



**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**.

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**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:**

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**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.*