

**ANETH CHAPTER
PLANNING COMMITTEE PLAN OF OPERATION**

ARTICLE I. PURPOSE/GENERAL INFORMATION/AUTHORITY

- §1. The members of the Aneth Chapter, by adoption of this Plan of Operation per resolution **AC-MAR-13-____**, hereby establishes, creates and confirms the existence of the Aneth Chapter Planning Committee (hereinafter referred to as “Committee”), as an entity of the Aneth Chapter Government.
- §2. The purpose of the Committee shall be to discuss and establish the agenda for each Regular Chapter Meeting and to provide the most appropriate recommendation(s) to community members for those actions which do not require legislative approval through the Chapter Meeting.
- §3. Committee meetings are to be designed to provide a forum for the community members in which local needs may be addressed and solutions to concerns of the Aneth Chapter may be explored and considered through meaningful interaction with Navajo Nation, state, county, and federal agencies.

ARTICLE II. MEMBERSHIP, OFFICERS, TERM, QUALIFICATIONS; VACANCIES; REMOVAL

- §5. The Committee shall consist of the six (6) elected officers of the Aneth Chapter including the Aneth Chapter President, Vice President, Secretary/Treasurer, Grazing Committeeman, Farm Board Member, and Council Delegate. Each member shall serve a term coinciding with their term as Chapter Officer or Council Delegate. All members shall have the right to vote on all matters brought before the Committee.
- §6. The President or in absence of the President, the Vice President, of the Aneth Chapter shall serve as the Chair of the Committee. In the absence of the President and Vice President, the Committee members present may select a Chairperson Pro Tempore for that meeting only.
- §7. A Committee member shall be removed upon his or her removal/termination as a Chapter Officer or Council Delegate pursuant to Navajo law or by voluntarily surrendering membership from the Committee.
- §8. A vacancy on the Committee shall be filled by the election of a new officer or appointment by the Chapter President subject to confirmation by Chapter Membership.

ARTICLE III. MEETINGS AND COMPENSATION

- §9. Meetings shall be held once a month whenever necessary by the Chair of the Committee. A quorum shall consist of at least three (3) members; and, a motion will pass only if it

receives a majority of votes of those members present and voting, and as such shall constitute the final action of the Committee.

- §10. No member shall have individual authority to act independently on behalf of the Committee by reason of membership on the Committee, except in the enforcement of rules and regulations regarding Chapter policies and procedures.
- §11. The Committee is empowered to develop its own rules of procedures for the conduct of meetings and its members, provided, however, that all proceedings shall be recorded and minutes shall be published by the Aneth Chapter Secretary/Treasurer.
- §12. All sessions of the Committee shall be made public, with the exception that the Committee can deliberate on an individual personal matter of specific, sensitive, and intimate concern in an executive session.
- §13. Meetings shall be conducted in a manner consistent with procedures outlined in 26 N.N.C. §1003.
- §13. The Committee, upon availability of funds to designated Committee members, may be compensated for only the number of meetings provided for in the Aneth Chapter approved budget; it is nonetheless the obligation of the Committee members to be present at all Committee meetings. No member of the Committee shall be compensated for a Committee meeting unless he/she was in official attendance at that meeting.

ARTICLE IV. AMENDMENTS

- §43. This Plan of Operation, or any section herein, shall not be arbitrarily amended by the committee or officers of the Chapter, but shall be presented and approved by the Chapter Membership at a duly called meeting.