

How to submit a Request, Idea or Plan to the Chamber

Submissions to the Board of the Waterville Chamber of Commerce must be made in writing. For an item to be added to the board's agenda it must have been received by a current officer at least one week before the next scheduled meeting.

Submission should be an assembled package of information sufficiently complete as to require from the board an "approved" or "disapproved."

By, "*complete*" shall mean including but not limited to:

1. A clear statement of what is to be accomplished or the situation to be addressed.
2. A concise estimate of any financial costs or benefits to the Chamber
3. The relevant data necessary for the resolution of the proposal, such as times (incl. schedules), materials, personnel, locations, etc.

Items received in any manner other than as described above will not be added to the agenda of a Chamber meeting.

If an in-person presentation is being requested, it should be in the form of a written proposal which includes the general information as outlined above.

This requirement is not meant to deny voice to any Chamber member or guest attending an official meeting concerning an agenda item under current discussion.