



CORPORATION OF HARPERS FERRY

Town Council Meeting Agenda Request Form

1000 Washington Street • PO Box 217, Harpers Ferry, West Virginia 25425
Tel. 304-535-2206 • clerk@harpersferrywv.us

Date of request: _____

Requester's name: _____

Requester's telephone number: _____

Requester's email address: _____

Organization (if applicable): _____

Town Council meeting date requested (optional): _____

Subject (wording of item for agenda): _____

What type of agenda item are you requesting?

- Information only
- Town Council Decision/Action
- Funding request

If this is a funding request, what is the amount? _____

Do you have presentation material for the meeting (e.g. Power Point)? Yes No

Briefly describe the decision or action you are requesting (if applicable):

Please provide background information to explain the reason for your request including what the impact of your request may have on the community of Harpers Ferry. Attach additional pages if needed. If information is not provided, your request may be denied.

Recommended motion (the wording of the motion that you would like Town Council to approve):

FOR TOWN USE ONLY – RECOMMENDATION:

**DEADLINE FOR
AGENDA REQUESTS:**
4:00 p.m., 10 business
days before a Town
Council meeting.

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West Virginia State Code declares that public agencies in this State exist for the singular purpose of representing citizens of this State in governmental affairs. The people, in delegating authority, do not give their public servants the right to decide what is good for them to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments of government created by them. Open government allows the public to educate itself about government decision making through individuals' attendance and participation at government functions, distribution of government information by the press or interested citizens, and public debate on issues deliberated within the government. Public access to information promotes attendance at meetings, improves planning of meetings, and encourages more thorough preparation and complete discussion of issues by participating officials. The government also benefits from openness because better preparation and public input allow government agencies to gauge public preferences accurately and thereby tailor their actions.

INSTRUCTIONS

- A. Use this form to make a request for time on an upcoming Town Council meeting agenda.
- B. The Town Council meets on the 2nd Monday of each month at 7:00 pm in Town Hall, 1000 Washington Street in Harpers Ferry, WV. (Enter at the back of the building using the outside staircase or elevator inside the police station rear door.) Agendas are posted publicly 3 business days before meeting. *NOTE: The agenda posted under glass on the bulletin board outside the Town Hall front door is the official agenda notice. All other postings (Town website, Post Office, Town Facebook) are complimentary.*
- C. To request an item be added to a Town Council agenda, please complete the form on the reverse side and deliver it as follows:
 - a. Hand deliver to Town Hall in person (entrance on the east side of building; upstairs).
 - b. Leave in door slot at entrance on east side of the Town Hall building.
 - c. Mail to Harpers Ferry Town Hall, Attn: Town Clerk, P.O. Box 217, Harpers Ferry, WV 25425.
 - d. Email a high-resolution photo, scan, or PDF of your request to clerk@harpersferrywv.us.
- D. Any presentation material you wish to use at the meeting must be received in Town Hall no later than 4:30 p.m. on the Thursday before a Town Council meeting. A projector, screen, and a white board are available in the meeting room. Please bring adapters for your computer (e.g., Mac Thunderbolt adapter). Wi-Fi may be available.
- E. The Mayor reviews all requests received by the Town Clerk and develops the agenda for each Town Council meeting. While every effort will be made to accommodate your request, a request to appear before the Town Council on a specific date will be evaluated based on the following factors:
 - a. Whether or not your request is complete, including description and background information.
 - b. Whether the request is time-sensitive or an emergency item.
 - c. Whether it conflicts with other Town Council discussion priorities for that particular meeting.
 - d. Input regarding the request (if any) received from elected, appointed, and staff members.
- F. If your request is approved by the Mayor, it will appear on the posted agenda. Agenda items are subject to change based on considerations in item (E) above.

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