



CITY OF JONESBORO, GEORGIA

OFFICE OF THE CITY CLERK

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AGENDA PROTOCOL POLICY FOR CITY COUNCIL MEETINGS

I. Purpose

This Agenda Policy Protocol establishes a standardized process for the preparation, submission, review, and publication of agenda items for City Council Work Sessions and Regular Council Meetings. The purpose is to ensure transparency, accuracy, timeliness, and consistency in all agenda-related matters.

II. Scope

This policy applies to all City departments, staff, elected officials, and any parties responsible for submitting agenda items for consideration by the City Council of Jonesboro.

III. Meeting Structure

The City Council convenes according to an annual schedule consisting of:

- Work Sessions: Held monthly (generally the first Monday of each month).
- Regular Council Meetings: Held monthly (generally the second Monday of each month).
- Meetings falling on holidays are rescheduled to the following Tuesday.
- Special Called Council Meetings
- Public Hearings
- Townhall Meetings

These meetings are conducted in accordance with the officially approved annual schedule unless it is a Special Called Meeting, Public Hearings, or Town Hall Meeting.

IV. Agenda Submission Timeline

A. General Requirements

- Agenda items must be submitted two (2) weeks prior to the scheduled meeting.
- The City Clerk distributes the finalized agenda packet to Mayor and Council approximately one (1) week prior to the meeting.

B. Deadlines

- Agenda Items: Due on assigned submission dates per the annual agenda calendar.
- The agenda software system locks at 5:01 PM on the deadline date. Late submissions are not accepted unless approved as an emergency.

C. Late or Emergency Items

- Departments must notify the City Clerk immediately for any emergency submissions.
- Late items may be deferred to the next meeting or separately scheduled at the discretion of the City Clerk, City Manager, and Mayor.

V. Agenda Item Submission and Preparation Requirements

All agenda items must include the following components:

1. Complete the Agenda Item Summary Form in full (unaltered official template)
2. Clear and concise agenda title in the section that reads “Item Title”. The language you enter here will appear on the Agenda. It should typically include “Council to consider, Council to discuss, or Council to discuss and consider.” Verify accuracy, clarity, and completeness.
3. Proofread content (reviewed by at least one or two individuals)
4. Upload the Agenda Item Summary form (appears first) and then the supporting documentation in the correct sequence into the CivicPlus Agenda and Meeting System.
5. All Presentations should be uploaded to the CivicPlus Agenda and Meeting System along with giving the City Clerk a copy of the presentation via email or on a flash drive prior to the agenda submission deadline (if it is to be presented at the meeting). * * * 2-3 days before the meeting will be allowed for emergency situations and/or on a case by case matter. Late submissions hinder the flow of the agenda process and transparency. The public should be able to review all approved documents/presentations in the Agenda Packet just in case they would like to come speak on the matter.
6. Late Submissions – Please keep in mind that the Agenda (online version and booklets) have to be amended when documents are received after the deadline.
7. Executed documentation routing:
 - All original contracts/agreements (2 originals) must be submitted to the City Clerk before the agenda submission deadline.
 - Include a Contract Cover Sheet which details the contact information and terms
 - Attach clearly marked “Sign-Here” indicators where signatures are required
8. Mayor and City Council are allowed to email their Agenda Item Summary and supporting documents/presentations to the City Clerk via email by the submission deadline.

VI. Review and Approval Process

- The City Clerk merges all approved submissions into a single agenda packet and reviews all submitted items for completeness and compliance.
- Notification will be sent via email or by phone if the item(s) does not meet the submission standards or deadline.

VIII. Agenda Packet Preparation and Publication

- The Mayor and City Council will receive the compiled agenda packet one week prior to meetings. *(Four [4] calendar days being the minimum between a Work Session and Regular Council Meeting.)*
- Work Session - The Agenda and Agenda Packet are typically posted on the City's website one week in advance of the Work Session to ensure transparency and compliance with open meeting requirements.
- Regular Council Meeting - The Agenda and Agenda Packet typically is posted online four [4] calendar days prior to the Regular Council Meeting.
- Special Called Council Meeting – Must have written documentation (48 hours in advanced of the meeting) from Mayor and Council (of a quorum) or it must be decided upon during a meeting that a Special Called Meeting will take place. The Public Notice and/or Public Notice with listed agenda items will be sent to the newspaper and posted on the City's website under the City Events tab and under the Agenda and Meetings tab. This must be done at a minimum of 24 hours in advance of the Special Called Meeting. The Agenda Items Summary and document deadline must be sent to the City Clerk immediately.

IX. Roles and Responsibilities

A. Department Staff

- Prepare and submit agenda items in accordance with this policy.
- Presentations must be submitted to the City Clerk before the agenda submission deadline (see above).
- Ensure accuracy, completeness, and timely submission.

B. City Clerk

- Manage the agenda submission system
- Enforce deadlines and procedural compliance
- Compile and distribute agenda packets
- Maintain official records

C. City Manager and Mayor

- Provide executive oversight and guidance
- Review agenda packets
- Approve emergency agenda considerations when necessary

D. City Council

- Review agenda materials prior to meetings
- Participate in discussions and decision-making

X. Compliance

Failure to adhere to this policy may result in:

- Removal or postponement of the agenda item
- Delay in consideration by City Council
- Departments are responsible for ensuring full compliance with all procedural requirements.

XI. Continuous Improvement

This policy may be updated periodically to reflect improvements in workflow, technology, or governance practices. Recommendations for updates should be submitted to the City Clerk's Office.

XII. Effective Date

This policy is effective upon adoption and remains in force unless amended or repealed by the City of Jonesboro governing authority.

APPROVED AND ADOPTED this _____ day of _____, 2026

BY: _____

Dr. Donya L. Sartor, Mayor

ATTEST: _____

Shandrella Jewett, City Clerk

Blue Cole, City Manager

APPROVED AS TO FORM:

LaTonya Nix-Wiley, City Attorney