



CITY OF TULELAKE

591 Main Street
P. O. Box 847, Tulelake, CA 96134
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REQUEST TO BE PLACED ON THE CITY COUNCIL AGENDA

Date Submitted: _____ Estimated Presentation Time: _____

Requested Council Meeting Date: _____
(Regular meetings are the first and third Tuesdays of each month)

Name of Presenter: _____

Representing: Self / City / Organization / Other Name: _____
(Circle the appropriate and write name of city, organization or other)

Subject matter to discuss is: Informational _____ Discussion _____ Action requested _____

Signature: _____ Contact Number: _____

Brief, *detailed* description of subject to be discussed: _____

Recommended Motion (if action requested): _____

Please note:

- All regular meeting agenda requests, along with any supporting documents Council may need to make an informed decision, must be turned in to City Hall no later than noon on the Thursday prior to the regular Tuesday meeting or another meeting date may be necessary.
- This form is intended to assist in properly posting agenda items. Any person may address the Council, even without this form, but Council may not discuss or act on anything that has not been properly placed on the agenda.

BASIC PROTOCOL: After being recognized by the mayor, state your name and address for the record and proceed to your subject matter. The council will then discuss the issue. The mayor may recognize other members of the audience if they can add to the discussion. The Council will then take action.