



TOWN BOARD AGENDA REQUEST FORM

The Open Meeting Act requires the Town of Cashion to publicly post the agenda of Town Council Meetings. Additionally, all agenda items must be listed on the agenda and must describe the nature of the item(s) being considered. In order to meet these legal requirements, it is necessary for persons requesting a formal Town Council Agenda Item to provide us with the following information before it can be placed on an agenda.

Today's Date: _____ Proposed Agenda Date: _____

Name of person(s) proposing item: _____
Please Print

Name of Business / Organization (if applicable) _____

Address: _____

Contact Number: _____ Email Address: _____

Item request is for:
 Information Only Action Item Discussion Item Report Other

Brief description /summary of the agenda item (as you would like it to appear on the agenda): _____

Please attach any pertinent documents to support this item. This will help the Town Council to make an informed decision in the best interest of the Town of Cashion.

***Please note: Due to legal posting requirements, this form must be completed and returned to the City Clerk's office no later than 12:00 p.m. on the Monday preceding the Council Meeting at which you want this item to be heard. Meetings are held on the 1st Monday of every month at 7:00 pm unless it is a Holiday.**

Signature of person submitting agenda item

Date

To be completed by the City Clerk's Office:

Date received: _____ Time: _____ Council Meeting Date: _____