

Plan of Operation 2022

Section 1. Establishment:

- A. Therein be it the Klagetoh Land Use Planning Committee (KLUPC) be established by resolution **KLA-847-08/2001**.

Section 2. PURPOSE

- A. The purpose of the KLUPC is to certify a land use 5-year, 10 years, and 50 years plan with the Klagetoh Chapter.

Section 3. MISSION STATEMENT, VALUES, VISION

MISSION

Enhance the quality of Klagetoh civil infrastructure.

VALUES

Dine Bikeyah, Thriving, Ixhe'naanold, Wholesome, Collaborative

VISION

Klagnetoh Village, Where Business Thrives Naturally.

Section 4. COMMITTEE DUTIES AND RESPONSIBILITIES

The KLUPC will follow the Local Governance Act, 26 NNC Section 2004, which shall act as the referential guide to the committee duties.

The KLUPC shall exercise the following duties and responsibilities:

- A. Certify the Klagnetoh Five Year Land Use Plan Manual every five (5) years with the Division of Community Development by first gaining the recommendations of the KLUPC, Department of Justice, and the Resource and Development Committee, then approve the plans by resolution with the Klagnetoh Chapter.
- B. The committee shall work cooperatively with the chapter President.
- C. All KLUPC members are required to sign an acknowledgement form of duties and responsibilities (included at the end of the document) at the beginning of their membership.
- D. Committee members may apply for grant money to fund chapter resolution initiatives. The chapter administration will be the account supervisor of the grant.
- E. The grant liaison will be designated by the committee upon being awarded the grant.

Section 5. COMMITTEE MEMBERSHIP:

- A. Open positions must be advertised for ten (10) days. The applicants must submit a

letter of interest to the chapter President. The selected applicant must be approved by Klagetoh Chapter resolution. The Chapter President can recommend the appointment/removal of a committee member.

- B. The full committee shall be composed of five (5) Klagetoh Chapter registered voters.
- C. The terms of the committee members shall be served in four (4) years and in parallel with the chapter President. The consecutive term of a member is determined by Chapter resolution.
- D. All committee members are entitled to one (1) vote on each action item and one (1) vote for a motioned item at a committee meeting.

Section 6. REMOVAL OF COMMITTEE MEMBER(S)

- A. Committee members may conduct a vote of No Confidence upon a committee member, which recommends the removal of a committee member.
- B. Four of five votes are required to claim No Confidence in a member. The replacement shall serve out the remaining term.
- C. If a member misses two (2) regular meetings without notification, the member will be automatically removed from the committee.
- D. The removal of a committee member must be recorded by minutes taken during a regular committee meeting.
- E. Other removal reasons, See Section 14: Ethics for additional membership violations.

Section 7. PUBLIC PARTICIPATION

- A. Committee members will assist with the development of a survey to be distributed amongst the Klagetoh community with a goal of generating a 60%-100% response of the public's needs and interests.
- B. Conduct two (2) public hearings and commentary sessions for the proposed five-year plan. Each comment period is to last 30-60 days. Thereafter, a certified five-year land use plan manual is to be made accessible to Klagetoh Chapter registered voters.

Section 8. MEETINGS

- A. The regular KLUPC meeting shall be held once per month at the chapter house, or at a designated location. The meeting is held on the Wednesday prior to the chapter planning meeting at 9:00am MST.
- B. The agenda structure shall be:
 - a. Invocation
 - b. Call to order

- c. Roll Call
- d. Welcome Address
- e. Review and approval of agenda
- f. Review and approval of minutes
- g. Reports
- h. Old Business
- i. New Business
- j. Guests
- k. Announcements
- l. Next Meeting date and time
- m. Adjournment
- n. Benediction

C. Two (2) KLUPC members or the Chairperson may call a special meeting with a two-day (48hrs) notification period.

Section 9. QUORUM

A. A quorum shall consist of three (3) members at any monthly or special meeting of the KLUPC.

Section 10. COMPENSATION

A. Contingent upon the availability of funds, each member of KLUPC may receive one hundred twenty-five dollars (\$125.00) for each regular committee meeting that occurs once a month.

B. The funds for the stipends will be from Fund 3 - Land Claims.

C. No compensation for special meetings.

Section 11. OFFICER DUTIES AND RESPONSIBILITIES

A. General Provisions regarding officers. The committee shall elect three officers during the first month of appointment by an internal committee election: Chair, Vice Chair, and Secretary. Each officer shall serve a term of one (1) year. Officers shall serve consecutive terms by internal committee election.

B. The duties of the Chairperson:

- a. Preside over and facilitate committee meetings; and
- b. Sign documents on behalf of the KLUPC; and
- c. Vote last in all action and motioned items of the agenda to settle possible tie situations.

C. The duties of the Vice Chairperson.

- a. Assume leadership in progressing the committee's roles and responsibilities.
- b. In the absence of the Chairperson, assume the duties and responsibilities for meeting purposes only.

D. The duties of the KLUPC Secretary:

- a. Conduct roll call and record committee meeting minutes.
- b. Prepare and submit agenda, sign-in sheet, minutes, financial stipend forms, and resolutions to the chapter administration.

Section 12. DUTIES AND RESPONSIBILITIES OF THE LAND USE PLANNER

- A. The Land Use Planner is subject to the Klagehoh Chapter procurement process with the following duties and responsibilities:
- a. The planner shall work under the supervision of the KLUPC.
 - b. Execute objectives outlined by the KLUPC.
 - c. Report progress to the KLUPC and/or the chapter members.
 - d. The planner shall request technical assistance for compilation of all available data from the Navajo Nation, and Federal and State agencies.
- B. A KLUPC member may also serve as the procured Land Use Planner, so long as the hiring is consistent with the Klagehoh Chapter procurement process.

Section 13. TECHNICAL ASSISTANCE

The KLUPC may seek technical assistance from the Navajo Nation, federal, and state agencies, and county governments to compile data such as: census, agriculture, land, soil, utilities, forestry, and roads to name a few. The data will be used for inventorying and assessing natural, cultural, and human resources to improve community infrastructure.

Section 14. ETHICS

- A. The policy of the Navajo Nation is to prevent workplace violence and to maintain a safe work environment. The following will not be tolerated:
- a. Conduct that threatens, intimidates or coerces another employee, a client, or a member of the public; and
 - b. fighting or other conduct that may be dangerous to others.
- B. A violation of the Navajo Nation Ethics and Government Law by a KLUPC member may result in disciplinary action up to membership removal.

Section 15. AMENDMENTS

These plans may be amended by an affirmative majority vote of the committee members and by Klagehoh Chapter resolution, as necessary, to reflect the current needs of the community.

(Example Amendments)
(2022 - 2030)

AMENDMENT 1

Acknowledgement Form
Klagetoh Chapter
Klagetoh Land Use Planning Committee 2022

By Signing below, I, a duly recognized member of the committee, agree to the terms and responsibilities outlined in the Klagetoh Land Use Planning Committee Plan of Operation 2022. This acknowledgement form is between the KLUPC and the Klagetoh Chapter.

Signature	Print Name	Date
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