



**LINCOLN COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM REQUEST FORM**

Department/Agency: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Phone Number or Extension: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

**AGENDA DATE(S)** \_\_\_\_\_

**Must be submitted no later than Thursday, 5:00 p.m.  
prior to Wednesday meeting**

**Submit to: Kim Herring**  
[kherring@co.lincoln.or.us](mailto:kherring@co.lincoln.or.us)

**1. ACTION REQUESTED:**

- Recognition/Proclamation
- Consent Calendar Item
- Public Hearing
- Action/Decision Item
- Discussion/Information
- Departmental Report
- Other (Specify) \_\_\_\_\_

**2. PROVIDE NAMES OF PEOPLE WHO WILL SPEAK:** \_\_\_\_\_

**3. LIST EQUIPMENT NEEDED** (Internet Hookup, Projector, Screen, etc.): \_\_\_\_\_

**4. PROVIDE BRIEF EXPLANATION OF ITEM** (*NOTE: IF ITEM IS A CONTRACT, LIST PARTIES, SERVICES PROVIDED, COST, AND TERM OF CONTRACT*):

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## AGENDA ITEM REQUEST - INSTRUCTIONS

### LINCOLN COUNTY BOARD OF COMMISSIONERS MEETING

#### DEPARTMENT/AGENCY

*Fill in your Department/Organization*

#### SUBMITTED BY

*Name of person submitting Agenda Item*

#### PHONE NUMBER

*Number at which you can be reached*

#### DATE SUBMITTED

*Date of the Request – See **DEADLINE**, Below*

#### AGENDA DATE(s)

*Date the item needs to be on the Board Agenda<sup>1</sup>*

#### ACTIONS REQUESTED:

##### Recognition/Proclamation

*Mark this box if you are asking the Commissioners to make a proclamation or are recognizing special accomplishments or honors*

##### Consent Calendar Item

*Mark this box if the item is a contract that has been discussed previously or is a yearly, on-going contract. **NOTE: County Counsel should always be given a copy of any contract for prior approval***

##### Public Hearing

*Mark this box if your item requires a public hearing with opportunity for public input*

##### Action/Decision Item<sup>2</sup>

*Mark this box if your item has been discussed and can now be acted upon by the commissioners*

##### Discussion/Information<sup>2</sup>

*Mark this box if your item has not been discussed by the Commissioners in a prior meeting or if you are presenting information on an item that will be acted upon at a later date*

##### Department Report

*Mark this box if you work for a County Department and are presenting information/updates to the Board of Commissioners*

#### Provide Name(s) of Persons Who Will Speak

*This helps BOC staff when questions arise on who is going to present the item and to ensure names are spelled correctly!*

#### List Needed Equipment

*By listing any equipment needed, staff can have it provided for your use at the Wednesday meeting (this includes internet hookup).*

#### Item Explanation

*Please explain the item in short, succinct terms. If the item is a contract, include parties involved, services, cost, and term of contract. This information is used in composing the Agenda.*

#### DEADLINE FOR SUBMITTING AGENDA ITEM:

Because of Oregon Public Meeting Laws, the Board of Commissioners Office **must** give advance notice to the public and media of any public meeting of the Board. As the agenda is posted to the county's website every Friday, the deadline for any item request is by 5:00 p.m. on the **Thursday preceding the Wednesday on which** you want your item considered. If you have an emergency or very short turn-around time, please contact Board staff at 541-265-4100.

**PLEASE REMEMBER: IF A FULLY SIGNED COPY OF ANY DOCUMENT REQUIRING BOARD SIGNATURE IS NOT RETURNED TO THE BOARD OF COMMISSIONERS OFFICE FOR RECORDING, IT DOES NOT BECOME A PART OF THE OFFICIAL COUNTY RECORD (recorded in the Board of Commissioners Journal by the Lincoln County Clerk's Office).**

<sup>1</sup>The Lincoln County Board of Commissioners **generally** meets every Wednesday beginning at 9:30 a.m. in Room 108, Lincoln County Courthouse, 225 West Olive Street, Newport. There are exceptions when the Board meets jointly with various City Councils throughout the year, usually on a Wednesday evening. If you select a date that falls on a day when the Board will be meeting in the evening, BOC staff will call you to alert you to this fact and ask if you would prefer a different date.

<sup>2</sup>The standard meeting procedure is to have the Board discuss an item at one meeting and take action on the item the following week. You may often have to submit a request marking "Discussion" for one date and "Action" for the following week.