

BUSINESS COMMITTEE AGENDA REQUEST INSTRUCTIONS

The deadline for submitting agenda items for consideration at a regular Business Committee meeting is 4:30 p.m. on the Tuesday preceding the meeting date. A current Regular Business Committee Meeting Schedule can be found at:

<https://oneida-nsn.gov/government/business-committee/agendas-packets/>

1. MEETING DATE REQUESTED

Enter the meeting date the item should be considered. If an e-poll is being requesting, leave this section blank.

2. SESSION

Choose Open or Executive session. Requests for Executive session must in accordance with section 107.4-1. of the Nation's [Open Records and Open Meetings Law](#). Use the "Justification" dropdown to choose the applicable exemption.

3. REQUESTED MOTION

Check the "Accept as information" box if the purpose of the request is to enter information into the record; OR
Enter the requested motion related to the item.

4. AREAS POTENTIALLY IMPACTED OR AFFECTED BY THIS REQUEST:

Check the appropriate boxes for the areas potentially impacted or affected by this request.

5. ADDITIONAL ATTENDEES NEEDED FOR THIS REQUEST:

List individuals that should be in attendance when the item is being considered by the Business Committee. For example: if the item could have a wage and budget impact, list the Executive HR Director and the Chief Financial Officer.

6. SUPPORTING DOCUMENTS

Check the appropriate boxes for the supporting documents that will be submitted with the request.

A. CORRESPONDENCE REQUIRED

Each request must include at least one (1) piece of correspondence (aka Cover Memo) which describes the purpose of the request and a brief history or background of the request. The Business Committee will consider items that have been property vetted prior to being submitted for action.

B. SUBMITTING A RESOLUTION

If a resolution is submitted for consideration, send the Word version of the resolution to BC_Agenda_Requests@oneidanation.org along with completed BC Agenda Request and supporting documents file. A template is available here:

https://oneida-nsn.gov/wp-content/uploads/2021/09/BC-Resolution-Template-With-Explanation_updated-Feb-2021.docx

C. STATEMENT OF EFFECT FOR PROPOSED RESOLUTIONS REQUIRED

A Statement of Effect contains legal and policy analysis which explains the effect adopting a resolution has for the Nation. All resolutions proposed for adoption by the Oneida Business Committee shall be accompanied by a Statement of Effect and processed through the Legislative Reference Office except as provided in [resolution BC-09-25-19-B](#). Additional information on Statements of Effect is available here:

<https://oneida-nsn.gov/government/business-committee/standing-committees/legislative-operating-committee/#Statement-of-Effect-Request>

D. SIGNATURE REQUIRED AFTER APPROVAL/ADOPTION

If a BC member signature is needed after approval/adoption, it is the requestor's responsibility to submit the item to BC_SignOff_Requests@oneidanation.org with the documentation of approval/adoption. Draft BC minutes are generally published within two (2) business days after the meeting.

7. BUDGET INFORMATION

Choose the appropriate box. This is intended to be a quick reference for the Business Committee. Any specific budget information should be included in the cover memo (see 6.A. Correspondence Required).

8. SUBMISSION

AUTHORIZED SPONSOR: Per the [Oneida Business Committee Meetings Law](#), the following individuals are authorized to present items on the agenda of the Oneida Business Committee.

- (a) Oneida Business Committee Members
- (b) Chairpersons on behalf of Boards, Committees or Commissions
- (c) OBC Direct Reports
- (d) Corporations Chairpersons, Presidents, or Agents
- (e) Community Members

PRIMARY REQUESTOR: Include full name, job title, and department of the person requesting or submitting the Agenda Request Form.

SUBMITTING THE REQUEST:

- 1) E-mail the completed BC Agenda Request and supporting documents to:
BC_Agenda_Requests@oneidanation.org.