

Agenda Request Procedure Summary

Standard Agenda Setting Procedure

Under the authority of the Town Clerk, agenda items are received during regular Board meetings under "Board Reports." The items are identified by the mayor and/or are agreed upon by at least two Trustees. Under "Future Items," the Clerk will restate the agenda items for the next regular meeting and will identify or request any further direction pertaining to the items.

Urgent Matters

In the event of an urgent matter, to be included on the next regular meeting agenda:

- an agenda item must be received from the Mayor, Town Administrator, Town Clerk/Treasurer, or Town Attorney by the Wednesday 9:00 a.m. deadline; or
- a requesting Trustee must obtain support from at least one additional Trustee* and received by the Town Clerk by the Wednesday 9:00 a.m. deadline.

Non-Urgent Matters

If an item is not urgent and does not meet the submission requirements, it will be presented at the next regular meeting for Board consideration.

***Communication and Open Meetings Considerations**

Coordination of agenda items between Trustees outside of a public meeting, particularly through email, can create concerns under the Open Meetings Law.

To maintain compliance:

- Agenda requests should follow the adopted procedure;
- Agenda requests should only include the topic and not include discussion of the topic;
- Staff will apply the policy consistently and neutrally;
- Agenda formatting and structure will be managed administratively.