

General Meeting Agenda Item Submission Form

If you have an item that you would like to raise at a General Meeting, you may bring it in one of two ways:

- **DISCUSSION ITEM:** an issue you wish to have discussed that does not require a vote.
- **PROPOSAL:** an item brought before the GM for a vote.

Note: For brief items that do not require more than five minutes to present, do not use this form. Instead, raise the issue during the Open Forum portion of the GM (7:15 p.m.).

If you have questions or would like help in preparing or publicizing an item for the GM Agenda, pick up a “How to Develop and Agenda item for the General Meeting” flyer and/or contact Ellen Weinstat for a referral to an Agenda Committee member.

Name _____ **Member Number** _____

Contact Information:

Telephone (home) _____ (work) _____ (cell) _____

E-mail _____

AGENDA ITEM SUBJECT _____

Please indicate the type of item: _____ **Requested GM Date** _____

DISCUSSION ITEM PROPOSAL/VOTE

TEXT of DISCUSSION ITEM or PROPOSAL: (25 words or less)

(This is the text that will be printed on the agenda when the proposal is scheduled.)

EXPLANATION: (approximately 40 to 100 words)

(This information will help the Agenda Committee in preparing the GM agenda and will not be printed with the agenda. You are invited to share your thoughts on the proposal with members through the Gazette letters section.)

I have read the guideline document “How To Develop an Agenda Item for the General Meeting.”
I understand that a member of the Agenda Committee will contact me to ensure that my proposal is ready for presentation.

SIGNATURE _____