

**CORPORATION OF HARPERS FERRY**  
**Town Council Meeting Agenda Request Form**

*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 Town Council meeting agenda.
- B. The Town Council meets on the 2nd Monday of each month at 7:00 p.m. in Town Hall, 1000 Washington Street in Harpers Ferry, WV (enter at the back of the building using the outside staircase or elevator inside of the police station). Agendas are posted publicly 3 business days before meetings.
- C. To request an item be added to a Town Council agenda, please complete the form on the next page and deliver it to the Recorder at Harpers Ferry Town Hall using one of these methods:
- **hand deliver** in person (entrance on the east side of the Town Hall building, upstairs);
  - **leave in door slot** (at entrance on the east side of the Town Hall building);
  - **mail** to Harpers Ferry Town Hall, 1000 Washington St., Harpers Ferry, WV 25425; or
  - **email** a *high-resolution* photo, scan or pdf of your request to [recorder@harpersferrywv.us](mailto:recorder@harpersferrywv.us).
- D. Any presentation material you wish to use at the meeting must be received in Town Hall no later than 4:30 p.m. on the Thursday before a Town Council meeting. A/V equipment available in the meeting room includes a projector with HDMI and VGA connectivity and screen. Please bring adapters for your computer (e.g. Mac thunderbolt adapter). WiFi may be available.
- E. The Mayor reviews all requests received by the Recorder and develops the agenda for each Town Council meeting. While every effort will be made to accommodate your request, a request to appear before the Town Council on a specific date will be evaluated based on the following factors:
- 1) whether or not your request is complete, including description and background information
  - 2) whether the request is time-sensitive or an emergency item
  - 3) whether it conflicts with other Town Council discussion priorities for that particular meeting
  - 4) input regarding the request (if any) received from elected, appointed and staff members
- F. If your request is approved by the Mayor of Harpers Ferry, it will appear on the posted agenda. Agenda items are subject to change based on considerations in item (E) above.

**DEADLINE FOR AGENDA REQUESTS:** 4:00 p.m., 10 business days before a Town Council meeting.

*The Corporation of Harpers Ferry is committed to providing high quality customer service to our citizens, merchants, ratepayers, gateway community partners, and stakeholders. We welcome your comments to help us monitor and improve our services and experiences. If you have suggestions, please email: [suggestions@harpersferrywv.us](mailto:suggestions@harpersferrywv.us).*

*REV v1 Approved by Town Council 08.14.17*

**CORPORATION OF HARPERS FERRY  
Town Council Meeting Agenda Request Form**

Date of Request: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Requestor Phone Number: \_\_\_\_\_

Requestor Email Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Town Council Meeting Date Requested (Optional): \_\_\_\_\_

Subject (wording of item for agenda): \_\_\_\_\_

What type of agenda item are you requesting:

Information only

Town Council Decision/Action

Funding request

If this is a funding request, what is the amount? \_\_\_\_\_

Do you have presentation material for the meeting (e.g. PowerPoint)?  YES  NO

Briefly describe the decision or action you are requesting (if applicable): \_\_\_\_\_

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What is the impact of your request on the community of Harpers Ferry?

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Please provide background information to explain the reason for your request. Attach additional pages if needed. If information is not provided, your request may be denied.

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Recommended motion (the wording of the motion that you would like Town Council to approve):

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