

SUTTON COUNTY COMMISSIONERS COURT AGENDA REQUEST

- 1.) The Commissioners Court convenes in **regular session at 9:00 a.m. on the second (2nd) Monday** of each month and in **special session at 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 300 E Oak St, Sonora, Texas. Special sessions may convene as deemed necessary to conduct the business of the County in the annex meeting room.
- 2.) This form is NOT for a request of waiver of fees concerning the Civic Center, Pavilion or County Park. That form must be picked up at the Civic Center office.
- 3.) **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 is **12:00 p.m. the Wednesday before the Commissioners meeting of each month**. This will give ample time for preparation of the agenda. **If you are not representing an organization, a board, an elected or appointed official your agenda request must be filed through your respective Commissioner, in enough time for the Commissioner to review and forward to the County Judge.**

***All agreements, contracts, and instruments, that otherwise bind the County, must first be approved in form and content by the County Attorney before submitting to the County Judge for the Commissioners Court Agenda.**

Please fill out this form completely:

DATE: _____

NAME: _____

PHONE: _____ FAX: _____

DEPARTMENT OR ASSOCIATION: _____

ADDRESS: _____

PREFERRED DATE TO BE PLACED ON AGENDA: _____

DESCRIPTION OF AGENDA REQUEST: _____

* _____

County Attorney Approval