

CCRWD #2 BOARD MEETING AGENDA REQUEST FORM

Please provide a written statement of the business that you wish to bring before the Board. **Present this form and all pertinent information to the office at least 10 business days prior to the next regularly scheduled meeting** (normally held on the 2nd Tuesday of every month). Limit remarks to 5 minutes to present the request and include what remedy is being requested. Board President may extend the allotted time an extra 5-10 minutes for Board discussion and decision making. It is recommended that 15 minutes total time be followed, unless extended by the President and a voice vote by the Board members. The Board Secretary shall monitor the time limits. If more than one person is in attendance, please assign a spokesperson to speak on behalf of the group regarding the agenda item. Anyone being disorderly or refusing to be seated/leave the meeting will be subject to removal by assistance from the Creek 2 Sheriff's Department at the discretion of the Creek 2 President or presiding Board officer.

(Please Print the Following)

TAP HOLDER FULL NAME: _____

OTHER PRESENTER/BUSINESS NAME: _____

TAP HOLDER ADDRESS: _____

OTHER PRESENTER/BUSINESS ADDRESS: _____

TAP HOLDER PHONE NUMBER: _____

OTHER PRESENTER/BUSINESS PHONE NUMBER: _____

TAP HOLDER EMAIL ADDRESS: _____

OTHER PRESENTER/BUSINESS EMAIL ADDRESS: _____

KEY POINT OF DISCUSSION: (Please summarize the message/concern of the item requested on the agenda. Please attach any photos or relevant documents concerning this item with this form:

DATE OF BOARD MEETING REQUESTED BY TAP HOLDER/PRESENTER: _____

TAP HOLDER/PRESENTER SIGNATURE: _____

(STAFF ONLY) DOCUMENTS RECEIVED BY: _____ DATE RECEIVED: _____