

City Recorder Frequently Asked Questions

1. How may I request a public document?

1. You must fill out a [Request for Information Form](#). Please be as specific as possible, so we may find the document you want in the shortest amount of time. If you want a copy of the document, we will provide you with an estimated cost for copying.

2. Do I have to pay for a document? Why?

1. You may view documents at no charge. Oregon law allows us to recover the cost of making copies, as well as the time (if any) spent on research.

3. When are City Council meetings held?

1. Meetings are held on the second Tuesday of each month at 7:30 pm, and on the fourth Tuesday of each month at 7:30 a.m. in the City Council Chambers.

4. What City Council member represents my area?

1. The members of the Independence City Council are elected "at large" and not by districts or wards. What this means is that each Council member represents the entire City and not just one area or neighborhood.

5. How do I run for City Council?

1. City Council elections are held in November of even-numbered years and are held with the State General Election. The nomination period for candidates running for a City Council seat begins at the end of May and concludes at the end of August. Please contact the City Recorder at 503.838.1212 for additional details and requirements of running for office.

6. How may I be added to a Council Agenda?

1. The City Council will hear from citizens on any topic (not listed on the agenda) under the 'Visitor Items' portion of the agenda. However, if you wish to make a formal presentation to council, contact the City Recorder no later than the Wednesday prior to the City Council meeting.

7. How do I receive copies of the Council agendas?

1. There are two ways to receive copies of City Council agendas:
 - A. You may view it in its entirety by accessing the "Agendas and Minutes" link in the Resource Center on the City website;
 - B. Send an email to [kjohnson \[at\] ci \[dot\] independence \[dot\] or \[dot\] us](mailto:kjohnson@ci.independence.or.us) and provide your e-mail address to be included on the agenda distribution list.

8. How do I address the Council about an item on the agenda?

1. Before the City Council meeting begins, complete a white speaker card indicating the agenda item number you will be speaking on and return it to the City Recorder. The Mayor will call your name when the Council gets to that item on the agenda. The speaker cards are kept with the official record of the City Council meeting and are used if the City Council or staff needs to contact you at a later date.

9. How do I address the Council and/or express my concern for an item not on the agenda?

1. Every City Council meeting provides time for a Visitor/Public Comment period. This is your opportunity to address the Council on any subject matter that is within the jurisdiction of the City Council that does not appear as a regular agenda item. To do this, before the City Council meeting begins, complete a white speaker card indicating Agenda Item: "Public Comment" and return it to the City Recorder. The Mayor will call your name during the Public Comment period of the meeting. The speaking time limit for public comment is 5 minutes. The City Council may not take any action on issues raised during the Public Comment period, but they may refer matters to the staff for response or official action at a future date.

10. Where do I register to vote?

1. Voter registration forms are available at City Hall, the Independence Library or at the Polk County Clerk's office. The forms are postage-paid and can be mailed or delivered in person to the Polk County Clerk.

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