



PUEBLO OF ISLETA

P.O. BOX 1270
ISLETA, NM 87022

MEMORANDUM

DATE: July 24, 2023

TO: Pueblo of Isleta Department Directors and Staff

FROM: Michael A. Lente, Tribal Council President

RE: Agenda Request Documentation

A handwritten signature in black ink, appearing to be 'M. Lente', is written over the 'FROM' line of the memorandum.

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

