

GADII'AHI/TO'KOI CHAPTER GOVERNMENT

COMMUNITY LAND USE PLANNING COMMITTEE PLAN OF OPERATION

I. ESTABLISHED

Chapter Resolution GAD/TOK 2019-003 hereby established the Gadii'ahi/To'koi Chapter Community Land Use Planning Committee (CLUPC) see exhibit (Gadii'ahi/To'koi Chapter CLUPC members).

II. PURPOSE

- A. The purpose of the CLUPC is a requirement of the Navajo Nation Code: Title 26, Chapter 2, Subchapter 7, Section 2004, C. Establishment and Duties of the Community Land Use Planning Committee.
- B. The CLUPC will follow all guidelines as set forth to comply with Navajo Nation Land Use Planning Policies and Regulations, to acquire Community-based land use planning for future community land areas for housing, recreational, commercial and/or other public facilities within the Gadii'ahi/To'koi boundary area.
- C. Gadii'ahi/To'koi CLUPC, as established, is to be responsible for identifying activities and initiating necessary analysis assessments of the Chapter's proposed infrastructure, commercial and other community developments with appropriate technical advices.
- D. The CLUPC will work with and seek the assistance of Navajo Tribal Utility Authority, Indian Health/Environmental Services, Bureau of Indian Affairs Land Department and other helping agencies to ensure compliance with Navajo Nation Local Governance Policies and Regulations.
- E. The CLUPC will assist the Chapter to develop a Capital Improvement Plan and administer capital improvement funds for infrastructure development.
- F. Upon LGA Certification, the chapter members may delegate the resolution authority to the chapter administration through the chapter ordinance process. The delegation of authority specifically applies to: the issuance of home, business, and other site leases, contracting, the authority to acquire, sell, or lease personal property of the chapter, and to appropriate funds.

III. CHAPTER LAND USE PLANNING COMMITTEE

A. Policy

The CLUPC shall exercise the following duties and responsibilities consistent with the Navajo Nation Code: Title 26, Chapter 2, Subchapter 7, Section 2004, C. Establishment and Duties of the Community Land Use Planning Committee.

B. Procedures

1. Educate the community on the concepts, needs and process for planning and implementing a land use plan within the Gadii'ahi/To'koi Chapter service boundary. The CLUPC hereby established the public participation and public education plan on the Land Use Plan.
2. Depending upon availability of Chapter, or other matching funds, may hire a Land Use Planner to assist in the preparation of the community land use plan consistent with 26 N.N.C. Section 2004 (C) (2). The hiring of the land use planner shall be on a consultant basis consistent with general procurement and preference requirements.
3. CLUPC familiar with the local Gadii'ahi/To'koi Chapter service area will identify land that will meet the needs of over-all community people relative to housing, recreational, commercial, infrastructures, public facilities while also safeguarding grazing, cultural and open areas.
4. CLUPC shall strive to ensure that the development of the community land use plan is based upon the guiding principles, priorities, goals and vision as articulated by the community, and an approved public participation plan.
5. Upon approval of the community land use plan by the chapter membership, the CLUPC shall seek approval of the plan through the N.N.C. Resources & Development Committee, pursuant to 26 N.N.C. § 102 (C).
6. Upon approval of the community land use plan by the Chapter membership and the Resources and Development Committee of the Navajo Nation, the CLUPC shall implement the Land Use Plan.

IV. SELECTION OF THE CLUP COMMITTEE

- A. The recommendation of members shall be made by the Chapter President, per submission of a Letter of Interest, and approved/confirmed by the Chapter membership at a duly called Chapter Regular Meeting.
- B. The members shall consist of four (4) members (preference: three members from Gadii'ahi and three members from To'koi) who are registered voters for six (6) months of the Gadii'ahi/To'koi Chapter. The members shall have planning background and leadership abilities at large.
- C. The subcommittee, such as technical and public advisory committees, comprising of voting and non-voting members of the chapter may be established to assist the chapter land use planning committee.
- D. The chapter land use planning committee members may serve a four (4) year term under the Chapter Officials by whom they were appointed, and may be re-appointed to serve two (2) consecutive terms dependent on the newly elected Chapter Officials.
- E. CLUPC members will be reappointed at the beginning of each fiscal year by Chapter Resolution, after receiving a positive performance evaluation by the Chapter Officials and Chapter Administration.

- F. A CLUPC member may be removed for missing three (3) consecutive meetings by majority vote of the CLUPC membership. The vacant position will be referred to the Chapter President and Chapter membership.

V. MEETING AND STIPEND COMPENSATION

- A. The CLUPC shall hold one (1) regular duly-called meeting per month to carry out over-all-purpose of the committee. CLUPC meetings will be held the next Thursday after the Regular Chapter Meeting.
- B. Contingent upon availability of funds through the annual Gadii’ahi/To’koi Chapter budget, each CLUPC members shall receive one (1) meeting attendance stipend per month.
- C. The CLUPC members may be eligible for a one step stipend merit increase dependent upon an annual positive evaluation and performance review. The stipend merit increase are as follows:

Step 1	\$100.00
Step 2	\$125.00

- A. Special meetings and Executive sessions can be called by the CLUPC President in conjunction with Chapter President to resolve community issues and concerns. These meetings will be voluntary, and will not constitute a regular meeting.
- B. Contingent upon availability of funds, and in compliance with the Navajo Nation Budget Instructions Manual, the Chapter may budget funds for but not limited to mileage, meals, lodging, and/or registration fees for CLUPC members.

VI. DUTIES AND RESPONSIBILITIES OF THE CLUPC MEMBERS

- A. The selected CLUPC members shall elect a President, Vice-President and Secretary of CLUPC at their first duly called meeting of the full membership.
- B. The elected CLUPC President shall preside over a duly called meeting and sign documents on behalf of the CLUPC.
- C. In the absence of the CLUPC President, the Vice-President shall assume the duties and responsibilities of the President, for the meeting purpose only or as duly assigned.
- D. The elected CLUPC Secretary shall take Roll Call, record minutes of the CLUPC meeting and maintain all records and documentations of the CLUPC in a timely manner.
- E. The CLUPC Secretary shall submit all monthly meeting minutes, sign-in sheets, and other documents to the Chapter Administration with meeting stipend claim forms. All CLUPC documents will be kept in the CLUPC meeting minute’s binder.

VII. QUORUM

At a duly called and/or Special CLUPC meeting a quorum shall consist of three (3) of the voting members.

VIII. TECHNICAL ASSISTANCE

The CLUPC may seek technical assistance from the Navajo Nation, State, County Government or other agencies as needed.

IX. ETHICS

CLUPC members are required to comply with Navajo Nation and Government Law.

X. AMENDMENTS

The Plan of Operation for Gadii'ahi/To'koi Chapter Land Use Planning Committee may be amended once each fiscal year, as needed, by Gadii'ahi/To'koi Chapter Membership.

XI. APPENDIX: DUTIES AND RESPONSIBILITIES OF THE LAND USE PLANNER

A. If a Land Use Planner is hired by Gadii'ahi/To'koi Chapter, the duties and responsibilities of the planner, pursuant to 26 N.N.C., Section 24 (C) (3), includes but is not limited to the following:

1. The Planner shall work under the supervision of the CLUPC and Gadii'ahi/To'koi Chapter community residents.
2. The Planner shall coordinate all Land Planning activities.
3. The Planner shall develop a community education and participation plan describing methods that will promote public participation through members will periodically be informed on the progress of the land planning activities. All information pertaining to the plan shall be made available to the public.
4. The Planner shall develop and implement, in coordination with the CLUPC, a community assessment ascertaining goals, priorities, and vision for the future of the community.
5. The Planner shall inventory and assess pertinent data; shall request data and seek technical assistance when necessary for compilation of all available data from Navajo Nation, Federal and State agencies for inventory and assessment of natural, cultural, and human resources, as well as community infrastructures.

B. If Gadii'ahi/To'koi Chapter does not hire a Land Use Planner; the Gadii'ahi/To'koi CLUPC shall assume the duties and responsibilities of the Planner to complete the Land Use Planning Project.