



Yakama Nation Gaming Commission

Agenda Request Form

Request Guidelines

1. Pursuant to YNGC Regulation 2.030, requests for inclusion on a Gaming Commission agenda must be in writing. Requests must be received by noon two working day's prior to the next scheduled meeting. Commission meetings typically occur each Tuesday and written requests must be received by noon on the preceding Friday. All available supporting documentation should be submitted with the completed *Agenda Request Form*.
2. All agenda items must be approved by the Executive Director prior to inclusion on the Commission's agenda to ensure that the item lies within the jurisdiction of the Commission and to prevent potential ex parte' communication on issues that may be under investigation.
3. If your request is urgent in nature and you would like the deadline waived, please provide a written justification for your urgent request. Urgent, time sensitive items may be added the day of a previously scheduled meeting or an emergency meeting may be scheduled dependent upon the nature of the request.

Requestor Information

Requestors Name: Date:

Organization: Department:

E-Mail Address: Telephone Number:

Agenda Item Information

Topic:

Desired Meeting Date: Urgent: Yes No

Agenda Item and Action Requested (Included Justification if Urgent):

For Executive Director Use Only

Date Received: _____ Signature: _____
Approved: [] Yes [] No Meeting Date: _____