



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.



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SECTION 4: FINANCIAL IMPACT

Cost of Proposed Action: _____

Budgetary Status (check all that apply):

- ☐ This action has no budgetary implications.
- ☐ Funds have already been approved in this year's budget.
Line-item Description: _____ Line-Item Number: _____
- ☐ This is an expenditure not currently budgeted.
Proposed source of funding: _____
- ☐ If approved, funds will be requested for this action in next year's budget.
- ☐ This action will bring in additional income.
- ☐ This action will reduce expenditures and/or be budget neutral.

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.