



Eastern Shawnee Business Committee Agenda Request

Name of Requester: _____ Date of Request: _____

Name of Business (if applicable): _____

Requester Phone Number: _____

Requester email: _____

Date of the requested Business Committee Meeting for action: _____

Affiliation:

Tribal Member

Committee/Board/Commission

Business Committee

Non-tribal agency

Office of the Chief

Business Affiliate

Tribal Department

Other

Business Enterprise

Subject/Topic: _____

Action Requested:

Approval by Motion

Presentation/Update Request

Approval by Resolution

Donation/Funding/Support Request

Approval of Ordinance

Other: _____

Type of Meeting:

Open Session

Closed Session

The type of meeting requested may be amended by an Officer of the Business Committee, Chief of Staff for the Business Committee, or In-House Counsel.

Please attach all supporting documentation to this request. The Business Committee will only consider documentation provided in this request. No additional documentation will be accepted by the Business Committee.

I have read and understand the Business Committee Agenda Request Rules. I understand there is a Legislative Manual and Legislative Rules and Procedures that governs how the Business Committee conducts business. I understand there is a Code of Conduct that will be enforced by the presiding officer of the Business Committee. I have completed this request to the best of my ability and truthfully.

Signature of Requestor: _____

Date of Request: _____

If this request is to be delivered in person delivery must be made to the Chief of Staff for the Business Committee or the Business Committee Secretary.

This request can be sent electronically to bc@estoo.net

OFFICIAL USE ONLY

Date Received: _____ Time Received: _____

Received by: _____

Agenda Request Status:

Approved

Referred Back: _____

Denied

Notifications:

Tribal Administrator

Second Chief/Treasurer

Office of the Chief

Chief Financial Officer/Treasurer

Committee/Board/Commission

Chief of Staff for the Business Committee

Business Enterprise Leader

In-House Counsel