TRIBAL COUNCIL OFFICE



PHONE: 505-869-9746 FAX: 505-869-5276

## ISLETA, NM 87022

P.O. BOX 1270

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 1<sup>st</sup> Lt. Eugene Jiron 2<sup>nd</sup> Lt. Juan Rey Abeita

Tribal Council Office		(505)869-9695 (505)869-9746
2024 Tribal Council Agen	ida Request Form	<u>ETTERATION</u>
Date Submitted: / /2024	Tribal Id Number:	
All documents must be submitted along <u>may not be considered</u> . Please submit al (11) copies. However, you must be prese required for the action item the Resoluti <u>electronic word copy MUST be emailed t</u>	ll relevant documents <u>without stap</u> ent to answer questions on action ion must be attached as part of yo	bles, only paperclipped and items. If a Resolution is
SUBMITTED BY:	Phone #:	
DEPARTMENT (If POI):		
AMOUNT OF TIME REQUESTED:		
Emergency:YesNo		
SUBJECT: (Please be specific)		
ACTIONFYI ONL' ACTION YOU WOULD LIKE TO REQUEST:		
All Administrative routes should be exhausted Departments, and if applicable the Office of or recommendations. Failure to follow this p Reviewed by Department (required):	the Governor that reviewed this requ	
1		
2		
3. <u>(Governor or Lt. Governor)</u>		
Tribal Council Office use only:		^^^^
Received by:	Date:	