



Council Meeting Agenda Request

Fallon Business Council

Please fill out form completely and print clearly.

Rev 9/11/*2012

- One item per Request form.
- Attach supporting documents.
- Time limit set by the Chairman.
- Submission deadline is 5:00 PM on Monday (one week before the Tuesday Council Meeting).

REQUEST

Name _____

Topic: _____

Title _____

Attached documents: 1. Explanation statement

Company _____

2. _____

Phone _____

3. _____

Deadline? Yes No

4. _____

When? _____

Desired outcome: _____

Resolution? Yes No

Do not write below this line – for Secretary and FBC use only.

AGENDA

Title: _____

Initials _____

Date Stamp _____

Mtg: Regular Closed Special

Agenda Category

Date: _____ Resolution: _____

Guests

Reviewed by: _____

Minutes

Statement: _____

Committees

Treasurer

Communications

Unfinished Business

New Business

MEETING

Presenting: _____

Completed: Notice Resolution CR

MOTION: Approve Deny Table

Notes: _____

Resolution Number: _____

Made _____ 2nd _____ For _____ Ag _____ Ab _____

