

**City of Chariton**  
Citizen Inquiry Form Procedures

1. Citizen Inquiry Forms will be accessible at City Hall and on the City website.
2. Completed forms will be returned to City Hall for placement on the next available Council Consent Agenda. **The citizen will be informed of when to expect the item to appear on the agenda when the form is submitted.**
3. The form will be reviewed for compliance by staff (focusing on policy only, not operational or personnel issues), and notes will be added if necessary.
4. Each form will be part of the next available Council packets.
5. A list of citizens who have submitted Citizen Inquiry Forms will be included on the Consent Agenda.
6. **If the Council chooses, they may discuss the item before approving the Consent Agenda.** If the item needs further action, it will be added to a future Council Agenda as an agenda item.
7. **After the form has been presented to the Council, a copy of the form, including comments and the date it was recorded, will be mailed to the citizen.**