

C-11: Request for Placement on the Agenda for Executive Council Meetings

ALABAMA LIBRARY ASSOCIATION
6030 Monticello Dr.
Montgomery, AL 36117
(334) 414-0113

Requestor's Name: _____

Unit: _____

Date of Request: _____

Council Meeting Date Requested: _____

Individual Responsible for Report/Discussion: _____

Amount of Time Needed: _____

Brief statement of subject matter: (indicate whether New Business or Old Business)

Recommendation/Action needed from Council:

Other:

Procedures:

1. Send form to: President at least two weeks prior to council meeting: Agenda is due from President to Council members one week prior to Executive Council Meeting.
2. Complete Quarterly Report/Annual Report form and send to ALLAExecs email group & Association Administrator.
3. If you cannot attend meeting, send Vice President or a representative in your stead. Notify the Association Administrator and President via email if you cannot attend.