

Procedure for Agenda Requests

All requests should be submitted, if at all possible, one week prior to the date of the meeting for consideration.

Committees: please submit a request to be added to the agenda if BOD action is necessary. Announcements or non-action reports should be submitted in writing and will be accepted to be attached to the minutes. Please be prepared to attend meetings at the request of the BOD to assist in updates.

Clubs: Announcements or non-action reports should be submitted in writing and will be accepted to be attached to the minutes.

Members: Any item petitioned by 20% of the membership per F.S. 720 will be added to the agenda for the next regular BOD meeting.

All other requests to be added to the agenda of a regular BOD meeting or special BOD meeting: please submit your request in writing with an explanation of the issue to be addressed. Please include any/all other information that may assist the BOD in determining the urgency of addressing such an issue, to the BOD or its Secretary. Requests can be made in writing at the Recreation Center or by email to HBTSBOD@holleybythesea.org.