

**AGENDA REQUEST PROCEDURE FOR MEETINGS OF THE FREMONT COUNTY BOARD OF  
COMMISSIONERS**

**January 2, 2024**

Constituents may request to interact with the Commission at a scheduled meeting through an agenda item request. Such requests are subject to the following:

1. For new agenda item requests, constituents must make their request via phone (307-332-1130) or via email ([becky.enos@fremontcountywy.gov](mailto:becky.enos@fremontcountywy.gov)) before Thursday at 12:00 p.m. of the week prior to the scheduled meeting. Requests must be clearly explained and provide a time estimate for discussion. All requests will be reviewed by the Chair and the Chair retains discretion whether to include any requested item on the agenda.
2. The Chair may also place items on the agenda at the request of a constituent. The Chair will decide whether or not to include requested items on the agenda before Thursday at 12:00 p.m. of the week prior to the scheduled meeting.
3. Constituents may send letters or other written items to the Commission for inclusion in the Correspondence file or the Signature file. Items received will generally be reviewed and discussed at the next scheduled meeting. The Chair may decide to reschedule discussion of submitted items or decide whether the item warrants discussion.
4. If topics have been recently discussed and voted on, only those who vote with the majority may bring up the topic again.