



CITIZEN AGENDA ITEM

Anyone wishing to request an agenda item or offer comments or concerns about city matters are asked to complete this form and return it to the City of Gering Administrative Office, 1025 P Street, P.O. Box 687, Gering, by Noon on Wednesday prior to the City Council meeting. If the Wednesday prior to the City Council meeting is a holiday, the deadline is Tuesday at Noon.

For the meeting date of: _____

Agenda item title: _____

Please clearly state your comment or concern: _____

Please state what action you would like the Council to take: _____

Does this item require the expenditure of funds? _____yes _____no

Name: _____ Date: _____

Address: _____

Telephone: _____

This item may be referred to a committee for a recommendation to the City Council.

Referred to _____ Committee.

Procedures for addressing the Gering City Council

1. Who may address the council?

Any individual with information, questions, or other inquiries concerning any item on the agenda may address the council at the appropriate time.

2. Placing an item on the agenda.

Any interested party may place an item on the agenda by filling out the "Citizen Agenda Item" form which may be obtained from the office of the City Clerk. The Citizen Agenda Item form must be returned to the office of the City Clerk by noon on Wednesday prior to the regularly scheduled City Council meeting. If the Wednesday prior to the City Council meeting is a holiday, the deadline is Tuesday at Noon. This requirement allows City staff, including City legal counsel, to have advance notice of the agenda items so they may assemble any information or documents that may be necessary pertaining to the agenda item.

3. Time and placement on the agenda.

The City Clerk, upon receipt of a properly executed Citizen Agenda Item form, shall place the item on the agenda for the next regularly scheduled council meeting. The City Clerk shall distribute the written request to appropriate department heads, council committee members, the Mayor and legal counsel, if necessary, so that those individuals will have time to gather pertinent information concerning the agenda item.

4. Circulation of materials.

Any written or printed material to be circulated at a council meeting must be submitted to the office of the City Clerk by noon on the Wednesday prior to the regularly scheduled City Council meeting. This allows for distribution of the written materials to the Mayor and council prior to the meeting. This requirement may be waived by the council if the failure to submit written materials does not materially affect the council's ability to consider and deliberate the agenda item.

5. Presentations concerning an agenda item.

Any individual who desires to address the council concerning an agenda item will be recognized by the Mayor and be asked to state their name and address and the subject about which they want to speak.

6. Time limit for speakers.

In order to conduct an orderly meeting, the Mayor is allowed to limit the amount of time a speaker may address the council. **The time limit shall be 5 minutes per person unless further time is granted by the council.**

7. Conduct at the meetings.

Undue interruption or other interference with the orderly conduct of business will not be allowed. Defamatory or abusive remarks will not be allowed. A speaker's privilege to address the council may be terminated if a speaker persists in improper conduct or remarks.