

General Meeting Agenda Item Submission Form

If you have an item that you would like to raise at a General Meeting, you must bring it first as a DISCUSSION item. After it is discussed at a GM, you may resubmit it (or a slightly amended version) as a PROPOSAL to be brought before a subsequent GM for a vote. **Note:** For brief items that do not require more than five minutes to present, do not use this form. Instead, raise the issue during the Open Forum portion of the GM. **If you have questions** or would like help in preparing or publicizing an item for the GM Agenda, please read "How to Develop and Agenda item for the General Meeting" flyer and/or email psfcac@gmail.com for a referral to an Agenda Committee member.

Name: _____ Member Number: _____

E-mail: _____ Telephone: _____

GM meeting dates that you will NOT be available: _____

Agenda Item Subject: _____

Has this item already been scheduled at a GM as a Discussion item? _____

If so, on which date? _____

TEXT of AGENDA ITEM:

40 words or less. This is the text that will be published on the agenda when the item is scheduled.

EXPLANATION:

Approximately 40 to 100 words. This information will help the Agenda Committee in preparing the GM agenda and will not be printed with the agenda. You are invited to share your thoughts on your item with members by submitting a letter to the Gazette.

- I have read the guideline document "How To Develop an Agenda Item for the General Meeting".
- I understand that a member of the Agenda Committee will contact me to ensure that my proposal is ready for presentation.

SIGNATURE: _____

For Agenda Committee use: Submission Date: _____ Item Number: _____