HOOPA VALLEY TRIBAL COUNCIL
Hoopa Valley Tribe
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Chairman Joe Davis

MEMORANDUM

DATE: January 23, 2023

To: Hoopa Tribal Members and Community

FROM: Amber Turner, Executive Secretary
Hoopa Valley Tribal Council

SUBJECT: **AGENDA REQUESTS**

This memo is written to notify you of the **Regular Meeting scheduled for Thursday, February 2, 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, January 27, 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 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