

Gove County Commissioners
Agenda Item Request / Cover Sheet

Date Submitted: _____ Requested Meeting Date: _____

Name of Requestor: _____

Organization / Department (if applicable): _____

Mailing Address: _____

Phone Number: _____ Email: _____

Agenda Item Information

Agenda Item Title / Brief Description: _____

Detailed Description of Request:

Supporting documents (if applicable): _____

For Clerk's Office Use Only

Date Received: _____ Agenda Meeting Date: _____

Agenda Item Number: _____

Signature of Requestor: _____ Date: _____

Agenda Item Request Instructions

To ensure Commissioners' meetings are organized and efficient, all requests to be placed on the Commissioners' agenda must be submitted using the Agenda Item Request / Cover Sheet.

WHEN TO USE THIS FORM

- When requesting to appear on the Commissioners' agenda
- When requesting discussion, information, or action by the Commissioners
- One form per agenda item

HOW TO SUBMIT

1. Complete the Agenda Item Request / Cover Sheet
2. Attach any supporting documents you want the Commissioners to review
3. Submit the form to the County Clerk's Office

DEADLINE

Agenda Item Request Forms are due the day of the Commissioners' meeting.

WHY THIS IS REQUIRED

- Ensures accurate agenda wording
- Provides Commissioners with background information in advance
- Helps meetings run more smoothly and efficiently