

COMMISSIONERS COURT AGENDA REQUEST

The Commissioners Court convenes in regular session at **09:00 a.m. on the second (2nd) Monday** of each month and **9:00 a.m. on the fourth (4th) Monday** of each month. If that Monday falls on a County holiday, Commissioners Court will convene on the following Tuesday at 9:00 a.m. The Commissioners Court is located at 112 North Concho St., Roby, Texas, in Courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.

The **deadline** for submitting an agenda request with the **supporting information including but not limited to contracts, agreements, resolutions, bill, petitions, reports & proposals Thursday before Regular Session at 4:00 p.m. of each meeting.** This will give ample time for preparation of the agenda and agenda packets.

If you are not representing an elected or appointed official your agenda request must be filed through the County Judge's office or the County Clerks' office with a member of the Courts approval. Agenda request forms are available on the County Website at www.co.fisher.tx.us , County Judge's Office or County Clerk's Office.

Please fill out this form completely:

DATE: _____

NAME: _____

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: _____

ADDRESS: _____

PREFERRED DATE TO BE PLACE ON AGENDA: _____

DESCRIPTION OF AGENDA REQUEST: _____

* _____

Commissioner Court Member Approval

04-08-2019

AGENDA REQUEST & BACKUP MATERIALS DEADLINE: Agenda requests and backup materials must be submitted to County Judge's Office or County Clerk's Office by 12 noon on Thursday in order to be considered for inclusion in the following week's voting session.