Selectboard Agenda Request Form Template

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VLCT's "Selectboard Agenda Request Form" template can be used by selectboards to create a clear, fair, and efficient system for managing meeting requests while protecting limited meeting time. The form standardizes how requests are submitted, ensuring that board members and staff receive the same essential information for every agenda item. This allows the selectboard to quickly understand what is being requested, whether action is needed, and how much preparation is required.

By clearly stating deadlines, meeting logistics, and submission requirements, the form reduces last-minute requests and avoids confusion for residents, staff, and organizations seeking time on the agenda. It also supports better preparation by requiring background information and advance submission of presentation materials, leading to more productive discussions and better-informed decisions.

The form reinforces transparency and fairness. Everyone—board members, staff, and the public—follows the same process, which helps prevent perceptions of preferential treatment or informal access. Clear evaluation criteria for agenda placement also help manage expectations when requests cannot be scheduled on a specific date.

Finally, the form supports good governance. By organizing requests in advance and documenting submissions, the selectboard creates a clear administrative record. Overall, this template helps meetings run smoothly, strengthens public trust, and enables the selectboard to focus on thoughtful decision-making rather than process confusion.

Feel free to use VLCT's template as-is or adapt it for the needs of your board. The goal is to help you hit the ground running, not waste time reinventing the wheel!

Selectboard Agenda Request Form Template (DOCX, 34.12 KB)

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