

# CITIZEN OR GUEST REQUEST TO BE ON THE AGENDA FOR THE GREENE COUNTY BOARD OF COMMISSIONERS

BOARD MEETING YOU WISH TO PRESENT: \_\_\_\_\_, 20\_\_

TOPIC(S) TO BE PRESENTED: \_\_\_\_\_

PRESENTER'S NAME: \_\_\_\_\_

PRESENTER'S MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

FAX #: \_\_\_\_\_

PRESENTER'S EMAIL ADDRESS: \_\_\_\_\_

The Greene County Board of Commissioners will meet on the 1<sup>st</sup> Monday of the month at 10:00 a.m. and the third Monday of the month at 7:00 p.m. On Mondays where a meeting and holiday coincide, the meeting will fall on the following Tuesday at the same time and place.

In accordance with §34.01 Rules of Procedure (F) of the Greene County, NC Code of Ordinances – “A request to have an item placed on the agenda must be received no later than 5:00 p.m. on the Tuesday preceding the meeting.” If the presenter would like to provide additional attachments/handouts to the board prior to the meeting, the material(s) must be received by the Greene County Manager’s Office no later than 12:00 pm of the Wednesday prior to the meeting. The request will be placed on the agenda as a presentation, which is defined as administrative and committee reports, unfinished business, and/or new business.

A Public Comment Period will be held at each meeting in accordance with §34.01 Rules of Procedure (G) of the Greene County, NC Code of Ordinances and the Greene County Public Comment Policy. The policies and ordinances can be found at [www.greencountync.gov](http://www.greencountync.gov).

To submit the Request To Be On The Agenda For The Greene County Board Of Commissioners form:

- Call (252) 747-3446
- Email [kathy.mooring@greencountync.gov](mailto:kathy.mooring@greencountync.gov)
- Mail or deliver to Greene County Office Complex, County Manager’s Office, 229 Kingold Blvd, Snow Hill, NC 28580.