

# BOARD MEETING AGENDA REQUEST

**SUBJECT:** \_\_\_\_\_

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(Please feel free to use additional request forms, if you have more than one item you wish to list.)

**ACTION REQUIRED** (Check One):

- CONSENT** (Requires board approval, no discussion.  
Written reports requiring no discussion should be placed on consent agenda).
- DISCUSSION** (Open discussion, obtain “sense” of the board).
- ACTION** (Requires board discussion/approval, allocation of resources).

**ESTIMATED TIME FOR DISCUSSION:** \_\_\_\_\_  
(Required for all “DISCUSSION” and “ACTION” items).

**MOTION** (Required for all action items)

**BACKGROUND:**

**REQUESTED BY:** \_\_\_\_\_  
(Local Association or individual member requesting item).

**REQUEST THIS ITEM BE TAKEN UP AT THE \_\_\_\_\_ (DATE) BOARD MEETING.**

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**NAME** (Please print or type)