

Request Form to Bring an Item to Village Council for Official Discussion and/or Consideration

INSTRUCTIONS:

- This form must be completed in full if you wish to bring a matter before Council for official discussion/consideration.
- Upon completion of this form please hold it until the Fiscal Officer calls upon you to bring it forward.
- The form will then be given to the Presiding Officer who will decide if the matter should be added to the Agenda under "New Business" or "Old Business".
- When called upon by the Presiding Officer to address Council please stand and identify yourself.
- Please state clearly and briefly the item you want to bring to the attention of Council and the action that you would like Council to take. The Presiding Officer, Council Members or Village Officers may converse with you and ask you questions.
- If the item which you bring to the floor could best be dealt with by staff or committees (and does not require immediate action), the matter will be referred to the committee or staff member for investigation and resolution and reported on expeditiously, if possible, at the next regular Council Meeting.

(FORM ON PAGE 2)

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PLEASE PRINT CLEARLY:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Business/
Organization
which you represent: _____

Item for Discussion/
Consideration: _____

Action Which You
Request Council to
Take: _____
