



**BOARD OF COMMISSIONERS OF EFFINGHAM COUNTY, GEORGIA**

601 N. Laurel Street Springfield, GA 31329 | **phone:** (912) 754-2123 | **fax:** (912) 754-4157

Website: [www.effinghamcounty.org](http://www.effinghamcounty.org)

**Meeting Appearance/Presentation Procedures**

(For completion by persons desiring to appear before the Board of Commissioners at a meeting)

**PLEASE TYPE OR PRINT**

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ORGANIZATION: (if applicable)** \_\_\_\_\_

\_\_\_\_\_  
**(REPRESENTATIVE NAME)**

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SUBJECT OF MATTERS YOU WISH TO DISCUSS:**

\_\_\_\_\_  
\_\_\_\_\_

**WHICH MEETING WOULD YOU LIKE TO ATTEND?**

\_\_\_\_\_

Is there material you wish to provide related to your topic of discussion?  Yes  No

If yes, you may email the documents to [effinghamclerk@effinghamcounty.org](mailto:effinghamclerk@effinghamcounty.org) or fax and/or hand deliver the details to the County Clerk's office at the address noted above.

Effingham County encourages community participation in the governmental process. Accordingly, the County would ask that all requests be in writing and that the request be made a week prior to the Commission meeting. Included with this written request should be any written information and/or documents that are supportive of the specific request. Public comments are limited to 10 minutes with a maximum of 15 minutes on topics where several persons of the same group or organization would like to speak.

Depending on the magnitude of the request, the Board and/or Staff may delay placing the item on the agenda until such a time as proper research can be completed to support the board's consideration of the request.

The Board of Commissioners of Effingham County meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 5:00 p.m. (dates are subject to change) Please inquire as to the date and time of the proposed meeting.

**I certify I have read this form and understand the procedure and this information can be used for the purpose of processing my request:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Please return this form to the address below or by email:***

*Effingham County Board of Commissioners*

*Attn: County Clerk's Office*

*601 North Laurel Street*

*Springfield, GA 31329*

*Email: [effinghamclerk@effinghamcounty.org](mailto:effinghamclerk@effinghamcounty.org)*

*For Questions: (912)754-2123*

---

**BELOW FOR INTERNAL USE ONLY:**

**RECEIVED**

**APPEARANCE DATE**