

AGENDA REQUEST PROCEDURE FOR TOWN BOARD MEETINGS

1. All agenda requests must be made in writing to the Clerk or other Board member by 2:00 p.m. the Thursday before the Board's meeting.
2. Requests must completely state the name of the requester or spokesperson, subject matter, and a description of the request including desired action of the Board.
3. Agenda requests that do not contain all of the above information or those that pertain to Clerk or Treasurer Duties that can be handled or answered by Clerk or Treasurer outside of Board Meeting will not be placed on the agenda.
4. Only items that require Board action or direction will remain on agenda.
5. Clerk will send the preliminary agenda to Supervisors so they will be received on Monday.
6. The Chairperson will review the preliminary agenda and decide whether questionable items will remain on the printed agenda presented for approval at the Board meeting.
7. Agenda items will be listed in the order that the Clerk receives them.
8. If any information is accepted from other than the person on the agenda, it must be by permission of the Chairperson upon consensus by the Board.

NAME: _____

ADDRESS: _____

PHONE# _____

MEETING DATE: _____

AGENDA TOPIC(S) _____

RECEIVED BY: _____

DATE _____

PLEASE ATTACH ANY DETAILS OR DOCUMENTATION TO HELP THE BOARD PREPARE TO ADDRESS THE AGENDA TOPIC(S) ABOVE.