

**REQUEST TO HAVE AN ITEM PLACED ON THE COUNTY COMMISSION AGENDA
“SCHEDULED CITIZEN COMMUNICATION”**

Note: Before an item is placed on the County Commission Agenda, it will need to be approved by the County Manager. Due to previous commitments, deadlines, etc. it is not always possible to have the date and time that you have requested.

County Commission Meeting Date Requesting: _____

Name: _____ Daytime Phone: _____

Address: _____ City/State: _____ Zip: _____

Organization Represented: _____

Equipment Needed? (i.e. easel, projector, etc.) YES NO If Yes, what: _____

Subject Matter and Estimated Costs to the County:

County Manager/Review and Approval

I acknowledge receipt of the requested information on _____ 2011 at
_____ am/pm.

Signature

***** ‘PLEASE READ’ *****

POLICIES AND PROCEDURES FOR ITEMS ON THE AGENDA FOR THE OTERO COUNTY COMMISSION SCHEDULED MEETINGS: (REGULAR AND SPECIAL)

The Board of County Commissioners hereby establishes the following policies and procedures for the placement of items on their agenda for regularly and specially scheduled meetings. The purpose of these policies and procedures is to insure that the Board of County Commissioners is responsive to the legitimate needs of its constituency for dialog, discussion and properly informed decision making.

The County Manager, or his designee, shall be designated as the contact person at the County for placement of items on the agenda for decision-making purposes. Each person requesting to be placed on the agenda shall complete a form approved by the County Manager, requesting that an item appear on the Commission Agenda. Upon receipt of the request to appear, the County Manager shall determine whether the form contains the information needed for action by the County Commission. In the event that the Manager determines that additional information is necessary, needed, or desired, the requestor shall be notified by telephone at the phone number provided and the Manager shall refer the request to the appropriate elected official, department head or staff for investigation, review and recommendation to the Board of County Commissioners.

Immediately upon receipt of the request to appear, the elected official, department head, or staff member shall contact the County Manager to provide an estimation of the amount of time required to complete the investigation or review of the request and make a written recommendation to the Board of County Commissioners.

Based on the above referenced information, the item shall be scheduled at a future County Commission meeting for discussion and action. The affected elected official, department head or staff shall be notified of the meeting at which discussion and decision-making has been scheduled and shall attend the meeting to answer questions and otherwise participate in the proceeding.

Scheduled Citizen Communication: The agenda shall include an item on each agenda entitled “Scheduled Citizen Communication”. This portion of the agenda shall not be limited in its total time duration. The purpose of this portion of the agenda is to provide the public with an opportunity to present items of concern to the County Commission. Each person requesting to speak shall identify themselves prior to speaking and shall present a concise statement of their concerns.