



## HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe

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Chairman Byron Nelson, Jr.

### MEMORANDUM

DATE: December 28, 2020

To: Hoopa Tribal Members and Community

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

SUBJECT: **AGENDA REQUESTS**

This memo is written to notify you of the **January 7, 2021 Regular Meeting that has been rescheduled to Thursday, January 14, 2021** at 1:30 p.m. with the Executive Session at 10:00 a.m. and the **Deadline for Agenda Requests for this meeting is Friday, January 8, 2021 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