

# Oneida Business Committee Meeting Agenda Request Form

[Deadlines](#)

[Instructions](#)

1. Meeting Date Requested:  /  /

## 2. Nature of request

Session:  Open  Executive - justification required (see instructions.) Choose one:

Choose one:

Agenda header

(choose one):

Agenda item title (see instructions):

Action requested (choose one)

Information only

Action - please describe:

## 3. Justification

Why BC action is required (see instructions):

## 4. Supporting Materials

[Instructions](#)

Memo of explanation with required information (see instructions)

Resolution  Contract  Report  Other (please list):

1.  3.

2.  4.

Business Committee signature required

## 5. Submission Authorization

Authorized sponsor (choose one):

Requestor (if different from above): \_\_\_\_\_  
Name, Title / Dept. or Tribal Member

Additional signature (as needed): \_\_\_\_\_  
Name, Title / Dept.

Additional signature (as needed): \_\_\_\_\_  
Name, Title / Dept.

A copy of this document can be saved in a pdf format. Please e:mail this form and all supporting materials to:

[BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org).