



All requests are to be directed to:

Physical Address: 201 Jeff Davis Avenue

Mailing Address: PO Box 929

Long Beach, MS 39560

Phone: 228-863-1556 Fax: 228-865-0822

Email: eward@longbeachms.gov

Request to be placed on Agenda for Meeting of the Mayor and Board of Aldermen

Name of Person Making Request: _____

Address: _____

Phone: _____ E-mail: _____

Name of Person Addressing Mayor & Board: _____

(if different from above)

Detailed Description of Specific Subject Matter to be Discussed (discreptions must be clear and concise, avoid vague terms):

Date of Meeting: _____ # of Speakers _____

(Regular meetings are held on the first and third Tuesday of every month at 5:00 p.m.)

***** PLEASE READ CAREFULLY *****

- * Requests and all accompanying documents MUST be filed with the City Clerk no later than 12:00 p.m. the Thursday preceding the meeting date.
- * Forms received that are not clear and concise as to subject matter will not be placed on the agenda.
- * Subject matter shall be limited to 5 minutes or as otherwise specified by the Mayor and Board of Aldermen during the course
- * Items will be placed on the agenda under the appropriate heading as determined by the City Clerk
- * Upon determination by the City Clerk that the agenda is full, additional items will be placed on the next agenda, even if properly submitted prior to the deadline.
- * The Mayor and Board of Aldermen reserve the right to disallow and/or remove any item from the agenda.
- * Agenda items are subject to change without prior notice.

Accompanying Documents Attached: _____ yes _____ no

Date: _____ Signed: _____
(person making request)

For Office Use Only:

Date Received: _____ Time Received: _____

Verify Documents: _____ Submitted _____ None

Received by (signature): _____