

How to Request to Have a Matter Placed on the Board's Agenda

Requirements

Any member of the board or of the public may request that an item be placed on the Board's agenda. A few things to remember:

- The matter must fall under the Board's jurisdiction and be of interest to the public
- No issues shall be placed on the agenda that are beyond the jurisdiction and authority of the board

Recommendations

- It is strongly recommended that you first contact your Executive Director to see if he/she would carry the item before the Board. This will also help uncover any issues, questions or activities that need to be addressed beforehand.
- The item would still need to be approved by the Chair of the Board to be included on the agenda.

All requests to speak or have an item placed on the Northern Area Local Workforce Development agenda must be submitted to the administrative office 10 days prior to the selected meeting, using this form.

NAME OF ORGANIZATION (IF APPLICABLE):

NAME OF SPEAKER: _____

PHONE: _____ EMAIL: _____

BRIEF DESCRIPTION OF ISSUE:

BRIEF SUMMARY OF ISSUE AND DESIRED OUTCOME:

SIGNATURE OF REQUESTOR: _____ DATE

RECEIVED BY: _____ DATE

APPROVED FOR AGENDA: _____ DATE