

**Proposed Subcommittee Structure: approved by NCPI on September 24, 2012**

- 1) Chair, who shall be a Navajo Community Planners (NCPI) member, elected by subcommittee for a two-year term on a staggered term from the vice-chair;
- 2) Vice-Chair, who shall be a NCPI member, elected by subcommittee for two-year term on a staggered term from chair;
- 3) Subcommittee membership, chair and vice-chair are selected the April after each March NCPI election. Subcommittee memberships may be modified during the year as needed. Chair and vice-chair are subject to review and approval by NCPI;
- 4) Subcommittee membership will be open for the public membership, which must account for one less member than the NCPI membership on the subcommittee. Voting rights will be held by NCPI members only;
- 5) Subcommittee will have a standing monthly meeting, location and time, which must be posted in a timely manner to allow for a meeting to occur as required. Subcommittee meetings may be cancelled at the discretion of the chair in event of insufficient business;
- 6) Subcommittee may review an issue prior to it being brought before the NCPI with the pro, con, recommendation and next course of action (i.e. testify, letter, website posting, etc...);
- 7) Subcommittee chair will be the NCPI representative if the vice-chair and chair are unable to testify on behalf of a NCPI decision;
- 8) NCPI members are strongly encouraged to join at least one subcommittee;
- 9) There are two categories of subcommittees, A and B, which reflect subcommittees requiring potential regular or sporadic meetings;
- 10) Subcommittee is not a final decision making body of the NCPI, but an advisory subcommittee to review an issue at a greater length and greater depth;
- 11) NCPI members can attend any subcommittee meeting, as long as there is no Brown Act violation, which will be coordinated by the NCPI chair;
- 12) Subcommittee is the first location for an issue to be reviewed, before coming before the NCPI, unless there is an emergency timing requirement;
- 13) Subcommittee cannot request an issue being heard before them be held over an additional month (30-day turn around requirement);
- 14) Subcommittee must post agenda, date, time and location on the NCPI website within the required time, before its meeting;
- 15) Subcommittee meetings must be open to the public and must keep its minutes of the subcommittee meeting and post them after they are approved at the following subcommittee meeting;
- 16) Subcommittee membership must be re-selected every 2 years with an 8-year term limit on a subcommittee with no term waiver, unless the NCPI or public member sits out at a minimum two consecutive years.