



COUNTY OF SALEM FREEHOLDER MEETING AGENDA REQUEST FORM

Forward signed form to Clerk of the Board, 110 Fifth St, Salem NJ 08079 charker@salemcountynj.gov

Please provide one form for each agenda request.

FROM: _____ (Freeholder/Department Head)

- REQUEST FOR: RESOLUTION (Hardcopy/Word to COB) (See Treasury for Cert of Funds assistance/status)
- CHAPTER 159 RESOLUTION (Contact Treasury for assistance/status for new funds not in budget)
- CONTRACT OR AGREEMENT (Hardcopy to COB with post-it flags showing signature locations)
- SPECIAL RECOGNITION PROCLAMATION/CERTIFICATE (in Word to COB)
- SPECIAL PRESENTATION TO FREEHOLDER BOARD (Contact IT for projector/screen)
- DEPARTMENT/COMMITTEE/COMMISSION REPORT (in Word to COB)

FOR THE MEETING OF: Date _____ Workshop or Regular Freeholder Meeting ?

TO BE HELD AT: Location _____

THE SUBJECT OF THE ABOVE IS: _____

SUBJECT SHOULD APPEAR UNDER WHICH FREEHOLDER COMMITTEE ON THE MEETING AGENDA?

- | | |
|--|---|
| <input type="checkbox"/> ADMINISTRATION | <input type="checkbox"/> PUBLIC SAFETY |
| <input type="checkbox"/> COMMUNITY SERVICES | <input type="checkbox"/> PUBLIC WORKS |
| <input type="checkbox"/> EDUCATION AND EMPLOYMENT | <input type="checkbox"/> TRANSPORTATION, AGRICULTURE AND CULTURAL AFFAIRS |
| <input type="checkbox"/> HEALTH AND HUMAN SERVICES | |

AGENDA REQUEST FORMS AND ACCOMPANYING MATERIALS MUST BE FORWARDED BY EMAIL TO THE CLERK OF THE BOARD **NO LATER THAN CLOSE OF BUSINESS WEDNESDAY, ONE WEEK PRECEDING SAID MEETING.**

SIGNED/DATED: _____ (Freeholder/Department Head)

LATE AGENDA REQUEST (WAIVER) REQUIRES EMERGENCY REASON AND APPROVALS OF RESPECTIVE FREEHOLDER CHAIR AND DIRECTOR:

WAIVER REASON: _____

FREEHOLDER COMMITTEE CHAIR CONTACT CONFIRMED _____ (Date)

FREEHOLDER DIRECTOR CONTACT CONFIRMED: _____ (Date)

Clerk of the Board to forward latest agenda to Freeholder Board.