



SUSANVILLE INDIAN RANCHERIA HOUSING AUTHORITY

PO Box 970 • 870 Joaquin Street • Susanville, CA 96130
Tel 530-257-5033 • Fax 530-257-5035 • sirha@citlink.net

REQUEST TO APPEAR BEFORE THE BOARD OF COMMISSIONERS

NAME: _____
ADDRESS: _____
TELEPHONE NUMBER#: _____ CELLPHONE# _____
EMAIL ADDRESS: _____ MESSAGE TELEPHONE: _____

SUSANVILLE INDIAN RANCHERIA AFFILIATION

Are you a SIR Tribal Member? Yes No Enrollment Number#: _____
Are you representing a Tribal Member Minor? Yes No
If so, what are the minor child(s) names: _____
Are you the current head of household for the unit/application in question? Yes No
 ♦ If not, what is your relationship to the head of household? _____
Are you currently over the age of 18? Yes No If not, your age?: _____ Are you an emancipated minor? _____

MEETING: I understand by completing and signing this request form that I am requesting to be put on the agenda for the next Susanville Indian Rancheria Housing Board of Commissioners Meeting. I understand that this is not a guarantee that I will be heard by the SIRHA. I further understand that I must complete this request form as well as the specific reason I am requesting this hearing in front of the SIRHA Board of Commissioners. I understand it is my responsibility to contact the SIRHA staff to be kept apprised of the next SIRHA regularly scheduled meeting, and whether or not this request will be heard.

MY REASON FOR THIS REQUEST IS: _____

In addition to myself, I am requesting the following person be allowed to attend this meeting with the SIRHA Board of Commissioners, in order to provide pertinent information and/or support me through the SIRHA hearing process: _____

To my knowledge this issue **HAS** **HAS NOT** been addressed before the SIRHA at a previous SIRHA Board of Commissioner meeting.

Signature Applicant/Tenant Date

SIRHA Date SIRHA received

This request must be received and stamped by the Susanville Indian Rancheria Housing Authority five (5) working days before the next Board of Commissioners meeting in order to be considered.



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The Susanville Indian Rancheria Housing Authority (“SIRHA”) holds open meetings to ensure transparency in the deliberations on which all SIRHA policies and housing programs are based. The democratic process depends on our tribal members and the public having knowledge of the disclosure of the process of the SIRHA’s actions and decisions. The SIRHA adheres to open meeting laws and with some allowed exceptions, the meetings of the SIRHA public body will be open to all interested parties.

Exceptions of the SIRHA open meeting format allow for the SIRHA to hold “Closed” or “Executive” sessions. “Closed/Executive” sessions are allowed if the matter to be discussed is sensitive, private or would delve into reputation, character, physical condition, mental health, or to discuss the discipline or dismissal of/or complaints or charges brought against employees, staff members, public officers, applicants, tenants or individuals. The purpose of closed session is designed to protect the rights, privacy and the reputation of individuals and may be requested by the Tenant/Applicant and/or the SIRHA Board of Commissioners.

Any person wishing to address the Susanville Indian Rancheria Housing Authority Board of Commissioners shall complete the *Request to Appear before the Board of Commissioner* form and will be reviewed by the SIRHA Housing Director for resolution.

1. Applicant/Tenant must submit a completed *Request to Appear before the Board of Commissioners* (“Request”) form to SIRHA at least three (3) working days prior to the regularly scheduled meeting date.
2. Most requests will be heard at the next regularly scheduled SIRHA Board of Commissioner meeting date.
3. Applicant/Tenant request must briefly state the topic or reason for the request to be heard by the SIRHA Board of Commissioners.
4. The Applicant/Tenant will request to be heard in “Closed” Session or heard in a Public forum prior to meeting with the SIRHA.
5. The Applicant/Tenant requesting to appear in Closed Session may request one (1) additional person accompany them at the meeting with the SIRHA Board. In addition to the Applicant/Tenant and their representatives, select SIRHA staff, and the SIRHA Board will be allowed into the closed session meeting hearing.

6. Any Applicant/Tenant will limit their presentation to a twenty (20) minute duration.
7. If the request is on behalf of minor tribal member children, then proof of guardianship will be required prior to addressing the SIRHA Board of Commissioners.
8. All requests must have completed and turned in the Request to Appear before the Board of Commissioners form in its entirety.
9. All persons and their representatives must conduct themselves in an orderly and respectful manner at all times.
10. Applicant/Tenant **may not** appear before the SIRHA Board more than once per occurrence or issue; unless follow-up meetings are scheduled and addressed, or requested by the SIRHA board.
11. All SIRHA Board decisions are considered final.

Limitations: All SIRHA Board policies and administrative regulations shall be interpreted and administered in an equitable and lawful manner. The SIRHA Board shall make the final interpretation in the administration of the SIRHA policies, and shall make the final interpretation of its regulations.