Town Council Agenda Policy

Items on the Agenda and Requests to address Council

The Ell ore Town Council normally dedicates a section on a regular scheduled Council Meeting for information from the public or groups. The following policy is for requesting Town Council:

1. The request must be in writing.
2. The request must include a brief or written narrative of the information being submitted to Council.
3. Council will hear information pertaining to municipal service and operations.
   Note: Personnel matters will not be discussed in open session.
4. The written request must be made no later than four (4) days before a scheduled meeting.
   Example: Town Council Meetings are typically scheduled for the 2nd Monday of the month.
   A request to address Council must be made by emailed, faxed, or delivered by 12:00 Noon
   on Thursday prior to the scheduled Monday meeting.
5. Normally, presentations to the Council will be taken as information only - meaning discussion and/or a
   vote on a matter may not take place until a later date.
6. Presentations should be limited to 3 minutes unless approved by the Council Chair.

Group or Individual Making the Request  

Date Request was filed _____________________________ Who will be presenting _______________________

Information to be Presented:

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