

# Request To Be On The Agenda

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. 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.

## Supporting Documents

Request To Be On The Agenda 58.24 KB