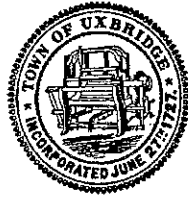


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POLICY OF THE TOWN OF UXBRIDGE, MASSACHUSETTS

BOS AGENDA REQUEST

Purpose

In the recognition of the need to make information transparent and readily available to the Residents of Uxbridge on how to work with the local town government, this policy provides guidance on requesting an item for consideration on the agenda of a Board of Selectmen meeting. This policy is not intended to be the sole manner in which Board of Selectmen agenda items get requested, but rather to augment the verbal request method defined in the BOS Citizen's Forum policy, 2007-01.

Process

Any citizen may offer an item for consideration on the agenda of the Board of Selectmen. Requests for agenda consideration must be submitted in writing to the attention of the Town Manager and the Chairman of the Board of Selectmen two weeks prior to the next scheduled meeting. Every effort will be made to place the item on an upcoming Selectmen's agenda as time and space allows, if the item is determined to be an appropriate agenda topic.

Submission Guidance

To expedite consideration for inclusion please provide as much of the following information as possible:

- I. Requester's contact information
 - Name, Address, Phone Number, Email
- II. Description of Agenda Request
 - Include a written overview of request as well as any supporting materials (ie. photos, letters, plans, etc.)
 - Clearly identify the action you are seeking from the BOS.
- III. Dates and Timelines
 - Include important dates and deadlines that may impact your request and preferred BOS scheduled meeting date. Attendance at the scheduled BOS meeting for your requested agenda item is mandatory.
- IV. Prior Board or Commissions Approvals
 - Include any documentation surrounding prior approval from other boards and commissions.

Assistance

Please contact the office of the Town Manager with any questions or direct assistance with preparation of your material. The Town Manager can be reached at 508.278.8600 x2002.

This policy was voted and approved by the BOS on July 12, 2010.


Chairman Beth Pitman