



TILLAMOOK COUNTY BOARD OF COMMISSIONERS AGENDA ITEM REQUEST FORM & INSTRUCTIONS Workshop • Board Meeting • Community Update

Please complete the information below by typing in the gray boxes and tabbing to the next box.

AGENDA ITEM TITLE:

MEETING DATE FOR AGENDA ITEM:

CHECK AT LEAST ONE: WORKSHOP Wednesday: 8:00 a.m.

 BOARD MEETING Wednesday: 10:00 a.m.

 COMMUNITY UPDATE Friday: 8:00 a.m.

NAME OF PERSON(S) PRESENTING THE ITEM: PHONE:

ITEM SUBMITTED BY: PHONE:

FINAL DOCUMENTS ATTACHED: YES NO *(incomplete submissions will not be accepted)*

INSTRUCTIONS

Agenda items for Wednesday Workshops and Board Meetings must be submitted no later the **previous FRIDAY by 10:00 a.m.** Agenda item requests received after this deadline will be considered at the discretion of the board chair.

- Any agreement/contract document not generated by the county must first be reviewed by County Counsel and submitted two weeks prior to desired meeting date. Submit the supporting documents in Word or PDF format by email to Joel Stevens at jstevens@co.tillamook.or.us, Rachel Hagerty at rhagerty@co.tillamook.or.us, AND Melissa Egan at mellisae@co.tillamook.or.us.
- Submit this form and any supporting documentation in Word or PDF format by email to bocagenda@co.tillamook.or.us. Failure to follow these instructions may result in your item being omitted.

Workshop: Items are generally for DISCUSSION. These meetings are held on Wednesdays at 8:00 a.m. in-person and via teleconference. Any item scheduled for a Board Meeting should be scheduled for a Workshop. Certain items may be scheduled for consideration at a Workshop and not a Board Meeting, including out-of-state travel, personnel requisitions, and general updates/guidance.

Board Meeting: Items are for DISCUSSION or CONSIDERATION. These meetings are held on Wednesdays at 10:00 a.m. in-person and via teleconference and live video. This is when the commissioners deliberate, make decisions, and sign any relevant documents usually based upon discussions at a prior Workshop. Public presentations can also be scheduled.

Community Update Meeting: Items are for the sharing of information with the public. These meetings are held on Fridays at 8:00 a.m. via teleconference and audio live stream on KTIL-FM 95.9.