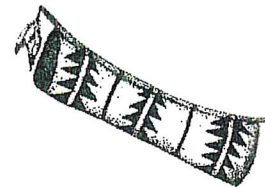




HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe
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Chairman Joe Davis

MEMORANDUM

DATE: October 9, 2023
To: Hoopa Tribal Members and Community
FROM: Amber Turner, Executive Secretary *AT*
Hoopa Valley Tribal Council
SUBJECT: **AGENDA REQUESTS**

RECEIVED

OCT 11 2023

K'IMA:W MEDICAL CENTER

This memo is written to notify you of the **Regular Meeting scheduled for Thursday, October 19, 2023 at 5:30 p.m.** with the Executive Session at 1:30 p.m. and the **Deadline for Agenda Requests for this meeting is Friday, October 13, 2023 at 5:00 p.m.**

In addition, all agenda requests must be accompanied by an Executive Summary completed by the program manager, **and routed/initialed for concurrence to the departments it pertains to, this must be done prior to the submission to the Executive Secretary. I have been instructed to return your request if it does not contain all signatures that are required.**

An executive summary should contain adequate information to assist the Tribal Council in making an informed decision, executive summaries should include the following:

Description of Issue (Brief narrative)

Fiscal Impact (Itemization of Fiscal Impact)

Objective (Identify type of action you are requesting or recommending).

All agenda items should be presented by the program manager or entity director, unless the manager has extenuating circumstances or is on travel status, and has formally delegated this authority. Failure to follow administrative protocol could jeopardize timely approval, and the removal of the item from the Council agenda.

Non-agenda requests by program managers without prior consent of the Chairman's office are strictly prohibited.

Thank you for your cooperation.

cc: Hoopa Valley Tribal Council