



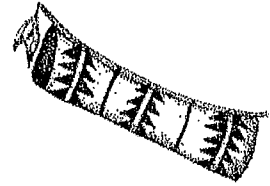
## HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe

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Chairman Joe Davis

### MEMORANDUM

DATE: November 4, 2022

To: Hoopa Tribal Members and Community

FROM: Amber Turner, Executive Secretary *AT*  
Hoopa Valley Tribal Council

SUBJECT: **AGENDA REQUESTS**

**RECEIVED**

NOV 08 2022

K'IMA:W MEDICAL CENTER

This memo is written to notify you of the **Regular Meeting scheduled for Thursday, November 17, 2022 rescheduled to November 21, 2022 at 2:00 p.m.** with the Executive Session at 10:00 a.m. and the **Deadline for Agenda Requests for this meeting due to the Veteran's Day Holiday is Thursday, November 10, 2022 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