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| FOR COMMISSION OFFICE USE: | |
| DATE _____ | TIME _____ |

Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department:

Phone/Email:

Item to be considered:

Informational background:

1. What meeting are you requesting?
2. How much time will be needed for this agenda item?
3. Is Commission action requested (decision, approval, signature, or guidance)?
4. Does this request involve a contract, agreement, external funding source, or award acceptance?
5. What is the potential financial impact of this request?
6. Have all supporting documents been included with this form?
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form)
8. Name and contact information for others who should be invited to attend: