



TRIBAL NATIONS EDUCATION COMMITTEE

Agenda Request and Presenter Guidelines

Process for Committee Presenters

This following process ensures that all committee presenters have a clear understanding of the expectations and timeline for submitting materials and being added to the meeting agenda. Following these steps will help make every presentation a smooth and effective use of the committee's time.

Step 1: Request to be Added to the Agenda

To request a spot on the committee meeting agenda, presenters must send an agenda request form to the committee email and cc the committee secretary no later than **three weeks before the scheduled meeting**.

Step 2: Submit Presentation Materials

Once a presentation is approved for the agenda, the presenter must submit all materials to the TNEC email at least **two weeks before the meeting**. This deadline is crucial as it allows committee members to review the materials in advance.

All materials should be sent in a single email. This includes, but is not limited to:

- PowerPoint slides or other visual aids
 - Handouts or briefing documents
 - Relevant data or reports
-

Step 3: Handling Late Submissions

If a presenter does not submit their materials by the **two-week deadline**, the following actions will be taken:

1. **Initial Reminder:** The committee staff will send a reminder to the presenter the day after the deadline has passed.
2. **Agenda Adjustment:** If materials are not received within **48 hours** of the reminder, the committee chair will be notified. The chair will then determine if the presentation can remain on the agenda.
3. **Removal from Agenda:** In most cases, if materials are not submitted in time for the committee to review them in advance, the presentation will be **removed from the agenda**.
4. **Rescheduling:** The presenter will be required to reschedule their presentation for a future meeting, at which point they will need to resubmit a new request and adhere to the established process.



Public Meeting Agenda Request Form

Date of Request:

Section 1: Presenter Information

- Name:
- Title:
- Organization/Agency:
- Email Address:
- Telephone:
- Names and Titles of all Presenters:

Section 2: Meeting Details

- Reason for the meeting request:

Discussion

Presentation

Report

Other (specify):

- Brief description of the discussion, presentation, or report:
- Are you asking the committee to take **formal action** on the information you're presenting on?
 - Yes
 - No
- If **yes**, please specify (*e.g., committee endorsement of..., vote of approval on..., etc.*):

Section 3: Scheduling

- Preferred Meeting Date (*review online schedule*):
- How much time is needed for the presentation, including a Q&A?
- Is this request time-sensitive?
 - Yes
 - No
- If yes, provide an explanation of the urgency and the deadline for committee input:

Submission

- Email completed agenda requests to: contact@tnecmn.com.
- CC the committee Secretary, Billie Annette: bannette@mnchippewatribe.org.

You will be contacted via email once your request has been reviewed and a decision has been made.

Rules for Virtual Participation in Committee Meetings

1. Punctuality:

- Join the meeting 5 minutes before the scheduled start time.
- Notify the meeting organizer if you expect to be late or absent.

2. Technology Setup:

- Ensure that your device, microphone, camera, and internet connection are working properly before the meeting starts.
- Use a stable internet connection to avoid interruptions during the meeting.

3. Audio and Video:

- Keep your microphone muted when not speaking to minimize background noise.
- Turn on your video during the meeting to promote engagement and allow for better communication, unless there are technical difficulties or personal reasons preventing it.
- Raise your hand (virtually) if you wish to speak or ask a question.

4. Etiquette and Professionalism:

- Be respectful and patient with all members, allowing everyone a chance to speak.
- Avoid distractions during the meeting (e.g., checking emails, using social media).

5. Engagement:

- Actively participate in discussions, stay focused, and listen attentively.
- If you have difficulty hearing or understanding something, ask for clarification through chat or by unmuting your microphone.

6. Communication:

- Use the chat feature for side conversations or questions, ensuring they don't interrupt the flow of the meeting.
- When speaking, be clear and concise. Be mindful of time to allow everyone to contribute.

7. Confidentiality:

- Do not record the meeting or share sensitive information without permission.
- Respect the confidentiality of any discussions or documents shared during the meeting.

8. Attendance:

- Notify the meeting host in advance if you are unable to attend or if you need to leave early.
- Participate actively in all parts of the meeting you attend.

9. Follow-up:

- Ensure that any action items or follow-ups from the meeting are addressed promptly.
- If a task or responsibility is assigned to you, take responsibility for completing it in a timely manner.

10. Disruptions and Technical Issues:

- If you experience technical issues (audio, video, or connection problems), notify the host via chat or other means, and work to resolve the issue as quickly as possible.
- If you need to step away temporarily, inform the host and mute your microphone.