

BOARD OF COMMISSIONERS AGENDA REQUEST FORM

Please check the appropriate committee name.

Board of Commissioners Economic Development and Physical Resources Committee
Health and Human Services Committee Collective Bargaining Committee
Law Enforcement and Courts Committee Finance and Personnel Committee

Please fill in the boxes below with the appropriate information.

Name:

Department/Organization:

Phone Number: Fax Number:

Length of Time Needed:

Regarding:

Brief Description:

Proposed Motion:

Agenda Request Approved: Meeting Date: Time:

Note: Persons will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Commissioners. Agenda requests for Committee meeting days must be received by 12:00 p.m. on the Tuesday preceding the meeting date. Agenda requests for regular board meetings must be received by 12:00 p.m. the Wednesday preceding the meeting date. Completed forms should be delivered to the Office of the County Controller. Fax (989) 831-7375