

## Agenda Preparation

- (a) All items submitted for inclusion on the agenda shall be presented to the council clerk no later than 4:30 p.m. on the Thursday before the council meeting.
- (b) All proposed ordinances, resolutions or correspondence for the council's consideration must be presented to the clerk of the council by agenda cutoff time.
- (c) Following the agenda cutoff time, the council clerk shall submit a draft agenda to the Council President to review, revise and approve.
- (d) The final agenda for all regular meetings will be completed by the council clerk by 3:00 p.m. on the Friday before the council meeting on Tuesday. Each agenda item will be followed by the name of the person placing the item on the agenda.

## Distribution of the Agenda

Copies of the agenda will be available to the members of the council, the mayor, the director of administration and city attorney, after 3:00 p.m. the Friday before the meeting.

Copies of the agenda will be available the city news media and be made available to the general public by posting on the City's website and the City's Bulletin Board by 2 p.m. the Monday before the meeting.

## Additions to the Agenda

After the agenda is finalized all additions must be unanimously approved by vote of the council members present at the meeting before an item can be discussed. Any such matter shall be identified in the motion to take up the matter not on the agenda with reasonable specificity, including the purpose for the addition to the agenda, and entered into the minutes of the meeting.