



**Al-Anon Suffolk  
Information Service**

## **How to Add a Discussion Topic to the Board Agenda**

1. Two weeks before the next Board meeting, email the Chairperson [ASISChairPerson@gmail.com](mailto:ASISChairPerson@gmail.com) to ask to add an item to the agenda.\*
2. At the next Board meeting, you will be called on to present your topic.
3. After the presentation, the Board will discuss the topic.
4. If there are any ISRs or guests present, they can contribute to the discussion.
5. The Chair may set a time limit for discussion.
6. A vote will be taken if necessary (Board members only).
7. After the vote, if the item needs to be brought to the attention of the ISRs, it will be presented at the next Quarterly meeting.

\*Under special circumstances, a request under two weeks will be considered.