

MEMORANDUM

FROM: David Partlow, Director Member Services

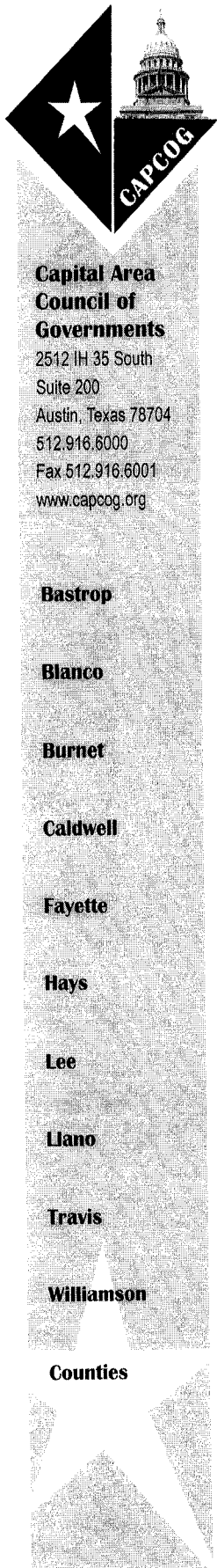
TO:

DATE: Nov. 8, 2004

SUBJ: General Assembly Appointment Form

Enclosed is our General Assembly Representative Appointment Form. Would you please have it filled out and returned to us as soon as possible? At this time we show no representative for your organization on the General Assembly, but a phone call to your office last week indicated that you did have a representative. To confirm who that person is, we need official documentation of his/her appointment before we can list them as your representative. Please fill out the attached form and have your governing body representative sign the document.

If you have a question, please contact Brenda Henderson at 512/916-6000.



CAPITAL AREA COUNCIL OF GOVERNMENTS

GENERAL ASSEMBLY REPRESENTATIVE APPOINTMENT FORM

The governing bodies of CAPCOG's full members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.
Cities, Towns, Villages: Official appointments are made at City Council meetings.

PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

_____ County Commissioners Court (i.e., Travis County Commissioners Court)

-OR-

_____ City Council (i.e., Austin City Council)

Name of Representative Position

Address

Address

() _____ () _____
Telephone Number Fax Number

E-Mail

Check one:

_____ Filling Vacancy

_____ Changing Representative _____
Name of Previous Representative

Signature of Governing Body Representative Date

Please fax this form to (512) 916-6001 or contact our office at (512) 916-6000.