February 3, 2020

TO:  
SMACNA Chapter Presidents  
SMACNA Chapter Councilors  
SMACNA Chapter Executives  

FROM:  
Ginger Slaick, Chair  
Council of Chapter Representatives  

SUBJECT:  
CALL FOR AGENDA ITEMS  
Charleston Marriott  
170 Lockwood Blvd.  
Charleston, SC 29403  
Phone: (843) 723-3000  

This is the initial call for subjects to be included on the agenda for the Council of Chapter Representatives meeting scheduled for May 31-June 2, 2020 in Charleston, SC. Subjects may include items which may result in recommendations to the SMACNA Board of Directors or items which are simply presented for Council discussion and information.

All items are to be submitted on the attached form and sent to SMACNA, P. O. Box 221230, Chantilly, VA 20153-1230, ATTN: Jason Watson, for arrival no later than April 10th.

The Council meeting agenda will be comprised from only those items submitted by the announced submittal cutoff date. Unless an item is categorized as a crisis issue by the Council leadership, any item submitted after the cutoff will not be discussed during the impending meeting, but carried over as an agenda item for the next scheduled Council meeting.

The inclusion of an Open Forum at the Council meeting will provide an opportunity for councilors and chapter executives to present other topics and issues to the Council. Topics presented at this forum will be subject to the rules adopted by the Council for non-agenda items, i.e., they may be discussed, but action on such issues must be at the affirmative vote of two-thirds of the voting councilors attending the meeting.
AGENDA ITEM:
______________________________________________________________________________
______________________________________________________________________________
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BACKGROUND:
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RECOMMENDATION TO THE COUNCIL – if an action item:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

SUBMITTED BY:
______________________________________________________________________________
(Please Print)

CHAPTER:
______________________________________________________________________________

Please complete and return no later than April 10, 2020 to –

SMACNA
P.O. Box 221230
Chantilly, VA  20153-1230
Attn: Jason Watson
jwatson@smacna.org
SMACNA Council of Chapter Representatives

Meeting Site Proposal

The Council Agenda Committee will select two site options for each of the Council of Chapter Representatives meetings in 2022. These options will be presented to the Council during the June 2022 meeting for final selection of meeting sites. If you wish to submit a site for consideration by the Committee, please use this form.

**MEETING DATE:** June 2022

**PROPOSED SITE:** ________________________________

[The SMACNA Meetings and Convention department will select the facility and dates.]

**MEETING DATE:** December 2022

**PROPOSED SITE:** ________________________________

[The SMACNA Meetings and Convention department will select the facility and dates.]

Please complete and return no later than April 10, 2020 to –

SMACNA  
P.O. Box 221230  
Chantilly, VA 20153-1230  
Attn: Jason Watson  
jwatson@smacna.org