

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.

Do you require Chamber's Tech for Zoom or Presentation: Yes: No:

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 OR FAX TO 701-477-0916