



## **GUIDELINES FOR HOSTING A COMMUNITY CITIZEN OUTREACH MEETING**

### **Attended by the Caddo Constitution Commission**

The Caddo Constitution Commission was established and appointed by the Caddo Nation Tribal Council to oversee the process for potential Constitutional revision(s). The Commission seeks to gather input from Caddo citizens regarding the Caddo Constitution, how it is working, and recommendations for revisions.

The Commission will gather feedback through surveys, Regional Outreach Meetings (where significant numbers of Caddo citizens reside), and local Community Citizen Outreach Meetings, hosted by Caddo citizens.

If you are interested in hosting a local Community Citizen Outreach Meeting, please review the Host Responsibilities, Community Citizen Outreach Meeting Guidelines, and Community Citizen Outreach Meeting Host Request Form below:

#### **Host Responsibilities**

1. Submit a Community Citizen Outreach Meeting Host Request Form
2. Work with the Caddo Constitution Commission to secure a meeting date
3. Finalize a meeting location or virtual meeting arrangements
4. Please let us know if there will be internet available (not required if two Commissioners can attend in person), or if you have any other technology needs or questions
5. Invite and confirm meeting participants

#### **Community Citizen Outreach Meeting Guidelines**

1. Meetings will be scheduled between January 1, 2026, and March 31, 2026
2. Duration of Meeting: maximum 2 hours
3. All meeting attendees will sign in
4. A minimum of two (2) Commissioners will be present to facilitate and record the discussion
5. Attendees will be recognized by the Meeting Facilitator to allow for a respectful amount of time to comment



## Community Citizen Outreach Meeting Host Request Form

Name of Host \_\_\_\_\_

Email Address \_\_\_\_\_

Phone number \_\_\_\_\_

Please indicate three meeting options

OPTION	DATE	TIME	INDICATE MEETING LOCATION or VIRTUAL LOGIN
1			
2			
3			

Please return completed forms to:

❖ Email: [constitution@mycaddonation.com](mailto:constitution@mycaddonation.com)

❖ USPS mail to:

Caddo Constitution Commission

PO Box 487

Binger, Oklahoma 73009.