

THIS MEETING REQUEST WILL NOT BE SCHEDULED UNTIL SUPPORTING DOCUMENTATION IS ATTACHED

# MEETING REQUEST FORM

Meeting Requested By: \_\_\_\_\_

DATE \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**Meeting requested with:**

- Chairperson
- Tribal Council

**Time Needed:**

- 5 m
- 10 m
- 30 m
- 1 h

**Type of Meeting:**

- Regular Discussion
- Special Council Mtg
- Open Public
- Personnel

**Deadline (if any):** \_\_\_\_\_

- \*Requests must be turned in two weeks prior to deadlines
- \*Open Public Items must be scheduled for discussion with Tribal Council prior to placement on the OPM Agenda.
- \*Personnel Issues need to be address through the Human Resource Office.

**Meeting Topic & Background Information:**

Meeting Topic: \_\_\_\_\_

Background Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\* all information must be attached before meeting request will be accepted, i.e., budget and other documentation relating to your issue.

Others to be included in meeting: *(i.e., Finance must be included for budget & expenditures, Human Resources for employment and personnel issues; Tribal Attorney for legal issues, Land Management for Land Issues, etc.,)*

\_\_\_\_\_  
 \_\_\_\_\_

**Grants Clearinghouse Approval**

X

*Signature needed before a resolution of support for any grant written on behalf of the Turtle Mountain Band of Chippewa Indians.*

**Tribal Council Approval:**

X

X

X

X

*Chairman or three (3) Council Signatures for sponsoring meeting. Must be included for a Special or Monthly meeting agenda and all signatures must be obtained before turning in request.*

PLEASE SUBMIT REQUEST FORM & BRIEFING MATERIAL TO  
**COREY LaVALLIE** via EMAIL AT [Corey\\_Lav@YAHOO.COM](mailto:Corey_Lav@YAHOO.COM) OR FAX TO 701-477-0916