



SWEETWATER

C·O·U·N·T·Y



BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Meeting Date Requested:	Contact Phone and E-mail:
Presenters Name, Title and Name of Organization:	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: PLEASE CHECK THE BOX AND BRIEFLY EXPLAIN IF YOUR ITEM SHOULD BE MARKED CONFIDENTIAL: <input type="checkbox"/>	If you are submitting a Resolution or Proclamation- please email, in Word Format, to shoemakers@sweet.wy.us
Additional Information:	

INSTRUCTIONS:

- All requests to be added to the agenda, along with handouts and original documents to be signed, must 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 Administrative Assistant Sally Shoemaker at: shoemakers@sweet.wy.us
If your handout is not accompanied with the request, your request may be dismissed and you may reschedule for the next meeting provided the handout(s) are received.
- If you are presenting a **Resolution or Proclamation**, it must be submitted in Word Format and emailed to: shoemakers@sweet.wy.us
- 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 may be rescheduled.
- In order to determine placement on the agenda, please review the county website www.sweet.wy.us on Thursday afternoon by clicking “Commissioner’s Agenda”.
- If a request to be placed on an agenda is received **AFTER** the deadline, you will be considered for the next meeting date.

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 2019:

JANUARY 8, 2019	JANUARY 22, 2019
FEBRUARY 05, 2019	FEBRUARY 19, 2019
MARCH 05, 2019	MARCH 19, 2019
APRIL 02, 2019	APRIL 16, 2019
MAY 07, 2019	MAY 21, 2019
JUNE 04, 2019	JUNE 18, 2019
JULY 02, 2019	JULY 16, 2019
AUGUST 06, 2019	AUGUST 20, 2019
SEPTEMBER 03, 2019	SEPTEMBER 17, 2019
OCTOBER 01, 2019	OCTOBER 15, 2019
NOVEMBER 05, 2019	NOVEMBER 19, 2019
DECEMBER 03, 2019	DECEMBER 17, 2019