

Ad Hoc Committee – City of Camas Council Procedures

Proposal - March 11, 2021

Agenda Setting

Bi-monthly, the Mayor Pro Tem will attend the Council Agenda Planning portion of the Management meeting with Mayor, City Administrator, and the Department Heads.

The purpose of the agenda planning is to:

- align on agenda topics,
- agree on prioritization, and
- estimate time allocations for both council and workshop meetings;
 - Review the Council Calendar about the placement and timing of upcoming meeting items
 - Share pertinent informational updates

Agenda Items

An item may be placed on a Council meeting or workshop agenda by any of the following methods:

1. By the City Administrator or Mayor.
2. By any three Councilmembers who:
 1. Propose an agenda item by majority consensus or vote at a Council meeting (this is preferred).
 2. Propose agenda items in writing directly to the City Administrator, Mayor Pro Tem and City Clerk's Office. The Clerk's Office will confirm consensus by two other Council Members and then it will be added to the next agenda planning discussion.

The name of the requesting Council Member(s) will be included in the agenda materials.

Adjournment

For early adjournment prior to completion of the agenda, there is to be consensus among the Council. One objection, would require determining if there is a majority to adjourn.

Cancellations

Any Council meeting may be cancelled by the City Council by consensus or a majority vote for reasons including, but not limited to, a lack of agenda items, adverse weather conditions or an emergency. Notice of the cancellation will be provided by the City Clerk.