

NavaFarms Committee  
Newcomb Chapter  
Plan of Operation

I. ESTABLISHMENT

Pursuant to 3 N.N.C. §§ 61-69 the NavaFarms Committee is a duly recognized entity of the Navajo Nation. The NavaFarms Committee has authorized responsibility for recommending improvements and development of farmlands. Following the spirit of the Navajo Nation Local Governance Act, Title 26 of the Navajo Nation Code, the NavaFarms Committee, endorses this concept and incorporates this idea into its overall responsibilities.

The NavaFarms Committee, hereafter, referred to as the "Committee", is established with the Newcomb Chapter, Navajo Nation, Resolution NEWC-086-94.

II. PURPOSE

The purpose of the Committee is to:

- a. Improvements and maintenance of all farms and main irrigation canal systems;
- b. Conduct needs assessments periodically and develop ways and means for the local improvement;
- c. Develop plans for renewal and updates of farm plots.

III. MEMBERSHIP

- a. Newcomb Chapter farmers will be members of the Committee. The Committee will recommend new officers and seasonal ditch rider who will have the duties and responsibilities to conduct their business;
- b. The Committee will recommend a president, a vice-president, a secretary and ditch rider during its regular duly called meeting;
- c. The recommendations will then be forwarded to the Planning meeting and subsequently to the Chapter meeting for appointment by the Chapter President.
- d. The officers and ditch rider will have duties and responsibilities as listed below by positions.

IV. DUTIES AND RESPONSIBILITIES

The Committee will be responsible for and have authority to carry out its plan of operation. They will provide monthly reports and other documents as needed to the Chapter Administration.

1. President

- a. The President shall preside over all meetings and vote only when necessary to break tie votes of the Committee;
- b. Consult with the Vice-President and Secretary in the preparation of the agenda;
- c. Work closely with Newcomb Chapter Administration, Chapter officials, community, and other entities and resources germane to the farming issues;
- d. Attend Chapter Planning meetings to place farm issues/topics on the agenda of the forthcoming regular Chapter meetings;
- e. Attend regular Chapter meetings to share pertinent information relative to the farms;
- f. Attend trainings and conferences relating to farming issues and topics.

2. Vice-President
  - a. The Vice-President shall preside over a meeting if there is a conflict of interest of the President;
  - b. The Vice-President will be responsible for all the duties and responsibilities as that of the President.
3. Secretary
  - a. The Secretary will take minutes and keep accurate records of all actions and responsibilities of the Committee;
  - b. Support the President and Vice-President on all pertinent farm issues;
  - c. Attend Chapter Planning meetings and regular Chapter meetings in the absence of the President and Vice-President;
  - d. Develop a permanent storage system for the Committee either electronically and/or hard copies.
4. Ditch Rider
  - a. Oversee and maintain the entire Newcomb community area irrigation system that includes valves, gates, turnouts, waterways, and the mountain runoff;
  - b. Plan, supervise and review all irrigation practices identified by the Committee;
  - c. Coordinate irrigation schedule in collaboration with farmers who have made their fee payments. Each farmer will receive a receipt for payments as proof from the Newcomb Chapter Administration personnel and/or from the Committee officers. The list of farmers who paid will be used to schedule when they irrigate;
  - d. Patrol canals day and night to determine that water is flowing in prescribed volume into users' fields;
  - e. Repair breaks and leaks in irrigation systems using hand tools, e.g., shovel and, if necessary, notify Newcomb Chapter for the use of the backhoe to repair breaks;
  - f. Recommend to the Committee to remove debris and make emergency repairs to embankment, structures, gates and canals.

V. TERM OF OFFICE

- a. Each Committee officer shall be nominated by the Committee members. The nominees' names will be forwarded to the Chapter Planning meeting and subsequently to the regular Chapter meeting for appointment by the Chapter President;
- b. The elected officers shall serve a term of two (2) years;
- c. When a vacancy occurs, the Committee members will nominate a new member to serve out the remainder of the term;
- d. If a committee officer has missed three (3) consecutive, scheduled monthly meeting, he/she will be dismissed through an official notification from the President; from the Vice-President if the presidency or secretary position is vacated.

VI. MEETINGS AND PROCEDURES

- a. The Committee will follow a modified Robert's Rule of Order in conducting its meetings. The quorum will consist of three (03) officers and three (03) committee members;
- b. The Committee shall convene on a monthly basis on the 2<sup>nd</sup> Wednesday of each month beginning at 9:00 a.m.;
- c. Special meetings may be called as deemed necessary by the President;
- d. The Committee meetings will be open to the public;
- e. Meeting announcements will be posted one (01) week in advance at Newcomb Chapter House, Newcomb Senior Citizen Center, Shell Convenience Store and KNDN Radio Station.

VII. ORGANIZATION

As an integral part of the Newcomb Chapter, the Committee shall comply with the Newcomb Chapter's Five Management System and all applicable Navajo Nation policies and procedures.

VIII. CHAPTER OVERSIGHT

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

IX. AMENDMENTS

The Plan of Operation shall be amended at the recommendation of Chapter Administration, Chapter Officials, NAVA Farms 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>i</sup> Adopted 06/10/13 by NAVA Farms Committee