



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least **5 days prior to the meeting date/time**.

SECTION 2: OVERVIEW

Subject: _____

Person Requesting Action: _____

To Committee(s): _____

Committee meeting date(s): _____

Action Requested (Select One): Motion Resolution Ordinance

Executive Session ☐ YES ☐ NO 5 ILCS 120/2(c) Exception: _____

Requestor's Recommended Action:

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.