committee shall operate under the oversight of the Pueblo Pintado Chapter.

XVI. AMENDMENTS:

The Plan of Operation shall be amended at the recommendation of Chapter Administration, Chapter Officials, CLUPC Committee members and community members. The proposed amendments will be forwarded for approval to the Planning meeting then to the Chapter meeting as an agenda item. The community membership present shall then approve the amendments at a regularly duly called Pueblo Pintado Chapter Meeting.

CERTIFICATION

WE HEREBY CERTIFY THAT THE FOREGOING PLAN OF OPERATION was duly considered by the Pueblo Pintado CLUPC at a duly called meeting at Pueblo Pintado, New Mexico (Navajo Nation) at which a quorum was present and that the same motioned by: Gloria Yazzie, seconded by Roseann Willink was passed by a vote of 05 in favor, 00 opposed and 00 abstained, this 14th day of January 2016.


CLUPC President


CLUPC Vice-President


CLUPC Secretary