



# Armada Township

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## **How to Get Your Topic on the Board Agenda**

This process is mandated by the Armada Township Board's Policies and Procedures Handbook and needs to be understood so it can be properly observed.

Any personnel who desire to have a business item placed on the agenda needs to notify the clerk or supervisor and provide supporting documentation at least eight business days prior to the township board meeting.

Should there be a need to add an item to the agenda after the deadline; the business item can be added by a majority vote of the board.