

NEWCOMB CHAPTER
COMMUNITY LAND USE PLANNING COMMITTEE

Plan of Operation

I. ESTABLISHMENT

- A. The Newcomb 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 Newcomb Chapter Resolution, NWCB-112399-000.

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 Newcomb 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 Newcomb Community by making decisions and recommendation about land use and development.

IV. MEMBERSHIP

- A. The Newcomb Chapter CLUPC shall consist of three (03) officers and two (02) members selected and approved by the Newcomb community membership, and the Chapter President shall appoint the new CLUPC members at a dully called Chapter meeting.
- B. Committee members must attend all meetings and must not miss more than three (03) consecutive unexcused meetings without prior written notification to the CLUPC.
- C. Committee members will participate in Workshops, Training and Special Meetings that pertains to the Land Use Planning.
- D. The Newcomb 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 discretionary of the chapter).

V. COMMUNITY LAND USE PLANNING COMMITTEE OFFICERS

Duties:

A. PRESIDENT:

The President shall preside at all meetings of the CLUPC. The President shall call special meeting of the CLUPC with prior notice given to the membership, when necessary.

B. VICE-PRESIDENT:

The 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 by the President.

C. SECRETARY:

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

- VI. MEETING AND QUORUM:
The CLUPC member(s) shall conduct one (01) meeting per month, on the second Friday of each month. 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. Special Meetings will be held four (04) times throughout the fiscal year.
 - B. CLUPC Compact Meetings will be held quarterly.
 - C. A Special or Emergency meeting can only be called by the Officers with forty-eight (48) hours public notice.
 - D. 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 three (03) consecutive meetings 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 call Chapter Meeting.
- VIII. ORDER OF BUSINESS:
The Order of Business shall be conducted by the President as follows:
AGENDA:
- I. Meeting Called to Order
 - II. Invocation
 - III. Review of Meeting Minutes and Approval
 - IV. Receiving Reports
 - V. Old Business
 - VI. New Business
 - VII. Announcement
 - VIII. Next Meeting
 - IX. 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 \$75.00 per meeting x 5 members x 12 months for regularly scheduled 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 01st 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 rested or to be rested with them as a matter of public trust.¹

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, wanted, intentional or gross negligent.

XIV. LOCATION:

The principal location of the CLUPC general assemblies shall be at the Newcomb Chapter House, Newcomb, New Mexico, District 12, Northern Agency and Navajo Nation.

VIII. CHAPTER OVERSIGHT

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

XV. AMENDMENTS:

The Plan of Operation shall be amended at the recommendation of Chapter Administration, Chapter Officials, CLUP 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.

Adopted 06/14/13 by CLUPC