

REQUESTS TO PLACE ITEMS ON THE BOARD OF DIRECTOR'S AGENDA

Any member of the public who wishes to have an item considered for placement on a Board of Directors meeting agenda must submit a written request to the Office Manager.

To be considered for inclusion on the agenda, the written request (below), plus all back-up materials (evidence, petitions, maps, etc.), must be provided to the Office Manager, no less than five (5) business days prior to the scheduled Board meeting, via email only.

The Executive Director may direct a member of Staff to contact the requestor to try to resolve the issue or gather more information prior to the Board meeting. Contact by Staff in no way suggests that the requestor may not address the Board or appear on the agenda.

Construction variances must be submitted via the variance process and may not use this form to appear before the Board.

NAME: _____

FULL ADDRESS: _____

PHONE: _____

EMAIL: _____

SUBJECT: _____

- ALL BACK-UP MATERIALS ARE ATTACHED
- I AFFIRM THAT ALL INFORMATION INCLUDED IN THIS FORM, ANY MATERIALS SUBMITTED WITH THIS FORM, AND ANY INFORMATION GIVEN TO THE BOARD OF DIRECTORS OR STAFF, ARE, TO THE BEST OF MY KNOWLEDGE TRUE, ACCURATE, AND COMPLETE

SIGNATURE: _____ DATE: _____

RETURN THIS FORM AND ANY DOCUMENTATION TO: officemgr@athenstxwater.org

OFFICE USE ONLY

DATE RECEIVED BY OFFICE MANAGER: _____