



City Council
Agenda Item Request Form

The Open Meeting Act requires the City of Atoka to publicly post the agenda of City Council Meetings. Additionally, all agenda items must be listed on the agenda and must describe the nature of the item(s) being considered. In order to meet these legal requirements, it is necessary for persons requesting a formal City Council Agenda Item to provide us with the following information before it can be placed on an agenda.

Name of person making request: _____

Address: _____ Phone: _____

Representing: _____

***Please note: Due to legal posting requirements, this form must be completed and returned to the City Clerk's office no later than 11:00 a.m. on the Tuesday preceding the Council Meeting at which you're requesting this item to be heard.**

Describe the issue/item you would like to discuss:

Please attach any pertinent documents to support this item. This will help the City Council to make an informed decision in the best interest of the City of Atoka.

Authorizing Council Member: _____

Signature: _____ Date: _____

Comments: _____

To be completed by the City Clerk's Office:	
Date Received: _____	Time Received: _____
Date of Next Council Meeting: _____	Received By: _____