

# TOWN OF HAMPTON

## ADMINISTRATIVE POLICY # 1

## TREATMENT OF PETITIONS

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### APPLICATION:

This policy applies to all personnel employed by the Town of Hampton who are in receipt of a petition directed to Town Council and / or Town Staff, in whole or in part.

### OBJECTIVES:


It is the objective of the Town of Hampton to effectively manage the processing of any petition received by Town Council and / or Town Staff.

### POLICY STATEMENTS:

- 1.0 All petitions received by the Town of Hampton (Council or Staff) will be directed to the attention of the Town Manager. The Town Manager will review the petition and manage the Petition Process (attached).
- 2.0 Town Council will be advised of all petitions received by the Town of Hampton.
- 3.0 The Town of Hampton will ensure that any party affected by a petition:
  - will be advised of the existence of a petition
  - will be consulted and offered opportunity to provide input
  - will be advised of the status of activity resulting from the petition
- 4.0 The Town of Hampton will maintain a detailed record of all petitions including the following:
  - the original petition
  - any additional input with regard to the petition
  - a record of action taken as a result of the petition

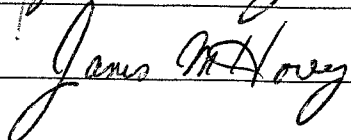
### APPROVAL:

Town Manager  
Brenda Collings:

  
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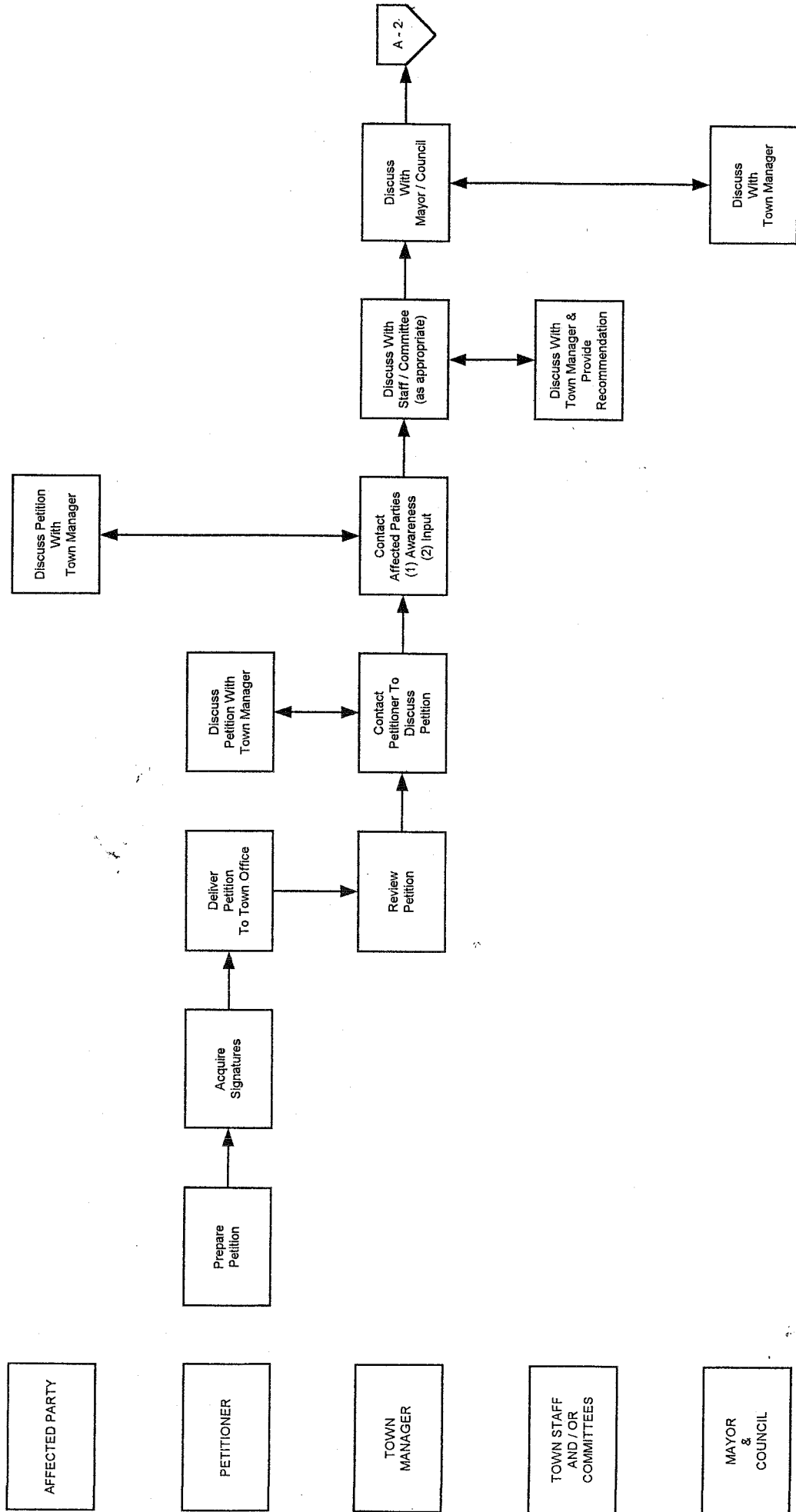
Date: Nov 12 / 02

Mayor James Hovey:

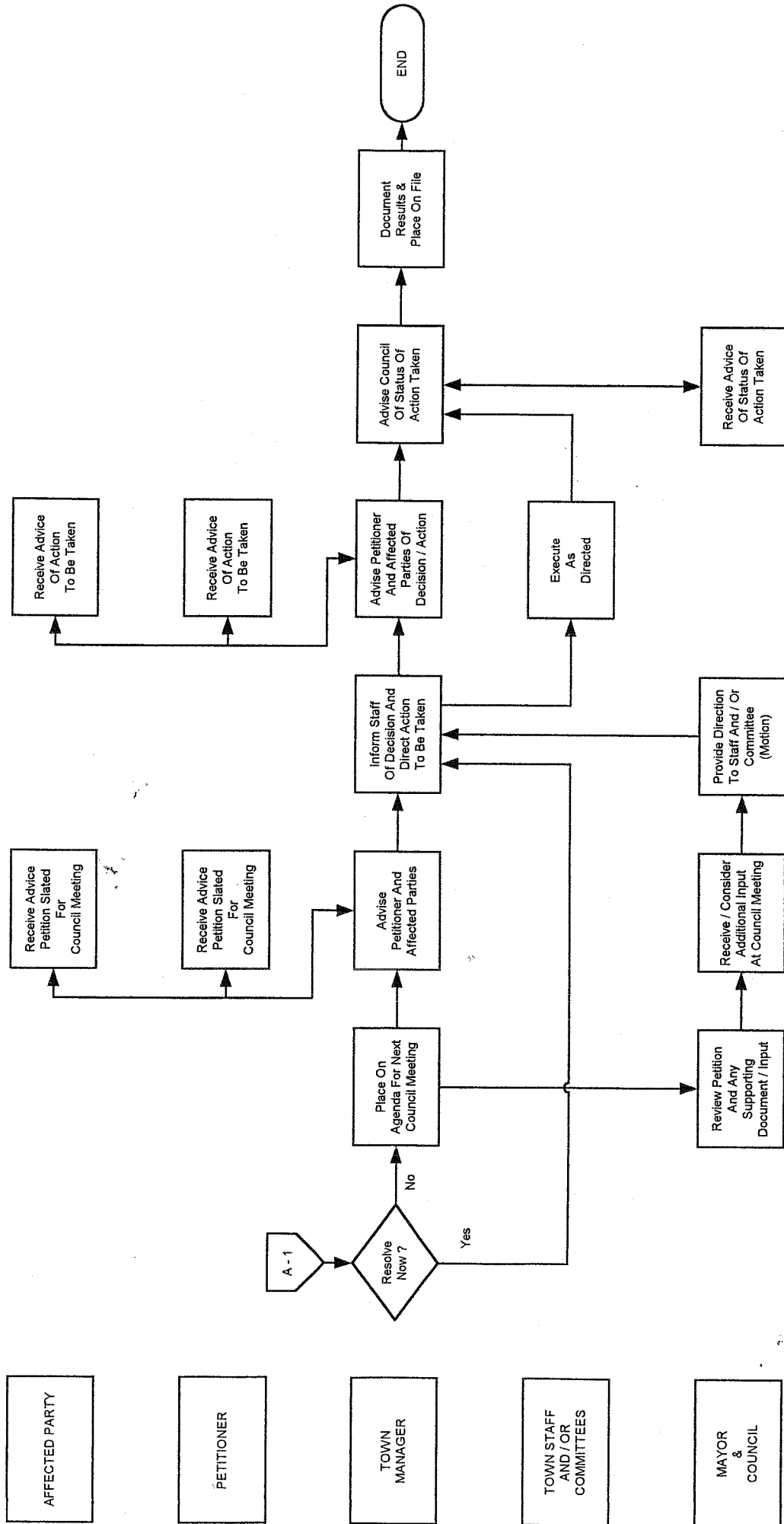
  
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Date: Nov 12, 2002

# TOWN OF HAMPTON - PETITION PROCESS



# TOWN OF HAMPTON - PETITION PROCESS



AFFECTED PARTY

PETITIONER

TOWN MANAGER

TOWN STAFF AND / OR COMMITTEES

MAYOR & COUNCIL

# TOWN OF HAMPTON - PETITION TO COUNCIL

**DESCRIPTION OF ISSUE:**

**RECOMMENDED ACTION:**

**PETITION SPOKESPERSON:**

**NAME**

\_\_\_\_\_

**ADDRESS**

\_\_\_\_\_

**TELEPHONE #**

\_\_\_\_\_

**DATE**

\_\_\_\_\_

