



CORPORATION OF HARPERS FERRY

Deliberative Body - Meeting Agenda Request Form

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

Deliberative Body: _____

(e.g., BZA, Planning, Historic Landmarks, Water Commission, etc.)

Date of request: _____

Requester's name: _____

Requester's telephone number: _____

Requester's email address: _____

Organization (if applicable): _____

Meeting date requested (optional): _____

Subject (wording of item for agenda): _____

**DEADLINE FOR
AGENDA REQUESTS:
12:00 p.m., 5 business days
before the meeting.**

What type of agenda item are you requesting?

Information Only

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 the relevant body to approve):

FOR TOWN USE ONLY – RECOMMENDATION:

CORPORATION OF HARPERS FERRY

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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 regular or special meeting agenda before any Harpers Ferry **Deliberative Body**. A Deliberative Body is any Harpers Ferry Board, Commission, Committee, Sub-Committee and/or Ad-Hoc Committee, with the exception of the Town Council (*which is the Governing Body and has a dedicated agenda request form*).

- B. Unless meeting virtually (*due to COVID-19 pandemic*), all Harpers Ferry deliberative bodies meet in Town Hall, located at 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).
 - a. The monthly dates and times for deliberative body regular meetings, as well as the names of, and e-mail addresses for, the President and/or Chairman can be found on the Harpers Ferry website at <http://www.harpersferrywv.us> under the applicable tab.
 - b. Agendas are posted publicly three (3) business days prior to a regular meeting and two (2) business days prior to a special meeting. In calculating days, do not count the day of the meeting, weekend days or legal holidays. Half-day holidays are not legal holidays for the purpose of calculating days. *NOTE: The Town has determined that meeting agendas will be officially posted in two locations, under glass on the bulletin board outside the Town Hall front door, and on the Corporation of Harpers Ferry website. Any other postings (i.e., Post Office, Town Facebook, via mass email distribution) are complementary.*

- C. To request an item be added to an agenda, please complete the Agenda Request form and deliver it to the **attention of the President and/or Chairman, naming the relevant deliberative body** 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, P.O. Box 217, Harpers Ferry, WV 25425.
 - d. Email a high-resolution photo, scan, or PDF of your request to the President and/or Chairman.

- D. Any **presentation material** you wish to use at the meeting must be received by the President and/or Chairman no later than 4:30 p.m. three (3) business days prior to a regular meeting and two (2) business days prior to a special 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 President and/or Chairman of the body reviews all requests received and develops the agenda for each meeting. While every effort will be made to accommodate your request, a request to appear before a deliberative body on a specific date will be evaluated based upon 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 discussion priorities for that particular meeting before the relevant deliberative body.
 - d. Input regarding the request (if any) received from elected and/or appointed officials, and staff members.
- F. If your request is approved, it will appear on the posted agenda. Agenda items are subject to change based on considerations in item (E) above.

DEADLINE FOR AGENDA REQUESTS: 12:00 p.m., 5 business days before the relevant deliberative body meeting.