

BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Meeting Date Requested

Board meetings are held the 2nd and 4th Mondays of the month, except in December or if Monday is a holiday.

Name:

Department/Organization:

Phone Number:

Email:

Length of Time Needed:

Regarding:

Brief Description:

Proposed Motion:

Agenda requests must be received by 4:00 p.m. on Tuesday preceding the meeting date. The agenda request form should include information that substantiates and justifies your request; lack of information may cause a delay in your request being acted upon.

Completed forms should be delivered to the Office of the County Controller or faxed to (989) 831-7375 or emailed to btaeter@montcalm.us or mbecker@montcalm.us .