

# Agenda Item Submission Form

## Contact Information

|  |  |
| --- | --- |
| Date: | Click here to enter a date. |
| Name: | Click here to enter your name. |
| Phone: | Click here to enter your phone number. |
| Email: | Click here to enter your email address. |

## Agenda Item Details

|  |  |
| --- | --- |
| Text of Agenda Item  (As it should appear  on the agenda) | Enter your item as it should appear on the agenda. |
| Explanation  (100 words or less) | Provide a brief explanation (100 words or less) here. |
| Board Action Sought\* | Choose an item. |

## Board Action Explanations

**\**To Inform*:** The purpose is to inform board members of the actions/thoughts of the presenting group and to provide an opportunity for discussion and questions. (E.g., an update from a standing or ad-hoc committee.) No action from the Board is sought.

***\*To Explore*:** The Board agrees that a preliminary proposal is worthy of further exploration. (E.g., the President suggests the Board explore the possibility of a Colonial RR Marathon). **A motion to direct** an individual or individuals to review the issue and return at a specified time with a formal proposal for action is sought.

**\**To Act:*** The Board supports a plan that requires outlining actions and obligations for Board members and/or club members. (E.g., the Board agrees to a donation of $250 to the local food pantry.) **A motion** **clarifying objectives, expectations and obligations of Board and/or club members** is sought.

***\*To Amend*:** The By-laws of the Board are amended. When By-law amendment is the outcome, the by-laws prescribe specific procedures for this process.