POLICY ID: *GEN-009*	TITLE: Agenda Setting for the Village Board
☒ ORIGINAL ☐ REVISION EFFECTIVE DATE: *Immediate*	APPROVED BY VILLAGE BOARD: DATE: _____ ___Aug 12 2020__
APPLIES TO: ☒ FLSA EXEMPT ☒ FLSA NON-EXEMPT ☒ REPRESENTED EMPLOYEES ☒ Non-REPRESENTED EMPLOYEES ***This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.***	

Purpose – The Village Board wishes to have an informed electorate that is championed by the people. For the Village Board to accomplish this vison for the Village, the Village Board hereby adopts clear rules for the generation of the Agenda for Village Board meetings.

Policy –

Adding items to the agenda
The Village President or any two Trustees shall be allowed to add items to the Village Board's agenda by merely communicating the desire to have the item added to the agenda to the Village Clerk via email. Any item recommended by a committee, commission or board, shall also be added automatically to the Village Board agenda. Any item that is of the usual business of the Village shall also be added automatically to the Village Board agenda; for example, renewals of licenses, minutes of prior meetings, regular reports from staff and vendors, and yearly appointments.

Proposed:
Adding items to the agenda
The Village President **shall be allowed to add items to the Village Board's agenda by merely communicating the desire to have the item added to the agenda to the Village Clerk via email. Any two Trustees shall be allowed to add items to the Village Board's agenda by communicating to the Village Clerk via email. When such request is received, the item is placed on the next agenda for potential objection. The process then follows section 180.3 Meetings**. Any item recommended by a committee, commission or board, shall also be added automatically to the Village Board agenda. Any item that is of the usual business of the Village shall also be added automatically to the Village Board agenda; for example, renewals of licenses, minutes of prior meetings, regular reports from staff and vendors, and yearly appointments.

Agenda Approval.
The Village President will approve the Village Board meeting agenda five calendar days before the Village Board meeting. The Village Board President may move things around on the agenda. The Village President may remove anything from the agenda, save for those items presented by Village Board members (such as two Trustees adding items or presented by a Village Board member during the "Items for Future agendas" period of the Village Board agenda). After the Village President has approved the agenda, if anyone wants to add an item, the item will need to be confirmed via an email with the Village President. The Village Clerk will not add any articles to the agenda that are not authorized by the Village President.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.