

REQUEST FOR APPOINTMENT ON COMMISSIONER AGENDA

NAME AND CONTACT INFORMATION OF PERSON ARRANGING APPOINTMENT:

NAME OF INDIVIDUALS/GROUP WHO WILL BE ATTENDING (Please list ALL who will be attending with his/her title):

TYPE OF APPOINTMENT REQUESTED: OPEN _____ *CLOSED _____

**If requesting closed, please list authority to close meeting (per Maryland Open Meetings Act) below:*

SPECIFIC PURPOSE OF APPOINTMENT:

DETAILED FINANCIAL IMPACT OF REQUEST:

ACTION EXPECTED BY COMMISSIONERS:

AMOUNT OF TIME NEEDED (including time for discussion): _____

WILL PRESENTATION INVOLVE AUDIO/VISUAL MEDIA (e.g.; Powerpoint) Yes ___ No ___

IS THIS REQUEST TIME SENSITIVE? PLEASE EXPLAIN:

OTHER COMMENTS:

NOTE: If you are scheduled on a Commissioners' agenda you must submit presentation documents in PDF format, to the Clerk to the County Commissioners, Danielle Mitchell, at mitcheld@charlescountymd.gov.

Return this form to: Danielle Mitchell, Clerk to the Commissioners, Charles County Government, P.O. Box 2150, La Plata, MD 20646, or electronically at mitcheld@charlescountymd.gov.