

PHONE: 505-869-9746

FAX: 505-869-5276

MEMORANDUM

DATE: July 24, 2023

TO: Pueblo of Isleta Department Directors and Staff/

FROM: Michael A. Lente, Tribal Council President

RE: Agenda Request Documentation

This memo serves as notification that the Tribal Council has a certain protocol that must be complete before an Agenda Request is accepted.

1.) All Agenda Requests must have initials of each department director/staff affected, along with the initials of the Governor or a Lieutenant Governor.

2.) All documentation must be in the Tribal Council Offices by noon on Friday to be considered for the next week's agenda.

3.) All supporting documentation must accompany the Agenda Request; this includes PowerPoints, reports and presentations. Eight (8) hard copies of supporting documentation are required, emailing the information does not alleviate the requestor from producing the hard copies. Tribal Council office staff is not permitted to make copies for any department's requests.

PLEASE NOTE: Any documentation presented the day of the meeting will be placed in the mailboxes of Tribal Council to look over at a later date, if the documentation is pertinent to the Agenda Item which you are seeking action, you will be rescheduled.

Thank you.

cc: Governor Max Zuni 1st Lt. Eugene Jiron 2nd Lt. Juan Rey Abeita



(505)869-9695 (505)869-9746



2023 Tribal Council Agenda Request Form

Date Submitted:	/	/2023	Tribal Id Number:
All documents must	be subn	nitted along wi	ith the Tribal Council Agenda Request Form or <u>your request</u>
may not be consider	<u>red</u> . Plea	se attach all re	elevant documents and (11) copies. However, you must be
present to answer q	uestions	on action iten	ns. If a Resolution is required for the action item the
Resolution must be	attached	d as part of you	ur documents.
SUBMITTED BY:			Phone #:
DEPARTMENT (If POI):	:		
AMOUNT OF TIME R	REQUEST	ED:	
Emergency:Ye	es	_No	
SUBJECT: (Please be	specific)		
ACTION		FYI ONLY	
ACTION YOU WOUL	D LIKE TO	O REQUEST:	
Departments, and if a	pplicable	the Office of the	before the Tribal Council considers this item. Please name the e Governor that reviewed this request and attach their comments cedure may delay your request.
Reviewed by Departme	ent:		<u>Initials:</u>
1			
2			
3.(Governor Or Lt. Gov	vernor)		
^^^^^	^^^^^		^^^^^
Tribal Council Office u	se only:		
Received by:			Date: