



# HAINES BOROUGH

## AGENDA REQUEST FOR ASSEMBLY ACTION

You may appear before the assembly during the "Public Comments" portion of any regular assembly meeting without making prior arrangements. However, if you want the assembly to take action, your issue must be on the agenda. To be included on an agenda, please provide the following:

Name of Presenter: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Group Represented (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

I hereby request to be scheduled on the Borough Assembly meeting agenda dated the \_\_\_\_\_ day of \_\_\_\_\_, 2004, or as soon thereafter as possible.

Purpose of Request: \_\_\_\_\_  
\_\_\_\_\_

Estimated Time Required \_\_\_\_\_

Action you wish the Assembly to take: \_\_\_\_\_  
\_\_\_\_\_

Note: Placement on an Assembly agenda is subject to all necessary paperwork being submitted, as well as Borough staff requirements being met. This request should be submitted no later than 4:00 p.m. the Tuesday (one week and one day) prior to the desired Assembly meeting. All supporting documents for the meeting packets should also be submitted at that time. Your request will be referred to the Mayor and/or the Borough Manager and, if approved, placed on the requested agenda. Please be aware that we may ask for supportive and/or background information on your request in order for the Assembly to make an informed decision. The Clerk will provide copies of your written request to the Assembly.

Return this form to the Borough Clerk in the Haines Borough Administrative Office Building, 103 S. Third Ave., P.O. Box 1209, or fax: 766-2716.

\_\_\_\_\_  
Signature of Mayor or Manager

\_\_\_\_\_  
Date