

# COMMISSIONERS COURT AGENDA REQUEST

The Commissioners' Court Convenes in Regular Session at **10:00 a.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 be convened 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 Tuesday before Regular Session at 9:00 a.m.** It is then up to your Commissioner/Representative to submit that agenda item request to the Judges Secretary no later than Tuesday at 12 p.m. via email. 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 County Clerk's office with a member of the Courts approval. Agenda request forms are available on the County Website at <https://www.co.howard.tx.us/> or the County Judge's Office & 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 Placed on Agenda: \_\_\_\_\_

Description of Agenda Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* \_\_\_\_\_  
Commissioner Court Member Approval