



## **CITY COUNCIL PROPOSAL POLICY**

### **Purpose:**

The purpose of this policy is to establish a consistent and transparent procedure for Council Members and the Mayor to present proposals, suggestions, and topics of discussion during an open meeting.

### **Procedure for Notice of Items:**

1. Submission of Topics:
  - Council Members or the Mayor may submit topics for discussion to the City Clerk for inclusion in the next available City Council Work Session.
  - Notice of the topic must be provided to the City Clerk no later than the first day of the month in which the discussion is scheduled.
2. Submission of Supporting Documents:
  - Any documents related to the discussion must be submitted to the City Clerk at least one week prior to the meeting to ensure they are included with the published agenda.
3. Scheduling of Work Sessions:
  - City Council Work Sessions will tentatively be scheduled for the second Tuesday of each month from 11:00 a.m. to 1:00 p.m.
  - If no topics are submitted by Council Members, the Mayor, or staff by the first of the month, the Work Session will be canceled.
  - The total time allocated for submitted topics shall not exceed two (2) hours per meeting.
  - If the number of submitted topics exceeds the available two-hour limit, topics will be scheduled in the order in which they were received.
  - Any topics that cannot be accommodated within the allotted time will be deferred to the next scheduled workshop.
  - This policy ensures an equitable and structured approach to topic discussions while maintaining efficiency in meeting management.
4. Requests for Staff Assistance:
5. If the Mayor or a Council Member requires information or support from staff for their presentation or discussion, notice must be provided at least one month in advance. This ensures staff has adequate time to prepare the requested materials and provide them to the requestor. If a presentation or research request requires more than 30 days of staff time, the Mayor or Council Member will be notified of the anticipated completion timeframe. The topic will be scheduled accordingly based on the projected completion date.
6. Agenda Publication:
  - The City Clerk will publish the agenda for the City Council Work Session by the Thursday preceding the scheduled meeting.



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### **Procedure for Meeting Presentations:**

1. Presentation by Council Member or Mayor:
  - The presenting Council Member or the Mayor will have the floor for up to ten minutes to present their topic.
2. Questions and Discussion:
  - Following the presentation, the floor will be open for questions and discussion among Council Members.
3. Council Vote for Action:
  - After discussion, the Council may vote to determine if there is sufficient support to pursue the proposed action or topic further.