

BOARD OF COUNTY COMMISSIONERS

MEETING REQUEST FORM

Meeting Date Requested:	Presenters Name and Title:
Department or Organization:	Contact Phone and E-mail:
Exact Wording for Agenda:	Preference of Placement on Agenda & Amount of Time Requested for Presentation:
Will there be Handouts? (If yes, include with meeting request form)	Will handouts require SIGNATURES:
Additional Information:	

INSTRUCTIONS:

- All requests to be added to the agenda will need to be submitted in writing on the “Meeting Request Form” by Wednesday at 12:00 p.m. prior to the scheduled meeting and returned in person or electronically to Clerk Sally Shoemaker at: shoemakers@sweet.wy.us
- All handouts must accompany the meeting request form by Wednesday at 12:00 p.m. prior to the scheduled meeting date. *****If your handout is not accompanied with the request to be added to the agenda, your request will be dismissed and you may reschedule for the next meeting provided the handout(s) are received.*****
- Any documents requiring **Board Action or signature** are considered agenda items and need to be requested in the same manner.
- All **original** documents requesting action or signature must be submitted to Deputy County Clerk Vickie Eastin. However, a **copy** must be submitted to Sally Shoemaker for distribution of the packet and retention.
- As always, if you are unable to attend the meeting after being placed onto an agenda, please send a representative in your place or your item will be rescheduled.
- In order to determine placement on the agenda, please review the county website (www.sweet.wy.us/commissioner) on Thursday afternoon.

- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.
- No handout will be received during a meeting in session.

Meeting Schedule

The Board of County Commissioners meets in regular session the first and third Tuesday of every month.

The meetings are open and the public is invited to attend.

The meetings are held in the commission meeting room.

80 West Flaming Gorge Way
Meeting Room #115
Green River, Wyoming

The following are meeting dates for 2017:

JANUARY 3, 2017	JANUARY 17, 2017
FEBRUARY 07, 2017	FEBRUARY 21, 2017
MARCH 07, 2017	MARCH 21, 2017
APRIL 04, 2017	APRIL 18, 2017
MAY 02, 2017	MAY 16, 2017
JUNE 06, 2017	JUNE 20, 2017
JULY 05, 2017	JULY 18, 2017
AUGUST 01, 2017	AUGUST 15, 2017
SEPTEMBER 05, 2017	SEPTEMBER 19, 2017
OCTOBER 03, 2017	OCTOBER 17, 2017
NOVEMBER 07, 2017	NOVEMBER 21, 2017
DECEMBER 05, 2017	DECEMBER 19, 2017