



PROCEDURE FOR ADDING ITEMS TO COUNCIL MEETINGS & WORKSESSION AGENDAS POLICY

I. PURPOSE

The purpose of this policy is to establish a procedure for adding items to agendas for City Council meetings and Worksessions.

II. PROCESS

- A. **Formal Process:** At a regular City Council meeting or Worksession, if a Councilmember wishes to discuss an item not on that evening's agenda, at either an upcoming Council meeting or Worksession, the Councilmember makes a suggestion for the item to be placed on a future agenda. If one other Councilmember agrees with the suggestion, the item will be placed on the requested agenda for discussion. A formal vote to add it to an agenda would not be necessary.
- B. **Informal Process.** If there is an urgent matter and a majority vote of Councilmembers contact the City Manager outside of a Council meeting and request an item be discussed, the topic will be added to the next Council meeting agenda, either at a Regular Meeting or Worksession, whichever comes first and dependent upon whether formal action would need to be considered on the item to be discussed.

III. LEGAL OPINION

The City Attorney has researched this topic and found Advisory Opinions which state that an item must be listed on an agenda in advance of the meeting in order for it to be discussed at a meeting, and the public must be provided advance notice of what is on the agenda so that they may determine if they wish to attend the meeting(s).

Policy History

Initially Adopted: 05.17.2021