

GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS

Phone: (850) 875-8650  
Fax: (850) 875-8655

REQUEST FOR ITEMS TO BE PLACED ON THE COUNTY COMMISSION AGENDA

Meeting Date: \_\_\_\_\_

Subject Matter: \_\_\_\_\_

Person Addressing BCC: \_\_\_\_\_

Telephone Contact Number: \_\_\_\_\_

Brief Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please attach any additional information you may have regarding you subject matter.

Regular Meetings are the **first (6:00 p.m.)** and **third (9:00 a.m.)** Tuesdays of each month, in the Gadsden County Governmental Complex.

The person or persons seeking to be on the agenda must meet with the County Administrator to brief him. It is strongly suggested that the person meet with the Administrator as soon as he/she is aware of the need to be on the agenda.

Requests to be placed on the agenda must be received in writing in the County Administrator's by the deadline to get on the agenda for BOCC meetings, which is Wednesday at noon 13 calendar days prior to the meeting date.

Please return completed form to staff in the County Administrator's office, Gadsden County Governmental Complex, 9-B East Jefferson Street, Quincy; or mail to Post Office Box 1799, Quincy, Florida 32353-1799. Completed forms can also be faxed to the above number, provided you call for receipt confirmation.