



## Agenda Item Action Request Form Submission Instructions

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Submit completed form to the District via e-mail to [info@bacawater.com](mailto:info@bacawater.com).

The deadline to submit agenda items will always be end of day the Friday two weeks prior to the meeting date. If received after this deadline, your request will be considered for the following month's agenda.

Submission should be structured using the attached Agenda Item Request Form.

### Agenda Item Template

- Submitted By: Enter the contact person who will be presenting the request before Board at the meeting.
- Contact Phone: The phone number for the contact person who will be presenting the request.
- Date Submitted: Date in which request form is submitted to the District.
- E-mail: The e-mail address for the contact person who will be presenting the request. A finalized agenda will be sent to the contact person by e-mail Friday of the week prior to the meeting date.
- Date of Board Meeting: The date of the Board meeting on which you would like your request to be included.
- Board Action Request: Please check the box "For Action" if you are requesting that Board take action on your request (i.e. a vote) or "For Information" if you are sharing information only with no request for action. Also, under the check boxes, please provide no more than one or two sentences identifying the action to be requested or information to be shared.
- Summary of Information: Please provide as much information as you can regarding your request and/or presentation for the Board of Directors to review prior to your requested appearance. You will only have five minutes to speak and answer questions during your time before Board, so any information that can be provided ahead of time is greatly appreciated. Some items to consider including in your summary are:
  - Background information on the request or presentation
  - Information on whether the item has been coordinated with any other entities
  - Include any costs associated with your request
  - Any impact your request might have – this might be a budget impact, community impact, etc.
- Attachments: If you are planning to show a presentation or have some other form of documentation you would like to share with the Board, this will need to be submitted with your request form in order to be included in the Board meeting packet. Staff will provide the necessary equipment for you to give your presentation to the Board and will have it set up for you prior to the meeting.
  - All attachments should be sent in PDF format if possible. Please give a title to any attachments that will adequately identify what the attachments are. If your presentation is not available in PDF, please contact the district to coordinate.



## AGENDA ITEM REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included in the Board of Director's agenda. One (1) form per agenda item.

Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Date of Board Meeting to consider this item: \_\_\_\_\_

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Board of Directors Action Requested:  for Action  for Information

Summary of Information: