

NEWCOMB CHAPTER  
HOUSING SELECTION COMMITTEE  
PLAN OF OPERATION

I. ESTABLISHMENT

- A. The Newcomb Chapter establishes the Housing Selection Committee (hereafter called "HSC") pursuant to Chapter Resolution NWCB-092307-201.

II. PURPOSE AND OBJECTIVES

- A. The purpose of the Housing Selection Committee is to:
1. Ensure that the assistance with the housing discretionary funds is consistent and processed with the provisions in the adopted Newcomb Chapter Housing Discretionary Funds Policies and Procedures.
- B. The objective of the Housing Selection Committee shall be to:
1. Develop and utilize a ranking system.
  2. Ensure priority for eligibility and serving those with the greatest need first.
  3. Coordinate and recommend assistance to eligible housing applicants to the Newcomb Chapter Administration after the completion of evaluation, ranking and selection process.
  4. Coordinate and recommend assistance to eligible Newcomb Veterans Organization applicants to the Newcomb Chapter Administration after the completion of evaluation, ranking and selection process.

III. HOUSING SELECTION COMMITTEE OFFICERS

Duties:

A. PRESIDENT:

The President shall preside at all meetings of the HSC. The President shall call special meeting of the HSC with prior notice given to the membership, when necessary and submit monthly reports to the Chapter membership.

B. VICE-PRESIDENT:

The Vice-President shall count votes and perform all other duties that may be assigned to by the President.

C. SECRETARY:

The Secretary shall keep minutes of all HSC 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 HSC members and the Newcomb Chapter Administration staff. Upon resignation from office, the Secretary shall return over the HSC records and properties.

IV. RESPONSIBILITIES

- A. It shall be the responsibility of the HSC members to uphold the integrity of the Plan of Operation at all times by the following:
1. HSC shall ensure information in the housing applications and/or supporting documents are kept confidential.
  2. HSC shall not evaluate, rank and select incomplete housing discretionary applications.
  3. Any member of the HSC shall not participate in the evaluation, ranking and selection process of an applicant the HSC member is an immediate relative of that housing

assistance applicant. If the housing applicant is related to the HSC member by marriage or in the same household, the Chapter Manager will replace the HSC member to fulfill the duties of evaluation, ranking and selection process.

4. Upon the completion of the selection process, the HSC shall submit a list of eligible applicants to the Chapter Administration.

V. MEMBERSHIP, TENURE AND COMPENSATION

- A. Pursuant to Title 26, Navajo Nation Code, Section 1001 (B)(d), the HSC members shall be appointed by the Newcomb Chapter President and recommend the appointees to the community membership for approval at a duly called regular Chapter meeting.
- B. HSC shall consist of three (03) members who shall appoint officers at its first regular meeting.
- C. HSC members shall serve a term of one (01) year.
- D. HSC members may be compensated \$75.00 for regular duly called HSC meetings.

VI. MEETING AND QUORUM

- A. The HSC member(s) shall conduct one (01) meeting per month, on the second Sunday of each month. All HSC meeting shall be open to the housing assistance applicants and the public.
- B. To conduct official HSC business, three (03) officers must be present for a quorum and conduct official HSC business.
- C. Any and all meetings shall be announced publicly, local newspaper, radio station, and public notices.

VII. TERMINATION OR VACANCIES

- A. Notification of any resignation, termination and vacancy shall be done in writing form the HSC member and submitted to the Chapter President.
- B. When a vacancy occurs, the Chapter President shall appoint a successor who will serve the remainder of the term and this will be executed according to Section V.(A).

VIII. CHAPTER OVERSIGHT

The Committee shall operate under the oversight of the Newcomb Chapter.

IX. AMENDMENTS

- X. The Plan of Operation shall be amended at the recommendation of Chapter Administration, Chapter Officials, Housing Services Committee members and Community members. The amendments will be forwarded to the Planning meeting than to the Chapter meeting as an agenda item. The Community membership present shall than approve the amendments at a regularly duly called Newcomb Chapter meeting.

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<sup>1</sup> Adopted 06/23/13 by HSC