

# COMMISSIONERS COURT AGENDA REQUEST

The Commissioners Court Convenes in Regular Session at **3:30 p.m. on the 2<sup>nd</sup> & 4<sup>th</sup> Monday** of each month. If that Monday falls on a County holiday, Commissioners Court will convene on the following Tuesday. The Commissioner's Court is located at 300 S Main St. Big Spring, TX 79720, in the courthouse. Special sessions may convene as deemed necessary to conduct the business of the County.

**ALL CONTRACTS MUST BE SIGNED PRIOR TO THE HOWARD COUNTY SIGNING. PLEASE INCLUDE AN EXTRA ORIGINAL FOR CONTRACTS AND AGREEMENTS IF YOU REQUIRE AN ORIGINAL COPY RETURNED FOR YOUR FILES.**

**PUBLIC:** The **deadline** for submitting an agenda request with the **supporting information including but not limited to contracts, agreements, resolutions, bills, petitions, reports & proposals is the Thursday before Regular Session at 12:00 p.m.** It is **then up to your Commissioner/Representative to submit that agenda item request to the Judges Secretary no later than Thursday at 4 p.m. via email.** This will give ample time for preparation of the agenda and agenda packets.

**If you are not an elected or appointed official your agenda request must be filed through the County Judge's office. Agenda request forms are available on the County Website at <https://www.co.howard.tx.us/> , or the County Judge's Office.**

**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: \_\_\_\_\_

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Commissioner Court Member Approval