

AGENDA REQUEST

To more efficiently utilize Committee meetings, the following “agenda request” information is required. This information will enable members to be briefed in advance, to investigate and receive background information to properly prepare for agenda items.

Name of person submitting agenda request: _____

Address: _____

Contact Number: _____ Contact Email: _____

Date of Meeting: _____ Date Information Submitted: _____

What is the nature of your request? _____

What action are you requesting from the Committee?

Requesters have up to four minutes to discuss the submitted item at the requested meeting. All items to be discussed must be included with this completed application. No additional information may be distributed at the meeting.

Agenda Requests are due by Monday One Week Prior to the Meeting