

Request for Communication with City Council

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone #: _____ Secondary Phone #: _____

Email Address: _____

Topic you wish to address:

(Item description & action being requested)

Please provide photos, documents, and/or other materials to be presented to the Council. Submit agenda requests and materials to the City Clerk by 12 noon the Monday of any regularly scheduled meeting.

Signature

Date

Printed Name

Wendy Wickham, City Clerk
City of Caney
100 W. Fourth Ave
620-879-2772
cityclerk@caney.kscoxmail.com

Request for Communication with City Council

Public Meeting Public Forum Placement Policy

1. Completely and legibly fill out the Communication Request form.
2. Sign and date the form and return to the City Clerk for processing. Any additional materials (such as photos or documents) to be presented to the Council must be submitted with your request.
3. The subject will be added to public forum for the next available council meeting. The Council reserves the right to deny such a request.
4. You will be informed of the meeting date and location, and the subject's position on the agenda. If you cannot make your assigned time or wish to withdraw your request, please contact the City Clerk.
5. You will be allocated a specific length of time to address the Council.
6. The Council must abide by the Kansas Open Meetings Act in responding to remarks.
7. Regular council meetings are held on the first and third Monday of each month at 6:30pm. All related subject matter for each meeting must be submitted on the Communication Request form and turned into the City Clerk by 12 p.m. the Monday prior to each regularly scheduled meeting. Any requests received after the deadline will be placed on the next regular council meeting date.
8. Additional information may be requested in order for the City Clerk to fully prepare for the Council to address the subject matter. You may be contacted to provide that information, if needed.

Addition Approved By _____

Joshua Elliott, Mayor