

AGENDA REQUEST

In an effort to more efficiently utilize Committee meetings, the following “agenda request” information is solicited. This information will enable members to be briefed in advance, to investigate and research potential problems or background information, to determine which issues merit consideration, and to schedule requested agenda items for proper consideration.

Name of person submitting agenda request: _____

Address: _____

Phone Number: (Cell) _____ (Work) _____

Date of Meeting: _____

Date of Request: _____

Date Information Submitted: _____

What is the nature of your request? _____

What action is requested of the Committee? _____

**Agenda Requests are due by 12:00 PM the
1st Wednesday of the month**