



**City of Alamogordo City Commission Meeting**  
**AGENDA REQUEST FORM**

Date: \_\_\_\_\_

**Request Date of Meeting:**

\_\_\_\_\_

**Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

**E-Mail Address:**

\_\_\_\_\_

**Item requested will be for: (Please check one)**

Information only

Presentation

**Brief description of topic to be discussed:**

Please attach one original of any documents pertaining to the topic -

**We do not allow handouts at the meeting**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Please return to: Rachel Hughs, City Clerk  
City of Alamogordo  
1376 E. 9<sup>th</sup> Street  
Alamogordo, NM 88310

Phone: (575) 439-4205

Fax: (575) 439-4396

E-mail: [rhughs@ci.alamogordo.nm.us](mailto:rhughs@ci.alamogordo.nm.us)

Revised 10/13/2017

## **INSTRUCTIONS FOR AGENDA REQUEST FORMS**

The Alamogordo City Commission normally meets on the second and fourth Tuesdays of each month at 6:30 p.m. in the City Commission Chambers in City Hall. All meetings are open to the public. Public comment is allowed on most scheduled agenda items at the time each item is scheduled on the agenda. An agenda of City Commission Meetings will be posted at City Hall and on the City website <http://ci.alamogordo.nm.us> at least three days before each scheduled meeting, and the yearly schedule of meetings for the City Commission may be found on the City website.

Members of the public desiring to present matters to the Commission on the public agenda must submit a request in writing along with all attachments/presentations to the office of the City Clerk by Tuesday at twelve noon, one week prior to the desired City Commission meeting. Staff will determine which Commission meeting item(s) will be placed on the Agenda. 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://ci.alamogordo.nm.us/coa/cityclerk/agendasandnotices.htm>. 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 City Commission agenda.

### **Unscheduled Communications**

No action will be taken relative to items on the Public Comment Section other than referral for information.

### **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.
- Members of the public desiring to present matters to the City Commission on the agenda must submit a request in writing to the office of the City Clerk prior to Tuesday at twelve noon one week prior to the City Commission meeting. The request should state the name of the individual(s) desiring to be heard and the matter to be presented.
- This request must be submitted with any documents you plan to present to the Commission. Please submit only one copy, which is one sided and with no staples. We will scan the document for the Agenda Book.
- 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.