



Agenda (Consent) Item Request Form Mavericks Aquatics Board Meeting

Agenda Request Submission deadline is 6:00 p.m. on Tuesday – see below...

AGENDA REQUEST FORM (or equivalent)

This form can be obtained from the Clerk/Secretary of the Board or from downloading from the Mavericks web page at <http://mavericks-swim.org/board>. A letter or memo can be submitted instead of the form, if it contains all of the necessary elements, including:

Board Meeting Date: Month _____ Day _____ Year _____

If the agenda is full, expect 1-2 weeks' delay.

Item Description: request for ____ minutes for this item.

Please provide up to 20 words describing the item to be discussed and the action proposed or recommended.

Request to be put on Consent Agenda: YES | NO (choose one)

If item is non-controversial or routine, it can be approved without an appearance by the requesting party.

Name of Requesting Person: _____

The request must be signed by the affected individual or by the person authorized to represent the named organization or department. Sign the completed form in the space provided at the end of this form.

Background Information:

To assist the Board, there must be attached to the agenda request some background information in the form of a letter or memorandum. Include copies of documents that will be acted on or examined.

BE ON TIME

The deadline is 6:00 p.m. on Tuesday, a week prior to the regular meeting for which the item is requested. For special meetings, the time varies and you should check with the Clerk/Secretary of the Board. If the Tuesday deadline falls on a holiday, the deadline is then the Monday before the holiday.

If your matter is "urgent", meaning that the need for Board action was discovered after the deadline, then complete the Agenda Request Form and add in the background information why the matter is urgent (provide all relevant detail please).

PROVIDE SUFFICIENT COPIES

The Agenda Request Form, with original signature needs no additional copies. However, 10 copies are needed of the background information letter or memo, and of any attachments to it. If an attached document is very lengthy, please provide one copy for the Clerk/Secretary of the Board and mention in your background information that a copy is on file with the Clerk/Secretary of the Board for review.

Authorized Signature of Requestor Representative: