

Request for Communication with City Council

Public Meeting Placement Policy

1. Completely and legibly fill out the Communication Request form.
2. Sign and date the form and return it 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 the “Communication” portion of the agenda for the next available council meeting.
 - You will be allocated 5 minutes to discuss your subject matter.
 - If the Council or the Mayor deems the subject requires further research or discussion, the Council can delegate the topic to the city administrator or the appropriate supervisor for further research and information. The information can then be returned as an agenda item at the next Caney Commission Meeting.
4. The City Clerk will then inform you of the meeting date and location to communicate your topic as an agenda item. If you cannot make your assigned time or wish to withdraw your request, please get in touch with the City Clerk.
5. The Council must abide by the Kansas Open Meetings Act in responding to remarks.
6. Regular council meetings are held on the first and third Monday of each month at 6:30 pm. All related subject matter for each meeting must be submitted on the Communication Request form and turned in to the City Clerk by noon the Friday before each regularly scheduled meeting. Any requests received after the deadline will be placed on the next regular council meeting date.
7. Additional information may be requested for the City Clerk to prepare for the Council to address the subject matter thoroughly. You may be contacted to provide that information if needed.

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 request and materials to the City Clerk by 12 p.m. the Friday prior to any regularly scheduled meeting.

Signature

Date

Printed Name

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