

# Hoop Valley Tribal Council

P.O. Box 1348 • Hoopa, California 95546  
Phone (530) 625-4211 • Fax (530) 625-4594



## AGENDA REQUEST

Please Submit One Request for Each Item

Date: \_\_\_\_\_ [ ] Dept. \_\_\_\_\_ [ ] Tribal Member \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_ ext. \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

I request to place an agenda item on the [ ] Regular, [ ] Special [ ] Continuing Business of the Hoopa Valley Tribal Council  
For [ ] Open Session, [ ] Executive Session on, Meeting Date: \_\_\_\_\_

I request [ ] to provide information without action; [ ] consideration and action; on the following issue by the Hoopa Valley Tribal Council:

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

[ ] I request action by the Tribal Council by [ ] Motion (must be attached)  
[ ] Motion and Resolution (must be attached)  
[ ] Ordinance by LPA (proposed language must be attached)  
[ ] Supporting documents attached. [ ] No supporting documents required.  
[ ] List Departments consulted: \_\_\_\_\_

Fiscal Department [ ] Approved [ ] Hold for consultation and review, requestor notified \_\_\_\_\_  
Date/Initials  
Legal Department [ ] Approved [ ] Hold for consultation and review, requestor notified \_\_\_\_\_  
Date/Initials  
Land Department [ ] Approved [ ] Hold for consultation and review, requestor notified \_\_\_\_\_  
Date/Initials  
Personnel Dept. [ ] Approved [ ] Hold for consultation and review, requestor notified \_\_\_\_\_  
Date/Initials  
Insurance Dept. [ ] Approved [ ] Hold for consultation and review, requestor notified \_\_\_\_\_  
Date/Initials  
Planning Dept. [ ] Approved [ ] Hold for consultation and review, requestor notified \_\_\_\_\_  
Date/Initials

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairperson's Signature

### For Official Use Only:

Departments: [ ] Fiscal [ ] Legal [ ] Land [ ] Personnel [ ] Insurance notes, questions, comments or concerns on the reverse side of this form which may be relevant to Council consideration of this agenda item.  
Chairman's Action: [ ] Approved for agenda [ ] Regular [ ] Special on Date: \_\_\_\_\_  
[ ] Hold beyond 10 working days approved  
[ ] Not approved for Agenda [ ] Resolved without Council Action  
[ ] Referred back to requestor for further action

Requestor was notified by [ ] mail [ ] phone of Chairman's Action on \_\_\_\_\_ Date \_\_\_\_\_ by: \_\_\_\_\_ Signature

**HVTC MOTION SHEET**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Dept. Tribal    Tribal Member  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

I request the following Motion: [Please specify the action that you are requesting]

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Sponsored By: \_\_\_\_\_

Ben Branham Jr.  
 Daniel Jordan  
 Jordan Hailey  
 Vacant  
 Ryan Jackson  
 Joseph Marshall  
 Liz Turner

Seconded: \_\_\_\_\_

Ben Branham Jr.  
 Daniel Jordan  
 Jordan Hailey  
 Vacant  
 Ryan Jackson  
 Joseph Marshall  
 Liz Turner

For discussion purposes only