



## **REQUEST TO PLACE AN ITEM ON CITY COUNCIL AGENDA**

The City of Liverpool City Council meetings are on the first Tuesday of each month at 6:30 PM at City Hall in the Council Chambers. Chapter 551 of the Texas Government Code (Texas open Meetings Act) requires that a written notice of the date, hour and location of every council meeting, together with an agenda specifically describing all items to be considered, be posted seventy-two (72) hours in advance of such meeting on a bulletin board in City Hall accessible to the public day and night, as well on the City Website.

Any item to be considered for action by the City Council, must be presented on this form, along with any unprivileged documentation and must be filed and complete to have an item placed on the City Council Agenda. (This process is not required for members of the governing body, but it is encouraged). Before being considered filed for placement on the agenda, a summary of the item, and all supporting documentation must be submitted to the City Secretary's office no later than 12:00 PM on the Wednesday of the week prior to the Regular Council meeting to be placed on that meeting's agenda. The item may be placed on a workshop or special meeting agenda if deemed appropriate by the city. Only completed request forms will be considered for placement on the agenda.

If you have any handouts for the City Council, please submit them along with this form so they can be distributed to the Council in advance.

***\*\*\*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.\*\*\****

- Requests are due in the City Secretary's office by 12:00 PM on the Wednesday of the week prior to the Council Meeting.
- 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, people 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 first (1<sup>st</sup>) Tuesday of each month, beginning at 6:30 PM, and are held in the Council Chambers at 8901 Calhoun Street, Liverpool, Texas 77577. Special meetings or workshops may be called as needed.
- All agendas are posted on the City's website at [www.liverpoolsdtx.gov](http://www.liverpoolsdtx.gov).
- **IF AN ITEM IS NOT LISTED ON THE FORM AND ON THE AGENDA, COUNCIL CANNOT DISCUSS IT.**

**Name of Speaker(s):** \_\_\_\_\_

\_\_\_\_\_

**Organization (if any):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Subject matter to be included on the agenda (State law requires that the posted notice be specific):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certification:** I understand that the City Council retains the right to set the items for discussion at its meetings and further understand that my request will not be automatically placed on an agenda or may even be denied. I also understand that I may be requested to present additional information on my time, asked to consult with the appropriate city department, or take other action before my request is considered. I agree to attend the meeting at which my items may appear and make a presentation and/or answer questions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return completed form to: City of Liverpool, City Secretary's Office, 8901 Calhoun St. Liverpool, TX 77577 or email at: [catherine.long@liverpoolsdtx.gov](mailto:catherine.long@liverpoolsdtx.gov).

**OFFICE USE ONLY:**

**Date received by City Secretary:** \_\_\_\_\_ **Date put on Agenda:** \_\_\_\_\_