**(NAME OF CHAPTER) CHAPTER’S ACKNOWLEDGEMENT OF AN EMERGENCY CONDITION**

**CHAPTER RESOLUTION NO. \_\_\_\_\_\_\_\_\_\_\_\_**

**WHEREAS:**

1. Pursuant to 2 N.N.C. § 884 (B) (1), only the Commission on Emergency Management, with the concurrence of the President of Navajo Nation, has authority to declare States of Emergency affecting the Navajo Nation or any section thereof. Any section thereof includes all Chapters;
2. Pursuant to 26 N.N.C. § 1, the Navajo Nation Council delegated Chapters governmental authority with respect to local matters consistent with Navajo law, including custom and tradition;
3. Pursuant to 26 N.N.C. § 103 (B) and (C), all authority exercised by a Chapter shall be consistent with Navajo Nation law;
4. Pursuant to 26 N.N.C. § 103 (A), the members of each Chapter, at a duly called meeting, are authorized to oversee the authority delegated to the Chapter in accordance with Local Governance Act (LGA);
5. Pursuant to 26 N.N.C. § 1001 (B) (1) (l), the Chapter President has authority to take actions to protect the life and property of the members of the Chapter in case of an emergency or other crisis;
6. The (name of Chapter) has been impacted by \_\_\_\_\_\_\_\_\_\_\_\_\_ condition arising suddenly out of the current events or any other crisis; and now resulting in the Chapter’s acknowledgement of this state of emergency condition;
7. The (name of Chapter) has $\_\_\_\_\_\_\_\_\_\_\_\_ in the Chapter’s emergency funds account; and
8. The (name of Chapter) Chapter will use the prescribed emergency procurement procedures to purchase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ using the Chapter’s emergency funds.

**NOW THEREFORE BE IT RESOLVED:**

1. The (name of Chapter) Chapter Acknowledges an Emergency Condition as stated in paragraph 6 above; and
2. The (name of Chapter) Chapter finds it necessary and appropriate for the Chapter to use emergency funds held in the Chapter’s emergency fund account; and
3. The (name of Chapter) Chapter will contact the Administrative Service Center (ASC) for any technical assistance pertaining to emergency procurement, clarification using the emergency funds, or other technical assistance.
4. The (name of Chapter) Chapter will use emergency funds for goods or services arising out of the Chapter’s emergency condition and in compliance with all applicable Navajo Nation laws and policies; and
5. The (name of Chapter) Chapter will fill out a situation report and submit to the Department of Emergency Management to initiate and activate available emergency resources including but is not limited to: getting an assessment, and requesting for a Navajo Nation Presidential declaration of a State of Emergency.

**CERTIFICATION**

 We, hereby certify that the foregoing resolution was considered by the (name of Chapter) at a duly called Chapter meeting in \_\_\_\_\_\_\_\_\_\_\_\_\_, (Navajo Nation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at which a quorum was present and that the foregoing was passed by a vote of \_\_\_\_\_\_\_ in favor, \_\_\_\_\_\_ opposed and \_\_\_\_\_\_ abstained. *See the attached verifications of the Chapter Officials*. The foregoing was passed this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2019.

Was the resolution approved as is?

Motion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the resolution amended?

Motion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of official), Chapter President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of official), Chapter Vice-President

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name of official), Chapter Secretary/Treasurer

Chapter Sign-in Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of community member  | Are you a registered voter of this Chapter?  | Are you a registered voter of another Chapter? |
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**VERIFICATION OF (NAME OF CHAPTER)’S QUORUM REQUIREMENTS**

 I, (Name of Chapter President), Chapter President verify and state as follows:

1. I am the Chapter President. I was present during the \_\_\_\_\_\_\_\_\_\_, 2019 Chapter meeting.

1. On same day, I reviewed the Chapter Sign-In Sheet and counted the number of registered voters present at the Chapter meeting to ensure the Chapter meets its quorum requirements in accordance the Local Governance Act. 26 N.N.C. § 1003.
2. On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, I submitted this verification to the Chapter Community Service Coordinator/Chapter Manager.

I verify under the laws of the Navajo Nation that the foregoing is true and correct.

Executed on (month), (date), 2019.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name)

**VERIFICATION OF (NAME OF CHAPTER)’S QUORUM REQUIREMENTS**

 I, (Name of Chapter Vice-President), Chapter Vice-President verify and state as follows:

1. I am the Chapter Vice-President. I was present during the \_\_\_\_\_\_\_\_\_\_, 2019 Chapter meeting.

1. On same day, I reviewed the Chapter Sign-In Sheet and counted the number of registered voters present at the Chapter meeting to ensure the Chapter meets its quorum requirements in accordance the Local Governance Act. 26 N.N.C. § 1003.
2. On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, I submitted this verification to the Chapter Community Service Coordinator/Chapter Manager.

I verify under the laws of the Navajo Nation that the foregoing is true and correct.

Executed on (month), (date), 2019.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name)

**VERIFICATION OF (NAME OF CHAPTER)’S QUORUM REQUIREMENTS**

 I, (Name of Chapter Secretary/Treasurer), Chapter Secretary/Treasurer verify and state as follows:

1. I am the Chapter Secretary/Treasurer. I was present during the \_\_\_\_\_\_\_\_\_, 2019 Chapter meeting.

1. On same day, I reviewed the Chapter Sign-In Sheet and counted the number of registered voters present at the Chapter meeting to ensure the Chapter meets its quorum requirements in accordance the Local Governance Act. 26 N.N.C. § 1003.
2. On \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019, I submitted this verification to the Chapter Community Service Coordinator/Chapter Manager.

I verify under the laws of the Navajo Nation that the foregoing is true and correct.

Executed on (month), (date), 2019.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name)