



Request to Appear at Council Meeting
715 Railroad Street, Downs, KS 67437
(785) 454-6622; fax (785) 454-6246
cityclerk@cityofdowns.com

Office Use Only: Date Received _____ Time Received _____ By: _____

This form must be completed and returned to the Downs City Clerk by 12:00 p.m. the Friday preceding the meeting at which you wish to speak. The Mayor or presenting councilmember will review your request and one of the three recommendations will be made:

1. Appearance before the city council at the next regular meeting.
2. Appearance before the city council in executive session.
3. Referral of your request to the appropriate department.

<i>Action taken by:</i> _____ <i>Date:</i> _____ <i>(Mayor or presiding councilmember)</i>

Permission to appear before the city council at a regular meeting is subject to the following rules:

1. Presentations shall not exceed 3 minutes, unless extended by the city council.
2. Subject matter, other than policy issues, will be referred to the appropriate department.
3. Comments shall be limited to issues and not refer to personalities.
4. Presentations must be in good taste befitting the occasion and the dignity of the city council meeting.
5. Typed copy or outline of your presentation, must be included with this request form.
6. Any allegations being made must be supported by written documentation.

Name: _____

Address: _____ Telephone: _____

Individual or organization (if any) that you represent: _____

Organization's address: _____

Purpose of appearance: _____

Applicant's signature: _____ Date: _____

Council notes or findings: _____
