



City of Rockdale

Request for Placement on City Council Agenda



Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Cell Phone (*optional*): _____

Email (*optional*): _____

This request is subject to Open Records under the Public Information Act; however, personal e-mail addresses are considered confidential. Listing the e-mail address above is indicated as an optional item.

By signing this acknowledgment, the requestor is indicating their approval to release their e-mail address should they include it on this request form.

I hereby request that the following item be placed on the agenda for the Rockdale City Council meeting on _____ (date): _____

Topic you wish to address:

Specific details which may help the City Council understand the topic you wish to address (please attach additional sheets if more room is needed and attach any supporting documentation):

Signature(s)

Date

- Requests are due in to the City Secretary by 12:00 noon one week prior to the meeting date.
- If you wish to withdraw your request, please notify the City Secretary no later than four (4) days prior to the meeting.
- Once the topic has been presented to the City Council, persons may not request that an item be placed on the agenda that is the same as or substantially similar in subject matter for six months.
- Persons who speak before the Council will have five (5) minutes in which to make their presentation. Please be prepared to answer questions from the City Council.
- Citizens who attend the Council meeting as part of a group may not give their time to another member of the group.
- The City Council must abide by the Texas Open Meetings Act in responding to remarks.
- The City Council may or may not take action on the request.
- Regular City Council meetings are on the second Monday of each month, beginning at 5:30 PM and are held in the City Council Chambers at 505 W. Cameron Avenue. Special meetings or workshops may be called as needed.
- All agendas are posted on the City's website at www.rockdalecityhall.com.

For office use only:

Request taken by _____ Date: _____ Time: _____