

## BOARD AGENDA REQUEST FORM

Department: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Board Meeting Date: \_\_\_\_\_

Consent Agenda:    Yes    No

Request for \_\_\_\_\_ minutes for presentation

(If a specific time is needed, please contact the  
Clerk of the Board directly.)

### Description of Item for the Agenda (This is the wording that should appear on the agenda):

A.

B.

C.

### Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

**If another department or the CAO is opposed to an agenda item, please indicate the objection:**

### Attached Documents:

Contracts/Agreements:

Three copies? (Y /N )

Signed? (Y /N )

Budget Transfers Sheets:

Signed? (Y/ N )

Other: \_\_\_\_\_

### Publication:

\_\_\_\_ Clerk to publish on \_\_\_\_\_. \_\_\_\_\_ Notice attached and e-mailed to Clerk.

\_\_\_\_ Notice to be published \_\_\_\_ days prior to the hearing. \_\_\_\_\_

(if a specific newspaper is required, enter name here.)

\_\_\_\_ Dept. published on \_\_\_\_\_ (Per Code §\_\_\_\_). \_\_\_\_\_ Copy of Affidavit Attached.

### County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Not Applicable: \_\_\_\_\_

If Not Applicable, please state reason why:

**The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.**