



YAZOO CITY REGULAR BOARD MEETING INSTRUCTIONS FOR PUBLIC AGENDA REQUEST FORMS

The City of Yazoo City Board meets on the second and fourth Mondays of each month at 2:00 p.m. All meetings are open to the public. Public comment is allowed on most scheduled agenda at the time designated on the agenda. An agenda of the Board Meeting will be located at City Hall and on the City website <http://www.cityofyazoocity.org> on Friday before each scheduled meeting. Individuals desiring to present matters to the board on the agenda must submit a request in writing to the office of the City Clerk by Wednesday at twelve noon, two weeks prior to the Board meeting. This can be done in person, regular mail, fax or e-mail. The request forms are located in the City Clerk's office and on the City website <http://www.cityofyazoocity.org>. The City Clerk will confirm with the individual that the request was received and notify them of the date when their request will be scheduled on the agenda.

Other Agenda Information

- Requests to appear will be placed on a "first-come, first-served" basis.
- The Mayor may set a time limit on comments.
- This request must be submitted with any documents you plan to present to the Board. Please submit only one copy, which is one sided and with no staples.
- Item requests may be referred to appropriate staff for mediation prior to being placed on the agenda.
- Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda.
- Decorum is mandatory.
- Requests should be sponsored by the Mayor, Alderman or Department Head.

Please return to: **Office of the City Clerk
City of Yazoo City
128 East Jefferson St.
Yazoo City, MS 39194**

Phone: (662) 746-1401

Fax: (662) 746-6506

E-mail: cityclerk@yazoocityms.us

YAZOO CITY REGULAR BOARD MEETING

The Board of Mayor and Aldermen Regular Board Meeting is a business meeting. Topics on the agenda have been vetted for decision.



AGENDA REQUEST FORM

(The Board of Mayor and Aldermen meet every 2nd & 4th Monday)

- ❖ REQUEST MUST BE RECEIVED BY NOON WEDNESDAY 2 WEEKS PRIOR TO BOARD MEETING DATE TO BE POTENTIALLY INCLUDED ON AGENDA.
- ❖ CITY OFFICER'S SIGNATURE MUST BE OBTAINED BELOW BEFORE REQUEST IS CONSIDERED FOR PLACEMENT ON AGENDA.
- ❖ YOU MAY BE CONTACTED PRIOR TO BOARD MEETING TO DISCUSS THIS REQUEST.

REQUESTED BOARD MEETING DATE: _____
 NAME: _____
 BUSINESS/ORGANIZATION: _____
 ADDRESS: _____
 TELEPHONE: (Home) _____ (Work) _____ (Cell) _____
 EMAIL: _____

ARE YOU A MEMBER OF TEXT YAZOO? [] Yes [] No If not, text "YAZOO" to 95577 on your cell/mobile phone. (Standard data rates apply.)

PLEASE CHECK CATEGORY:

- [] COMPLAINT [] CONTRACTS [] EVENTS/PARADE/WALKS [] OTHER
 [] PUBLIC APPEAL [] TAX ABATEMENT [] ZONING (APPEAL/COMPLAINT)

DESCRIBE/PROVIDE DETAIL: _____

ATTACH SUPPORTING DOCUMENTATION OR CITY REQUIRED FORMS

ACTION DESIRED FROM BOARD OF MAYOR & ALDERMEN: _____

PLEASE OBTAIN SIGNATURE OF SUPPORTING OFFICER BELOW

MAYOR _____
 ALDERMAN _____
 CITY CLERK _____
 POLICE CHIEF _____
 FIRE CHIEF _____
 BUILDING INSPECTOR _____
 PUBLIC WORKS _____

****In making this request, I understand that the City is under no obligation to place my request on the agenda in any section other than "Public Comments". If I would like my request to be discussed by the Board, I must ask a Board member to add me to the agenda.**

 Signature Date