

Minnesota Statewide Emergency Communications Board

Policy and Procedures Manual

Policy Name	Meeting Agenda Request		
Effective Date		Responsible Authority	SECB and Committees

Purpose:

To establish a process for an individual requesting to have a new business or action item added to the SECB Board or Committee agendas for consideration.

Procedure:

An Agenda Request form shall be completed by the requestor for any new business or action item request. The form shall include the following items:

1. Meeting Date
2. Identify if the request is for New Business or Action
3. The requesting individual/entity
4. The name of the individual who will be presenting the item
5. The title of the requested item as it will appear on the agenda
6. Brief background information about the item
7. The action requested, as well as a proposed motion if applicable
8. A fiscal impact note, if applicable
9. Any supporting documentation for the request

Once completed, the form shall be sent to the SECB Administrative Staff prior to the published meeting material submission date for the agenda of the Board or Committee being requested. The SECB Administrative Staff will then include the request and materials in the meeting packet and advise the chair of the Board or Committee that the request was received and has been added to the agenda and meeting packet.