



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 on a matter, it must be on the agenda. To make a request to have an issue on an agenda, please provide the following information. (See Note below)

Name: _____ Date: _____

Name of Group Represented (if applicable) _____

Address: _____ Phone: _____

Email Address: _____ Fax: _____

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

Purpose of Request: _____

Estimated Time Required (if a presentation) _____

Action you wish the Assembly to take: _____

Note: The deadline for agenda topics is as noted on the most current assembly-adopted Agenda Preparation Calendar, available from the Clerk's Office or at www.hainesalaska.gov/borough assembly. Your request will most generally be placed on the agenda under "Correspondence/Requests" and is subject to all necessary paperwork being submitted in a timely manner. Please be aware that we may ask for additional supportive and/or background information in order to assist the assembly in making an informed decision. The clerk will provide copies for them. Whenever possible, issues will be reviewed by the manager. Should the issue be resolved ahead of an assembly meeting, the person will have the prerogative to decline to have it presented to the assembly.

Return this form to the Borough Clerk's Office in the Haines Borough Administrative Office Building, 103 S. Third Ave., P.O. Box 1209, or fax: 766-2716, or email: jcozzi@haines.ak.us.