

**SCHEDULING POLICY
BOARD OF COUNTY COMMISSIONERS
PARK COUNTY, WYOMING**

Approved: January 4, 2005



Effective February 1, 2005 the Board of County Commissioners of Park County, Wyoming shall conduct regular meetings on the first three Tuesdays monthly during the calendar year for the transaction of county business, pursuant to Wyoming Statute § 18-3-502 and Wyoming Statute § 16-4-404.

The deadline for making an appointment to meet with the Board on their agenda shall be 3:00 p.m. on the preceding Thursday or 3:00 p.m. on the preceding Wednesday if Friday or Monday is a holiday. Written materials shall also be submitted by the deadline. Any emergency requests for appointment after this deadline will be referred to the Chairman of the Board who shall make a determination of whether to schedule an appointment for the Tuesday meeting. If the Chairman schedules additional appointments after the Thursday deadline, notification of the other board members as well as any written materials shall be taken care of by 1:00 p.m. on Monday.