

# LOW MOUNTAIN CHAPTER REGULATIONS AND STANDARDS OF CONDUCT FOR ELECTED CHAPTER OFFICIALS



## POLICY AND PROCEDURES

**LOW MOUNTAIN CHAPTER**

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ATTACHMENT III

**LOW MOUNTAIN CHAPTER  
REGULATION AND STANDARDS OF CONDUCT  
FOR ELECTED CHAPTER OFFICIALS**

**I. PURPOSE:**

A. The primary purpose of these regulations and standards of conduct are to address issues not covered by the Ethics in Government Law 2 N.N.C., Section 3741. The Law is to address and prevent financial malfeasance by officials and employees of the Navajo Nation and as a consequence, the Law does not address many aspects of conduct by the Elected Chapter Officials which should be covered by a standard of conduct. These Regulations adopt such a code and make violations subject to sanction under the Law. Sanctions shall be the same as those for all violations of the Law Title 2 N.N.C., sections 3744, 3758, 3780-3782.

B. The Elected Chapter Officials (i.e. Chapter President, Vice-President, Secretary/Treasurer and the Grazing Representative) are representatives of the Low Mountain Chapter and of the Navajo Nation and therefore shall be required to conduct themselves in a manner which reflects credibility upon the Low Mountain Chapter Government, the community people and the Elected Chapter Officials as an institution of the Navajo government. This supplemental code is designed to ensure that the Elected Chapter Officials meet the high standards which are supported by these expectations.

**II. USE OF DRUGS OR INTOXICATING BEVERAGES:**

A. The provisions of the Navajo Nation Policy on Drugs and Alcohol in the workplace shall apply to the Elected Chapter Officials. No elected official shall use or be under the influence of alcohol or any controlled substance during the performance of his or her duties as a member of the Elected Chapter Officials. These provisions shall apply at all Chapter (Planning, Regular and Special Meetings) and hearings of any committees, commission, board or other entity of the Chapter Official is a member by virtue of his or her status as an elected official and all official travel taken as a member of the Elected Chapter Official or one of the aforementioned entities, with respect to such travel, these provisions shall apply to the entire duration of travel.

**III. COURTESY TOWARD CHAPTER EMPLOYEES:**

A. Elected Chapter Officials shall act in a courteous and respectful manner toward all Chapter employees, officials, and members of the public. No Elected Chapter Officials shall use his or her elected position to influence such person to take any action on behalf of the Official which is solely for the benefit of the Elected Chapter Official or which is contrary to the Navajo Nation laws.

B. Elected Chapter Official shall not request or demand the assistance of the Low Mountain Chapter employees or official to engage in or otherwise participate in any activity which would be an abuse of official position, a violation of trust, or otherwise in excess of authority.

**IV. SEXUAL HARASSMENT:**

A. The Navajo Nation Personnel Policies and Procedures and the Low Mountain Chapter FMS/PEP/SYETP Personnel Policies and Procedures protect Low Mountain Chapter employees against unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Elected Chapter Officials shall not engage in any conduct which would be, or could reasonably be perceived

or to be a violation of the policy against sexual harassment. The policy against sexual harassment prohibits the following:

1. Repeated sexual flirtations, gestures, advances or demands for sexual favors.
2. Continued or repeated verbal abuse of a sexual nature, sexually-related comments and joking, degrading comments about an employee's appearance, or the display of sexually suggestive object or pictures.
3. Any uninvited physical contact or touching such as patting, pinching, or constant brushing against another's body.
4. Any demand for sexual favors that is accompanied by either a promise of favorable promise or a threat concerning the individual's employment.

B. In addition to filing a complaint in accordance with the Navajo Nation Ethics in Government Law, 2 N.N.C. Section 3741, any employee who feels that he or she is a victim of sexual harassment by an Elected Chapter Official should immediately report the matter in writing to his/her immediate supervisor, appropriate authority, and send a copy to the Ethics and Rules Office.

**V. CONFLICT OF INTEREST:**

A. Elected Chapter Officials shall by law not use their official position to improperly secure privileges for themselves or others, including but not limited to relatives and constituents.

B. As defined, conflicts of interest arise from personal relationship, economic interests and various duties imposed upon the Chapter Officials. The following are illustrative examples, designed to provide guidance. This is not an exhaustive list but some examples:

1. Personal Relationships give arise to a conflict of interest when family relationships are involved, such as when a person seeking to secure a contract is related (husband-wife, son-daughter, etc.), to the one awarding the contract (decision-maker). The conflict of interest can and should be avoided by the decision-maker by excluding oneself from this decision, including both debate and voting in the case of an Elected Chapter Official.
2. Economic Interest present conflicts when the decision maker has an economic interest, because of personal or business interests in the outcome of the decision. In the contract scenario above, if the awarding official (Elected Chapter Official) a contract can gain from the award, a conflict of interest exists. An example is where an Elected Chapter Officials has an interest (ownership, stockholder, etc.) in a business seeking a contract, any such Elected Chapter Official should recuse him/herself from debate or voting on that contract.
3. Multiple duties, arise to create conflicts when Elected Chapter Officials hold other governmental or non-governmental positions that impose duties upon the Elected Chapter Officials in other roles. Members of Board of Directors have duties to the entity whose board these individuals serve on. A Board Member who is also an Elected Chapter Official should refrain from actions involving that entity before the Elected Chapter Official's Committee. For example, if an Elected Chapter Official is on a Committee is also a Board Member on XYZ non-profit board that Elected Chapter Official should refrain from voting upon or debating matters brought to the Committee by XYZ. This will avoid any sanction.

C. Elected Chapter Official shall not participate in debate or vote on any matter Elected Chapter Official has a personal, family or business interest.

D. Elected Chapter Official shall not sponsor nor seek to use his/her position as an Official to seek special consideration for any resolution in which they have a personal, family or business interest. Nor seek to influence their fellow Official(s), either directly or indirectly to take any particular action on a resolution in which they have a personal interest.

E. Elected Chapter Officials shall not use their official position to harass or intimidate any person. Nor shall he/she sanction or penalize any person without due process of law.

**VI. INFORMATION DISCLOSURE/USE:**

A. Elected Chapter Official shall not use or disclose any confidential information as prohibited by law.

**VII. MEETING ATTENDANCE & COMPENSATION:**

A. Elected Chapter Official shall not claim nor receive any form of compensation for meetings or other Official business which he or she did not attend for the minimum amount of time required per Elected Chapter Official Standard of Conduct. Elected Chapter Official may claim and receive half of compensation upon arrival for meeting and the other half shall be compensated to the appointed pro-temp.

B. Due to any Pandemic Emergency, the elect officials shall conduct their meetings through teleconference.

**VIII. ADMENDMENT:**

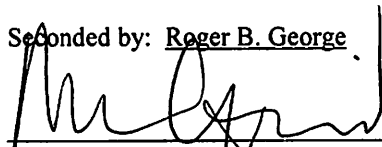
The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Regulation and Standards of Conduct for Chapter Elected Officials. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called chapter planning meeting.

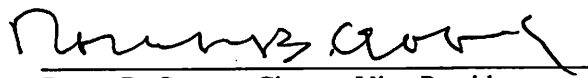
**C-E-R-T-I-F-I-C-A-T-I-O-N**

We, hereby certify that the foregoing Regulations and Standards of Conduct for Chapter Elected Officials was duly considered at a duly called Low Mountain, Chapter Meeting in Low Mountain, Arizona, Navajo Nation, at which & quorum was present and that same was passed by a vote of 04 in favor, 00 opposed, and 01 abstained, on this 16th day of October, 2020.

Motioned by: Rose Ann Charley

Seconded by: Roger B. George

  
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Ben Gonnie, Chapter President

  
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Roger B. George, Chapter Vice-President

  
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Rose Ann Charley, Chapter Secretary/Treasurer