



Agenda Request Form

Complete this form to have a request for Board [MOTION or LETTER] considered at the next Boyle Heights Neighborhood Council (BHNC) Executive Board meeting for placement at the next General Board meeting agenda. Submit this form at least 2 weeks prior to our General Board meeting which are held every last Wednesday of every month. Please attach or e-mail this form along with any supporting documents to the BHNC Secretary at amadormago@yahoo.com.

Request will be reviewed and prioritized by the Executive Board and may be postponed, referred to a specific BHNC committee for review and recommendation, treated as an announcement, or considered and resolved as a non-Board administrative matter.

Preparing and presenting your request:

You are expected to present your request to the BHNC Executive Board in person. If you are requesting specific Board action [MOTION OR LETTER] your request **must** include: (i) the specific motion you wish the Board to consider; and/or (ii) drafts of any letters you wish the Board to consider sending. Please bring 35 copies of any supporting documentation to the meeting to distribute to the BHNC Board. Please note that you are also responsible for preparation and distribution of supporting documents to the public at the board meeting at which your matter is to be presented.

Questions to consider in preparing your request:

- Does it enhance the mission of BHNC?
- Does it improve the quality of life in Boyle Heights? For how many? To what degree?
- If it requires support from the City of Los Angeles, is it likely that City support & resources will be approved and received?
- What is the time needed at the Board meeting for your presentation and public/Board discussion?
- What is the level of urgency, the deadline for Board action to be effective?

Note: A request for Board action [MOTION or LETTE] that has not been reviewed by a the BHNC Executive Board is likely to be referred to the next BHNC Executive Board meeting for review and recommendation before being placed on a Board agenda. This may delay Board consideration of the request.

A. Contact Information to be placed on the agenda for stakeholders seeking further information: (OPTIONAL)

Name: _____ Title: _____

Phone #: (_____) _____ Ext: _____

Email Address: _____

B. Name of Committee/Organization for which request is being made: _____

Committee/Organization website: _____
(Leave this blank if you are not acting on behalf of a committee or an organization)

C. Provide name or title of Event and or Project:

Identify the nature of your presentation:

