

**LOW MOUNTAIN CHAPTER  
TELEPHONE/PRINTING/SOLID WASTE  
POLICY AND PROCEDURES  
[REVISED 10/30/2023]**

**I. PURPOSE:**

The Chapter telephone is established to receive verbal and written communication between the Low Mountain Chapter and various entities within and surrounding the Navajo Nation. The usage of said office equipment are strictly for Chapter business and are to be used Monday through Friday, 8:00 A.M. to 5:00 P.M.

With the following conditions, the Low Mountain chapter Staff and elected Officials will have access and authority to use the Chapter telephone.

The community shall have access to utilizing the computer printing, and Xeroxing; however, resort to paying a fee.

**COLLECT CALLS:** Absolutely no personal long-distance call shall be charged or billed to the Chapter telephone. Any unauthorized call(s) shall be charged to the individual placing the call(s).

**LONG DISTANCE CALLS:** Absolutely no personal long-distance calls shall be charged or billed to the Chapter telephone. Any unauthorized call(s) shall be charged to the individual placing the call(s).

**II. FEES AND PAYMENTS:**

All Solid Waste fees for Registered Members shall be \$1.00 per bag including current Navajo Nation Sales Tax and shall be deposited with the Chapter Activity Fund.

All Solid Waste fees for Non-Registered Members shall be \$1.50 per bag including current Navajo Nation Sales Tax and shall be deposited with the Chapter Activity Fund.

**III. ACCOUNTING:**

All printing, solid waste disposal services, rentals, and resales revenues shall be made through Chapter Government Office.

**IV. RECORD KEEPING:**

The Low Mountain Chapter Administration Office shall maintain a receipt journal, which shall be filled out by the individual requesting services. The Chapter Accounts Maintenance Specialist or Community Services Coordinator shall assure all revenue services are recorded and log.

**V. AMENDMENTS:**

The Low Mountain Chapter shall strictly abide and comply with the set Policy and Procedures unless otherwise changes or amendments have been made to the Chapter Telephone/Printing/Solid Waste Policy and Procedures. The

process to amend the Policy and Procedures shall be recommended in writing by any registered community member 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 Chapter Telephone, Printing, and Solid Waste Policy and Procedures was duly considered at a duly called Low Mountain Chapter, Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was passed by a vote of 11 in favor, 0 opposed, and 04 abstained, on this 13 day of November, 2023.

Motion By: Clara Tsosie

Second By: Mae Yazzie

[Signature]  
Ben Gonnie, Chapter President

[Signature]  
Roger B. George, Chapter Vice President

[Signature]  
Rose Ann Charley, Chapter Secretary/Treasurer