

PINEDALE CHAPTER HOUSING SELECTION COMMITTEE PLAN OF OPERATION

Section 01 Establishment

The Pinedale Chapter Housing Selection Committee is hereby established under the Pinedale Chapter Government of the Navajo Nation, in accordance with TDCMA-20-01 of the Navajo Nation Council's Transportation and Community Development Committee and in accordance with Pinedale Chapter Resolution No. PDC-21-10-495.

Section 02 Purpose

The purpose of the committee is to: review, approve/disapprove and recommend housing applications to the chapter in the form of supporting resolution, develop and utilize a ranking system which ensures priority for eligibility, service those with the greatest needs first.

Section 03 Roles, Responsibilities and authority

1. Develop a ranking system based on the following factors:
 - a. Household income
 - b. Family size
 - c. Overcrowd living conditions
 - d. Household condition (Elder, disable, single parent, low-income)
 - e. Unsanitary or unsafe living conditions
2. Evaluate and rank all housing assistance application based on committee approve ranking sheet and recommend approving or disapproving through approved committee supporting resolution.
3. The Committee shall select a President and recorder.
4. The President shall be a voting member, who will preside over all committee meetings, vote on all actions, create meeting agenda in conjunction with the Chapter Community Services Coordinator and sign all committee documents. The President shall make reports at request of Chapter President during regular chapter meeting.
5. The recorder may or not be a voting member, who will take all committee meeting minutes and submit all minutes/agenda/sign-in sheets to the chapter administration. The Recorder will draft all reports, letters, minutes and have all designated officials sign and submit copy to chapter administration. The Recorder, if, a voting member; may vote on all actions, if not a voting member, shall not vote.
6. Voting members of the committee shall consist of (3) members, all of whom shall be appointed by the Chapter officials for a term of 1 year.

7. A Chapter official and Chapter Community Services Coordinator shall serve as a non-voting member of the committee.
8. Any member of the committee may be removed for the following reasons:
 - a. Failure to attend (3) consecutive regular meeting without an approved excused absence approved by the Committee President.

Section 05 Meeting, Order of business and Compensation

1. The committee may hold one (1) meeting per month at recommendation of Chapter Community Services Coordinator and/or Committee President based on application submission.
 - a. The Committee shall conduct all order of business pursuant to the Robert's Rule of Order.
2. The Committee members shall not be compensated but serve voluntarily.
3. A quorum consists of two (2) voting members to conduct office business of the committee.

Section 06 Amendments

The Pinedale Chapter Housing Selection Committee Plan of Operation may be amended as needed by the Pinedale Chapter membership in resolution form.