

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM/POLICY**

**PP 34**

To provide access to information, promote well-informed decision-making, and to encourage public participation, the Trailer Estates Park & Recreation District shall require the following procedure for each agenda item of the board meetings.

The agenda item form will be completed by a board member or his/her designee. The form will be submitted to the district office no later than 10:30 a.m. Wednesday of the week prior to the Monday meeting in which the item requested is to appear on the agenda.

The completed form will be utilized in preparing the board agenda along with any supplemental materials which are attached to the form.

Although it is recommended that this procedure be used for agenda items for workshops, items can be added at the time of the workshop without being emergency in nature.

It is recommended that agenda items proposed for an upcoming board meeting first be placed on a workshop agenda for board review and discussion. Appointments to committees, items of a timely nature, and emergency items may be brought forward to board meetings without first being brought to a workshop.

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
BOARD AGENDA ITEM FORM/POLICY**

DUE IN OFFICE 10:30 A.M. WEDNESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Item \_\_\_\_\_

For Upcoming Meeting—Date \_\_\_\_\_

Type of Meeting (check one): Workshop \_\_\_\_\_ Board Meeting \_\_\_\_\_ \*

**\*It is recommended that Board Meeting Agenda Items be an agenda item on a Workshop prior to the board meeting.**

Rationale (for workshops)/ MOTION (for board meetings): \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

\_\_\_\_\_  
\_\_\_\_\_

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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Trustee \_\_\_\_\_

Date Submitted \_\_\_\_\_

Chairman/Designee \_\_\_\_\_

Office Manager/Designee: Date Posted \_\_\_\_\_ Initials \_\_\_\_\_