



**COMMISSION MEETING APPEARANCE REQUEST**

(For completion by persons desiring to speak to the Board of Commissioners at a meeting)

**PLEASE TYPE OR PRINT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

Organization, if any, on whose behalf you wish to appear.

\_\_\_\_\_

(name)

(address)

Telephones where you may be reached:

Home \_\_\_\_\_ Best time(s) to call \_\_\_\_\_

Business \_\_\_\_\_ Best time(s) to call \_\_\_\_\_

Subject matter which you wish to discuss and a statement of what you desire to have done.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you plan or expect to make a complaint or report of wrongdoing, improper action, or neglect on the part of any county official or employee of the county (circle one): Yes No

If the answer is yes, what is the name and title of that person?

\_\_\_\_\_

(name)

(title)

State the facts giving rise to your complaint or report, stating dates, places, what was done or not done that you wish to complain of or report and why you consider it to be improper.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Peach County encourages community participation in the governmental process. To be sure we can accommodate as many constituents as possible during the limited time available during a meeting, the Peach County Commissioners ask that all requests be made in writing and that the request be made by noon on Friday prior to the Commission meeting on Tuesday. Included with this written request should be any written information and/or documents that are supportive of the specific request. Without this information being available in advance the Commission will be unable to make a knowledgeable decision and will delay taking a position on your request. Public comments are limited to five minutes with a maximum of 15 minutes on a subject where several persons are part of the same group or organization and only one may be heard. The County Attorney shall enforce these limitations.

Depending on the magnitude of the request, the Commission may delay placing the item on the agenda until such a time as proper research can be completed so to support the board taking consideration of the request. Peach County thanks you in advance for your cooperation in this procedure.

The Peach County Commissioners have a standing Work Session on the first Tuesday of each month at 5:00 p.m. to provide the Board the opportunity to discuss items being placed on the agenda for the Regular Meeting at 6:00 pm. on the second Tuesday of each month. All Commission Meetings are in the Commission Chambers located at 213 Persons Street, Fort Valley, GA.

**By signing below I certify I have read this form and understand the procedure and that the above statements are true and correct to the best of my knowledge, and that this information can be used for the purpose of processing my request:**

Signed \_\_\_\_\_

***Please return this form to the following address or scan and email:***

Peach County Commissioners  
Attn: County Clerk April H. Hodges  
213 Persons Street  
Fort Valley, GA 31030

Email: april-hodges@peachcounty.net  
Telephone 478-827-3164

-----**BELOW FOR INTERNAL USE ONLY**-----

(UPON ACCEPTANCE OF A COMPLETE AGENDA REQUEST, COPY TO CHAIRMAN, BOARD, STAFF AND COUNTY ATTORNEY.)

**APPEARANCE DATE**

