



REQUEST TO PLACE AN ITEM ON
CITY COUNCIL AGENDA

The Eagle Lake City Council meets on the second Tuesday of each month at 7:00 p.m. in the Municipal Building Council Chamber. Chapter 551 of the Texas Government Code (Texas Open Meetings Act) requires that a written notice of the date, hour, and location of every Council meeting, together with an agenda specifically describing all items to be considered, be posted seventy-two (72) hours in advance of such meeting on a bulletin board in City Hall accessible to the public day and night.

Prior to completing an agenda request, Council respectfully requests that every attempt has been made to resolve the problem through administrative channels.

A request to be on the Council agenda must be submitted to the City Manager ***no later than 4:30 p.m. on the Wednesday, one (1) week before the scheduled City Council meeting date.*** The speaker or speakers for each request will be given a ***maximum of five (5) minutes*** at the meeting to present his or her subject matter to the City Council.

If you have any handouts for the City Council, please submit them along with this form so they can be distributed to the Council in advance.

Name of Speaker(s): _____

Organization (if any): _____

Mailing address: _____

City, State, and Zip Code: _____

Phone number where you can be reached during regular business hours: _____

Subject matter to be included on the agenda (state law requires that the posted notice be specific)

If it is not listed, it cannot be discussed: _____

Certification: I understand that the City Council retains the right to set the items for discussion at its meetings and further understand that my request will not be automatically placed on an agenda or may even be denied. I also understand that I may be requested to present additional information on my item, asked to consult with the appropriate City department, or take other action before my request is considered. I agree to attend the meeting at which my item may appear and make a presentation and/or answer questions.

Signature: _____

Date: _____

I hereby certify that I have received a copy of the City Council Information and Procedures.