

RESOLUTION OF THE
NAABIK'ÍYÁTI' COMMITTEE OF THE
NAVAJO NATION COUNCIL

23rd NAVAJO NATION COUNCIL - Second Year, 2016

AN ACTION

RELATING TO NAABIK'ÍYÁTI' COMMITTEE; APPROVING THE PLAN OF
OPERATION FOR THE LEGISLATIVE DISTRICT ASSISTANTS PROGRAM WITHIN
THE LEGISLATIVE BRANCH

BE IT ENACTED:

SECTION ONE. FINDINGS

- A. The Naabik'íyáti' Committee is established as a standing committee of the Navajo Nation Council with oversight for the Office of Legislative Services and other offices, programs, commission, boards or task forces under the Legislative Branch of the Navajo Nation Government and to approve and amend plans of operation thereto. 2 N.N.C. § 700(A); 2 N.N.C. § 701(A)(5).
- B. The Legislative District Assistants (LDA) program is established within the Legislative Branch of the Navajo Nation Government under the Office of Legislative Services and provides general administrative and technical support to the Navajo Nation Council Delegates including but not limited to legislative analysis and research, legislation monitoring, constituent outreach and governmental liaison responsibilities.
- C. The proposed Plan of Operation for the LDA program is attached as Exhibit A.

SECTION TWO. APPROVING THE PLAN OF OPERATION FOR THE
LEGISLATIVE DISTRICT ASSISTANTS PROGRAM

The Navajo Nation hereby approves the Plan of Operation for the Legislative District Assistants Program within the Legislative Branch attached as Exhibit A.

SECTION THREE. EFFECTIVE DATE

The action enacted herein shall become effective upon certification and passage by the Naabik'íyáti' Committee.

CERTIFICATION

I hereby certify that the foregoing resolution was duly considered by the Naabik'íyáti' Committee of the 23rd Navajo Nation Council at a duly called meeting in Window Rock, Navajo Nation (Arizona), at which a quorum was present and that the same was passed by a vote of 12 in favor, 0 oppose, this 12th day of May, 2016.

A handwritten signature in black ink, appearing to read "LoRenzo Bates", with a stylized flourish at the end.

LoRenzo Bates, Chairperson
Naabik'íyáti' Committee

Motion: Honorable Alton Joe Shepherd
Second: Honorable Benjamin Bennett

NAVAJO NATION

RCS# 392

Naa'bik'iyati Committee

5/12/2016

04:21:26 PM

Amd# to Amd#

Legislation No. 0087-16

PASSED

MOT Shepherd

Approving the Plan of Operation

SEC Bennett

for the Legislative District

Assistants Program within Legis.

Yea : 12

Nay : 0

Not Voting : 12

Yea : 12

Begay, NM

Chee

Daniels

Perry

BeGaye, N

Crotty

Hale

Shepherd

Bennett

Damon

Jack

Slim

Nay : 0

Not Voting : 12

Bates

Filfred

Smith

Vacant

Begay, K

Pete

Tso

Witherspoon

Brown

Phelps

Tsosie

Yazzie

LEGISLATIVE BRANCH
LEGISLATIVE DISTRICT ASSISTANTS PROGRAM
PLAN OF OPERATION

Section I. ESTABLISHMENT

The Legislative District Assistants Program is hereby established within the Legislative Branch of the Navajo Nation government.

Section II. PURPOSE

The Legislative District Assistants Program is established to provide general administrative and technical support to the Navajo Nation Council Delegates including but not limited to legislation analysis and research, legislation monitoring, constituent outreach, and governmental liaison responsibilities.

Section III. STAFFING AND ORGANIZATION

A. Staffing

1. All personnel serving as a Legislative District Assistant shall be hired as political at-will employees and not subject to the Navajo Nation Personnel Policies and Procedures Manual relative to hiring. Legislative District Assistants shall serve at the pleasure of their respective Navajo Nation Council Delegate.
2. The Legislative District Assistants Program shall be administered by a Program Manager. The Program Manager shall be administratively responsible to the Executive Director, Office of Legislative Services. The Program Manager shall have administrative oversight over the Legislative District Assistants.
3. The Program Manager is authorized to hire additional personnel to carry out the organizational duties and responsibilities contingent upon availability of funds. The Program Manager and support staff shall be hired in accordance with the Navajo Nation Personnel Policies and Procedures Manual.
4. Navajo Nation Council Delegates are authorized to select their Legislative District Assistants. The administrative personnel paperwork for Legislative District Assistants shall be processed by the Program Manager and his/her support staff through the Department of Personnel Management.

B. Organization

1. The organizational chart of the Legislative District Assistants Program is attached as "Exhibit 1" and is incorporated herein by reference.
2. The Legislative District Assistants shall provide services from within their respective chapters, a central office located in Window Rock, Arizona, and throughout the Navajo Nation as required by their duties and responsibilities and as assigned by their respective Council Delegate. The work site for each Legislative District Assistant shall be located within the Council Delegate's electoral district.
3. As political at-will employees, the Legislative District Assistants shall be directly supervised by their respective Navajo Nation Council Delegate. Administrative oversight for the personnel, finance, policies and procedures compliance, etc. shall be regulated by the Program Manager.
4. The staff and Legislative District Assistants shall not, for the purposes of personal gain, use any information for the intent of causing harm or injury to the political standing or reputation of any member of the Navajo Nation Council.

Section IV. RESPONSIBILITY AND AUTHORITY

The Program Manager is hereby authorized and responsible for:

1. Formulating and administering operating policies and procedures necessary for the effective management of the Legislative District Assistants Program and other added responsibilities as necessary.
2. Enforcing policies and procedures, rules and regulations, and guidelines for the Legislative District Assistants Program operations as set by the Navajo Nation government.
3. Ensuring accountability of tribal funds and resources, including the enforcement of and compliance with policies, rules and regulations, and applicable tribal laws.
4. Seeking additional funding for program development, expansion and improvements.
5. Reviewing fiscal allocations to ensure expenditures are made according to planned programmatic activities and authorized budgets.

6. Conducting assessments of the Legislative District Assistants Program to ensure proper accountability.
7. Recommending cost saving measures to ensure efficient use of resources.
8. Providing monthly reports, as requested, and written quarterly reports to the Navajo Nation Council.

The Legislative District Assistants are hereby authorized and responsible for:

1. Providing administrative and technical support to their respective Navajo Nation Council Delegate.
2. Performing research on applicable laws, statutes, legislations, rules and regulations as required by their respective Council Delegate.
3. Compiling and analyzing data for special projects as required by their respective Council Delegate.
4. Preparing draft resolutions, memoranda, amendments and journals at the request of their respective Council Delegate.
5. Tracking of legislation and resolutions to determine potential impact(s) to their respective chapters, community members and the Navajo Nation.
6. Monitoring progress of all legislative initiatives for community impact(s) to ensure that changes affecting the chapter are addressed.
7. Serving as a liaison between their respective Chapter constituents, government officials and their respective Council Delegate.
8. Interacting with Navajo Nation Executive and Legislative Branches on behalf of Chapters as assigned by their respective Council Delegate.
9. Attending and reporting on chapter planning meetings, chapter meetings, committee meetings and Navajo Nation Council meetings.
10. Advising and making recommendations on legislative issues based on surveys, studies, data analysis and preparing written reports on the same.
11. Serving as technical support to their respective Council Delegate by providing research and analysis, tracking of proposed chapter resolutions, monitoring chapter activities, and keeping their respective Council Delegate informed on chapter issues.
12. Assisting their respective Council Delegate with scheduling for Standing Committee meetings, Subcommittee meetings, Council sessions, public appearances, interviews and other events and activities; making travel arrangements; reconciling travel claims and Purchase Card (PCard) packets in accordance with established Navajo Nation Policies and Procedures.

13. Performing any other duties as determined necessary to fulfill the obligations and responsibilities of their position by their respective Council Delegate.

Section V. LEGISLATIVE OVERSIGHT

The Naabik'íyáti' Committee of the Navajo Nation Council is the oversight committee for the Legislative District Assistants Program.

Section VI. ADOPTION/AMENDMENTS

This plan of operation is hereby adopted and may be amended by the Naabik'íyáti' Committee of the Navajo Nation Council.

Legislative District Assistants Program Organizational Chart

