

BOARD OF COUNTY COMMISSIONERS MEETING REQUEST FORM

Meeting Date Requested:	Contact Phone and E-mail:
Presenter's Name, Title and Name of Organization:	Exact Wording for 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"/> Check Box	If you are submitting a Resolution or Proclamation- please email, in Word Format, to carrie.long@sublettewyo.com
Informational Item: Yes <input type="checkbox"/> Check Box No <input type="checkbox"/> Check Box	Action Item: Yes <input type="checkbox"/> Check Box No <input type="checkbox"/> Check Box
Additional Information:	

INSTRUCTIONS:

- * All requests to be added to the agenda, along with handouts, 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 County Clerk Carrie Long at carrie.long@sublettewyo.com.
- ** 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.**
- * All **original** documents requesting action or signature must be submitted to County Clerk Carrie Long for distribution of the packet and retention.
- * If you are presenting a **Resolution or Proclamation**, it must be submitted in Word format and emailed to carrie.long@sublettewyo.com.
- * As always, if you 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.sublettewyo.com 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.
- * If you are unable or need assistance in submitting a "Meeting Request Form" contact Carrie Long at 307-367-4372 or carrie.long@sublettewyo.com for assistance.

Meeting Schedule

The Board of County Commissioners meet in regular session the first and third Tuesday of every month, except as noted.

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

The meetings are held in the commission meeting room, except as noted:

County Courthouse
21 S. Tyler Avenue
Pinedale WY 82941

The following are meeting dates for 2019:

January 8	January 22
February 5	February 19
March 5	March 19*
April 2	April 16
May 7	May 21
June 4*	June 18
July 2	July 16
August 6	August 20
September 3	September 17
October 1	October 14**
November 5	November 19*
December 3	December 17

* - Meeting will be held in Marbleton Town Hall

** - Meeting will be held in Marbleton Town Hall on Monday