**CONSULTATION PROXY LETTER TEMPLATE**

Designation Form to be copied onto Tribal Letterhead

Wendy Clark

Director of Museums, Visual Arts, and Indemnity

National Endowment for the Arts

400 7th Street SW

Washington, DC 20506

Dear Ms. Clark:

Under Executive Order 13175, Consultation and Coordination with Indian Tribal Governments, and the National Endowment for the Arts (NEA), NEA aims to respect Indian tribal self-government and sovereignty, honor tribal treaty and other rights, and meet the responsibilities that arise from the unique legal relationship between the Federal Government and Tribal governments. Because duly-elected tribal leaders, or their designee, trigger the government-to-government relationship with the United States, formal administrative requirements under the Federal Advisory Committee Act do not apply (FACA; 5 U.S.C. Appendix – Federal Advisory Committee Act; 86 Stat. 770, as amended.).

I am unable to attend the meeting to discuss the [TOPIC] on [DATE], in [CITY] I hereby designate

who holds the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within

the Tribe to act as my proxy for this meeting. The proxy designation will expire on [DATE – 3 MONTHS AFTER CONSULTATION].

Sincerely,