

GM 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 VOTING ITEM 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: _____

Please indicate your availability for the next 4 GMs: _____
(GMs take place on the last Tuesday of the month)

Discussion Item Voting Item *

* If a Voting Item, at what GM was this item scheduled as a Discussion Item? _____

Agenda Item Subject: _____

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:

Please provide any further context or rationale for your item that would be helpful for members to understand beforehand. You are also welcome to provide a link to any resources you've created relevant to your item, if applicable.

NOTES TO THE AGENDA COMMITTEE:

This information will help the Agenda Committee in preparing the GM agenda and will not be printed with the agenda.

- 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: _____