

## Exhibit "A"

### CITY OF GLEN ROSE PROCEDURES FOR PLACING AN ITEM ON THE AGENDA Amended on March 8, 2022

#### REGULAR MEETINGS

Any member of the public or any Council member may request that a matter within the jurisdiction of the Council be placed on the agenda of a Regular Meeting. Procedures for placing an item on the agenda or making a presentation shall be as follows:

The request must be in writing and be submitted to the City Secretary or designee with supporting documents and information, if any, *no later than 12:00 noon one week prior to the meeting date* or will be postponed to a later meeting in order to allow sufficient time for consideration and research of the issues. With the approval of the Mayor or two members of the Council a matter may be considered for inclusion in the agenda after the deadline, but before noon on the Thursday prior to the meeting date, as long as all the necessary supporting documentation is provided to the City Secretary at the time the item is added to the agenda.

Applications for those to be considered for appointment to the City Council or to any of the City's boards must be submitted prior to delivery of the Council packets. Only those applications satisfying this requirement may be given consideration at the Council Meeting. Other material requiring Council action must be delivered to the Council via the Council packet or by email no later than by the end of the day on the Friday prior to the meeting date. Late arriving, supplemental material may be distributed to the Council at the Council meeting.

Citizens must submit a request to place an item on the agenda utilizing the "Request to Place Item on City Council Agenda" form (Exhibit B). Citizens are encouraged to contact the Mayor, City Secretary, or a Council member with any questions they may have about filling out the form. Citizen agenda item requests are submitted to the City Secretary at City Hall.

City Officials and Staff will utilize "Agenda Item Form" (Exhibit C). City Official agenda requests are to be turned in to the City Secretary. City Staff agenda requests are to be turned in to the City Secretary who will then forward them to the City Administrator for review.

The Mayor, City Secretary, and City Administrator in consultation with the City Attorney, if needed, shall decide whether a request is within the subject matter jurisdiction of the Council. Items not within the subject matter jurisdiction of the Council may not be placed on the agenda. In addition, the Mayor, City Secretary and City Administrator in consultation with the City Attorney, if needed, shall determine if the item is merely a

request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Mayor, City Secretary and City Administrator in consultation with the City Attorney, if needed, shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item or consent item.

The Mayor, as the governing body's presiding officer, assisted by administrative staff, shall be responsible for determining what items are placed on council meeting agendas; however, an agenda item not approved by the Mayor shall be placed on an agenda if requested in writing by one member of the Council. **To keep the first regular Council meeting of the month, which the public is more apt to attend or follow on-line, moving at a brisk pace to hold the public's attention and, thus, provide for a more transparent process, the Mayor shall have authority to decide whether an agenda item shall be taken up at the first or the second regular monthly Council Meeting. In most instances, non-actionable items and actionable items, where the Mayor believes final action is unlikely to be taken, shall be scheduled for the second regular monthly Council Meeting.**

The agenda shall provide members of the public the opportunity to address the Council on any agenda item before or during the Council's consideration of the item. The agenda shall also provide members of the public an opportunity to speak at regular meetings on matters which are not on the agenda, but which are within the subject matter jurisdiction of the Council.

Once someone's agenda item has been approved for inclusion in the agenda, it may not be removed from the agenda without that person's permission.

#### SPECIAL CALLED MEETINGS

Special Council Meetings may be called by the Mayor upon his/her own initiative or upon application by three Council members. Once a Special Meeting has been called, items may be added to the agenda at the discretion of the Mayor or of three Council members, no later than 96 hours before the meeting is scheduled to begin, as long as all the necessary supporting documentation is provided to the City Secretary at the time those items are added to the agenda.

This procedure with agenda request forms will be maintained in the Policy/Procedure Book for City of Glen Rose maintained by the City Secretary and be posted on the City of Glen Rose Official Website for easy access by the public.