

Policy of the Town Council of the Town of Amherst
Agenda Development and Presentations to the Town Council

It is the policy of the Town Council of the Town of Amherst to meet every second Wednesday of the month at 7:00 PM in the Town Hall at 186 S. Main Street in the Town of Amherst. Inclement weather, special meetings, relocation of the meeting venue, cancellations and schedule adjustments for a variety of reasons are possible, so individuals interested in attending a Town Council meeting are encouraged to confirm that a meeting will occur as scheduled by calling the Town Hall at 434/946-7885.

Most items considered by the Town Council are routine in nature or are arranged by the Town Manager, Police Chief or Office Manager. Some items are developed and presented by members of the Town Council or any of its various committees, boards and commissions. Materials supporting such issues are to be developed and distributed to the members of the Town Council as soon as practical or, at a minimum, along with the agenda materials.

There are times when residents of the Town of Amherst, Town business operators, or other individuals desire to speak before the Town Council or request the Town Council to take action or otherwise react on a specific issue. The Town Council has found it difficult to appropriately respond in a timely manner if sufficient notice of the request is not given. Therefore, it is the policy of the Town Council of the Town of Amherst to require that a reproducible (8 ½ x 11) written description of any item to be considered be submitted to the Town Hall by 5:00 PM on the first Wednesday of the month for the meeting to be held that month. Individuals are reminded that such information becomes public information, subject to the Freedom of Information Act, upon receipt at the Town Hall.

However, the Town Council feels that Town residents and business operators have the right to address the Town Council on any issue that may involve the Town. Any individual desiring to speak before the Council who has not met the deadline requirement noted above will be allowed a maximum of three minutes to speak before the Town Council. Any individual representing a bona fide group will be allowed a maximum of five minutes to speak before the Town Council. Placement on the agenda will be at the discretion of the Mayor but usually after the invocation, scheduled public hearings and other matters of privilege.

The Town Council may waive this policy if it finds that strict adherence to its language is too restrictive.

The following is presented as an aid to those who wish to make a request or be heard by the Town Council. Requests may be made on this form or on other materials provided the documentation listed below is contained within those materials.

Name	Date
Organization	Address
Phone #	City/State/Zip
Description of Issue	
Action requested of Town Council	