HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe
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MEMORANDUM

DATE: November 17, 2026

To: Hoopa Tribal Members, Community, & Departments

FROM: Amber Turner, Executive Secretary
Hoopa Valley Tribal Council

SUBJECT: **AGENDA REQUESTS**

This memo is to notify you that the Regular Council Meeting is scheduled for Thursday, December 3, 2026, at 5:30 p.m., with the Executive Session beginning at 10:00 a.m. Due to the upcoming holiday, the deadline for submitting Agenda Requests for this meeting has been moved to **Tuesday, November 24, 2026, at 5:00 p.m.**

This is a reminder that all contracts, agreements, and MOUs must be reviewed by the following departments before submission, regardless of whether a review is specifically requested on the document: OTA, TERO, HR, Insurance, Fit for Duty, and Fiscal. If any of these departments are not applicable, please indicate that on the form before submission.

In addition, all agenda requests must be accompanied by an Executive Summary completed by the program manager, and routed/initialed for concurrence to the departments it pertains to, this must be done prior to the submission to the Executive Secretary. I have been instructed to return your request if it does not contain all signatures that are required.

An executive summary should contain adequate information to assist the Tribal Council in making an informed decision, executive summaries should include the following:

Description of Issue (Brief narrative)
Fiscal Impact (Itemization of Fiscal Impact)
Objective (Identify type of action you are requesting or recommending).

All agenda items should be presented by the program manager or entity director, unless the manager has extenuating circumstances or is on travel status, and has formally delegated this authority. Failure to follow administrative protocol could jeopardize timely approval, and the removal of the item from the Council agenda.

Non-agenda requests by program managers without prior consent of the Chairman's office are strictly prohibited.

Thank you for your cooperation.

cc: Hoopa Valley Tribal Council