

President - George Peek  
Vice President - Peggy Yon  
Secretary - Claud Butler  
Treasurer - Avis Moniz



General Manager - Roy McDonald  
Member - Darlene Geurts  
Member - J. Scott Keller  
Member - Joyce Jenkins

P.O. Box 285  
Silver Springs, NV 89429-0285  
Phone: (775) 577-2223 Fax: (775) 577-9166  
Telecommunications Relay Service: 711 Website: silverspringsmwc.com

## Meeting Agenda Request Procedures

The following is the guideline to request an item of importance to be placed on a SSMWC meeting Agenda. A completed SSMWC Meeting Agenda Request Form #212A must be submitted using the following criteria.

1. Completed request form #212A submitted to the SSMWC office by the 15<sup>th</sup> of the month proceeding the month of the meeting date that the agenda item has been requested to be heard. *This will allow an accepted item to be placed on a meeting agenda and be noticed in a timely matter.*
2. The agenda item request will be reviewed by the Board Secretary and General Manager to ensure that all relevant information has been provided and to determine if the item requires Board action or if the request can be addressed at the SSMWC staff level.
3. If the item cannot be handled at staff level and is deemed pertinent to a meeting the Secretary will place the item on the next scheduled regular meeting agenda. The requester will be notified within 20 days of receipt of request the date the item will be heard.
4. If the requested item is not deemed pertinent a written reply explaining the decision not to place on the agenda will be sent to the requester within 20 days of receipt of request.

THESE PROCEDURES DO NOT SUPERCEDE ANY AGENDA REQUIRMENTS SET FORTH IN THE BY-LAWS OF SSMWC.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S. W., Washington, D. C. 20250-9410, by fax (202) 690-7442 or email at [program.inake@usda.gov](mailto:program.inake@usda.gov).

Office Hours are 6:00 a.m. to 12:30 p.m. & 1:00 p.m. to 4:30 p.m. Monday – Thursday, except most Holidays  
Closed Friday's

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## Meeting Agenda Request Form

Date Request Submitted:

Meeting Date Requested:

Requesters Contact Information:

Name:

Phone:

E Mail:

Item Title:

Item Summary:

### List of Attachments: **Please PRINT and attach to summary**

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