



CITY OF CHEROKEE

112 N. GRAND AVE, CHEROKEE, OK 73728
P (580) 596-3052 | F (580) 596-2878

REQUEST TO PLACE ITEM ON THE CHEROKEE DEVELOPMENT AUTHORITY (CDA) / CITY OF CHEROKEE MEETING AGENDA

Date Received: _____

City Council Meeting Date: _____

Name: _____

Address: _____

Phone Number: _____ E-mail: _____

NOTE: This request, with all backup material(s) must be received at least five (5) days (including weekends) prior to the respective Council meeting. Attached is a copy of the Rules for placement of an item on the City of Cherokee City Council agenda.

Please affix your signature and return acknowledging that you have read and understand these rules.

Signature

Fax, email, or return completed form to:

Amber K. Wilhite, City Clerk
City of Cherokee
112 N. Grand
Cherokee, OK 73728
Email: Amber.Wilhite@cherokee-ok.us
Fax: (580) 596-2878

SUBJECT: (Give a brief description of the item you are requesting to be placed on the agenda)

CO-SPONSOR: (In order for an item to be placed on a future agenda, the individual must secure a Co-Sponsor. The signature of the City Manager and/or the Mayor or two (2) members of the City council must be secured before the form will be processed.)

Co-Sponsor Signature / Title

Co-Sponsor Signature / Title

RULES FOR PLACEMENT OF AN ITEM ON THE CDA/CITY OF CHEROKEE COUNCIL AGENDA

Citizen's Rights

- 1.1 **Addressing the City Council:** Any person desiring to address the Council by oral communication shall first secure the permission of the Mayor or Presiding Officer.
- 1.2 **Time Limit:** Each person addressing the Council shall step to the microphone, give his/her name and residence address in an audible tone of voice for the record and, unless further time is granted by the Mayor or Presiding Officer, shall limit the time of his/her comments to three (3) minutes.
- 1.3 **Disruptive Conduct:** Any person who willfully disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the Mayor or City Manager or of a majority of the City Council. A person willfully disrupts a meeting when she/he (1) uses physical violence, or (2) continues to use loud, boisterous, unruly, or provocative behavior after being asked to stop, which behavior is determined by the Mayor or City Manager or of a majority of the City Council to be disruptive to the orderly conduct of the meeting, or (3) fails to comply with any lawful decision or order of the Mayor or City Manager or of a majority of the City Council relating to the orderly conduct of the meeting.
- 1.4 **Written Communications:**
 - a. **In General:** Interested parties or their authorized representatives may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail to Council members, email, or by addressing it to the City Secretary and copies will be distributed to the Council members.
 - b. **At City Council Meetings:** Except as provided in subsection c, written communications will not be read at City Council meetings, but will be attached to the item as part of the record, tallied, and reported by the City Clerk as generally in favor of or against the proposition.
 - c. **Exceptions:** A written communication to the City Council may be read by City staff at a City Council meeting when (1) the person making the written communication has asked it be read aloud, (2) the person is unavailable to be at the meeting due to emergency or illness, (3) the written communication can be read in an ordinary cadence within three minutes, and (4) the person's name appears on the written communication and will be read into the record.
- 1.5 **Special Interest/Presentation Items:** Unless otherwise approved by the City Manager, and in order to provide for the effective administration of City Council business, a maximum of four (4) items of special interest or presentation shall be scheduled on one agenda. Special Interest/Presentation item must appear on the agenda and it is not appropriate for presentations to be made during the public comment portion of the meeting.

Special Note: The City Manager or his/her designee may contact the person(s) in an effort to secure additional information on the issue/concern to resolve the matter in an amicable and timely manner. This in no way suggests that the citizen issue/concern should not appear on the agenda but rather an attempt to resolve through a **Citizen Complaint** process in lieu of City Council action.