



Agenda Request Form Office of the City Clerk

P. O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

Please complete this form to be placed on a future agenda to address Baldwin City Council. While this form is not required in order to address the Council, it does guarantee a slot of five (5) minutes to speak at either a work session or council meeting. Otherwise, time is limited to three (3) minutes during "Public Comment" at Council Meetings only. Once your request has been submitted, it will be reviewed. If approved, you will receive confirmation from the City Clerk and placed on a future agenda. A completed form must be submitted to the City Clerk's Office no later than 12:00 pm the Friday before a meeting to secure your spot.

Name _____ Phone Number _____

Address _____

Email Address _____

Are you a resident or do you own a business inside the City of Baldwin? Yes No

Business/Organization (if applicable) _____

Topic of Discussion _____

Will you have handouts/printed information to provide to the City Council? Yes No
If yes, please provide 10 copies to the City Clerk at least two business days prior to the scheduled meeting.

Please arrive at least ten minutes prior to the below scheduled Work Session or Council Meeting. Unless otherwise noted, all meetings begin at 6:30 pm at Baldwin Municipal Courtroom, Baldwin Police Department, 155 Willingham Avenue, Baldwin, GA 30511.

** FOR CITY USE ONLY **

___ Approved to address Council at Work Session on _____, 20____.

___ Approved to address Council at Council Meeting on _____, 20____.

___ Denied - Not a valid topic or item for City Council.

Erin Gathercoal, City Clerk

Date