

BOARD OF TRUSTEES

Anthony M. Bartolotta, Supervisor
Kim Markee, Clerk
Steve Thomas, Treasurer
Jeff Gilbert, Trustee
Sam Harris, Trustee
Marie E. Hauswirth, Trustee
Gary Wall, Trustee



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Kim Markee
Township Clerk
kmarkee@waterfordmi.gov

Kari Vlaeminck
Deputy Clerk
kvlaeminck@waterfordmi.gov

**CITIZEN REQUEST FORM
FOR BOARD MEETING AGENDA ITEMS**

Date Submitted: _____

Name of Person Submitting Item: _____

Contact Information: Mailing Address: _____

Phone Number: _____ Alt. Number: _____

E-mail address: _____

Board Meeting Agenda Date: _____

Item to be discussed. (Attach additional pages if necessary.): _____

ADDRESSING THE BOARD AS AN AGENDA ITEM. (NOT DURING A PUBLIC COMMENT PERIOD):

- 2.2.1 **Persons wishing to address the Board outside of the two public comment periods must submit a written request to the Clerk's Office by noon, the Tuesday prior to a Board of Trustees meeting in the following week. If emailed, please email to:**
kmarkee@waterfordmi.gov and kvlaeminck@waterfordmi.gov
- 2.2.2 A request must include only one subject to be discussed, as well as a brief written summary of what will be discussed. **Any documents or presentations for the address to the Board must be provided to the Clerk's Office with the request.** Failure to provide presentation materials by the noon deadline will prevent their use during the presentation.
- 2.2.3 Speakers will be limited to no more than five (5) minutes on the one topic they requested to discuss. A speaker may only address the Board as an agenda item, one (1) time a year on the same topic. However, a speaker may speak on the same topic at a different meeting, during the general public three- minute comment period.
- 2.2.4 A person may not appear as a Board agenda item more than once a month.
- 2.2.5 Speakers addressing the Board must direct their comments to the Board of Trustees and not to members of the audience or Township staff.
- 2.2.6 This period may not be used to campaign for an elected office or for or against a ballot proposal.