

**REQUEST TO SCHEDULE ITEM ON COUNCIL AGENDA**

**TOWN OF SHADY SHORES  
PO BOX 362  
LAKE DALLAS, TX 76208  
(940) 498-0044**

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

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

**ORGANIZATION:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PHONE :** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**TOPIC TO BE ADDRESSED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORMAT OF TOPIC (Presentation, testimony, Power Point, slide show, etc.):**

\_\_\_\_\_

**ARE YOU REQUESTING THE COUNCIL TAKE ACTION ON THIS ITEM?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**AMOUNT OF TIME REQUESTED (10 MINUTES OR LESS):** \_\_\_\_\_

**WRITTEN MATERIALS TO BE PROVIDED TO COUNCIL:**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**If Yes, I have provided 8 copies of materials** \_\_\_\_\_

.....  
**OFFICE USE ONLY**

**Date Rec'd** \_\_\_\_\_ **Rec'd by** \_\_\_\_\_

## **PROCEDURE TO HAVE AN ITEM PLACED ON THE TOWN COUNCIL AGENDA**

Items are placed on the agenda at the discretion of the Mayor. Council members may propose agenda items at any time. Exercising good judgement based on existing business, town workload or scheduling issues, the mayor will determine which items are placed on the agenda. Items may need to be reserved for future agendas, based on the amount of time needed for research, or other pressing town business. If two or more council members request an item be placed on the agenda, it will be placed on the next regular agenda for discussion or action as determined necessary. Council members requesting items for placement on the agenda should submit their request in writing or by using the above form at least 10 days prior to the regular council meeting. Council members requesting items for placement on the agenda are responsible for providing/ and or requesting necessary backup documentation for inclusion in the council packets. Requests may be submitted to the Town Secretary or the Mayor by using the. REQUEST TO SCHEDULE ITEM ON COUNCIL AGENDA , form, an email, or other written request.

### **CITIZEN REQUESTS FOR ITEMS TO BE PLACED ON THE AGENDA:**

1. Any citizen, agency or group may submit a request to present or place an item or topic on the town council agenda as follows:
  - a. The request must be written legibly on the City's request form
  - b. The request must specify the subject matter, the form and manner of presentation of the subject, and whether supplemental written materials will be provided to the council
  - c. The request must specify the amount of time desired for presentation (no longer than 10 minutes)
  - d. The request must contain a contact name, telephone number and preferably also an e-mail address and fax number, if available
  - e. The request must document the amount of funding requested, if any or an estimate of the financial cost to the Town, if applicable.
  - f. The request must be submitted to the Town Secretary at least two weeks prior to the desired Council meeting date.
2. Items are placed on the agenda at the discretion of the Mayor. The requested agenda item will be scheduled on the next available Regular Session agenda providing that:
  - a. The workload, council priorities, and other town business permit time for the requested item
  - b. All supplemental printed information or materials are provided for council review.  
Incomplete requests will not be placed on the agenda until all materials are received.
3. The Town council will hear a brief presentation and may ask questions, or invite additional citizen comment at the council's discretion

4. The town council has the discretion to decide how they wish to address the subject further if they so choose, including but not limited to; refer the item to Work Session agenda for further discussion, hold a public meeting on the subject and or take action on the item during the meeting.

If you have questions regarding this form, please contact the Town Secretary at (940) 498-0044 or by email at [town.secretary@shady-shores.com](mailto:town.secretary@shady-shores.com)