

# COMMISSIONERS COURT AGENDA REQUEST

The Commissioners Court convenes in regular session at **09:00 a.m. on the second (2<sup>nd</sup>) 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 the 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 is 12:00 p.m. THIRD BUSINESS DAY PRIOR TO THE Regular Session.** **Any holiday is NOT considered a business day.** 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.fishercounty.org](http://www.fishercounty.org) , County Judge's Office or County Clerk's Office (if the County Judge's office is unavailable).

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: \_\_\_\_\_

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Commissioner Court Member Approval

9/1/25

AGENDA REQUEST & BACKUP MATERIALS DEADLINE: Agenda requests and backup materials must be submitted to County Judge's Office by **12 noon on the 3<sup>rd</sup> business day prior** to Commissioners' Court in order to be considered for inclusion in the following week's voting session.