

CITY OF SKIATOOK

AGENDA REQUEST FORM

Please type or print legibly. Form must be completed in its entirety before request will be accepted. All requests must be submitted to the City Clerk by **1:00 P.M. THE WEDNESDAY PRIOR TO THE COUNCIL MEETING DATE**. The city reserves all rights to deny any inappropriate agenda request. **Forms must be presented as an original document with an original signature. No faxes of copies, please.**

NAME _____

Residential Address _____

Telephone No. _____

* * * * *

Date of Board Meeting: _____

Specific item(s) for discussion: (Speaker will be limited to 5 minutes)

Do you live inside or outside the City limits of Skiatook? Inside () Outside ()

Date

Signature

The following information is provided from the "Handbook for City and Town Officials." prepared by the Oklahoma Municipal League:

AGENDAS:

An agenda should state in clear, direct and comprehensible language the action anticipated to be taken.

We construe the statute to require agendas be worded in plain language, directly stating the purpose of the meeting, in order to give the public actual notice. The language used should be simple, direct and comprehensible to a person of ordinary education and intelligence.

It is not sufficient for this notice, or 'agenda,' to contain a mere listing of topics or categories of business to be discussed. For example, an agenda item simply stating 'Contracts' or 'Purchases,' or the like, is insufficient. The information contained in the agenda should be reasonably stated to inform the public of the business to be considered.

One should be able to ascertain from the agenda description that a particular item of business will be considered. The agenda description must contain enough information to properly notify interested persons that items of specific interest to them will be discussed.

RULES OF DEBATE:

- A. At the appropriate place on the agenda, the mayor will recognize those persons wishing to speak concerning a particular agenda item. Once such citizen is recognized, he should state his name.
- B. All of the citizens' comments must directly pertain to the item on the agenda which is being discussed. Should any citizens' comments and conversation not pertain to the item, such citizen shall be asked to wait to make their comments when the governing body gets to that particular item on the agenda.
- C. Every citizen's conversation and comments shall be limited to five (5) minutes discussion unless such time is extended or shortened by the mayor.
- D. All questions and comments must be directed to the mayor and no citizen may address and/or question any individual governing body member or staff member except with the permission of the mayor.
- E. No gestures or activities intended to disturb the order and decorum of the governing body meeting shall be permitted.
- F. No citizen shall speak or comment so as to distract, disturb or interrupt any other speaker but shall only make comments after the mayor has recognized him and after he has stated his name.
- G. Any citizen who shall wantonly disturb the lawful assembly of the governing body meeting shall be asked by the mayor to leave the meeting and in the event that such citizen will not leave the public assembly and continues to disturb and disrupt such assembly, such person may be subject to removal of the chamber for disturbing the peace.