

ORDINANCE 903

AN ORDINANCE OF THE CITY OF TENINO AMENDING THE TENINO MUNICIPAL CODE TITLE 2, ADMINISTRATION

WHEREAS, the Tenino City Council has never adopted rules pertaining to the development of city council meeting agendas; and

WHEREAS, recent events have shown the need for a fair and impartial procedure to add items to the agenda in an orderly manner when such items originate from other than the City's own processes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that the following changes are made to the Tenino Municipal Code, amending Title 2, as follows:

Section 1. It is the intention of the City Council, and it is hereby ordained, that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances, City of Tenino, Washington, and the sections of the code and this ordinance may be renumbered to accomplish that intention.

Section 2. § 2.04.070 – Reserved, is hereby replaced in its entirety by a new § 2.04.070 to be entitled “Agenda Preparation” as follows:

§ 2.04.070 – Agenda Preparation

- A. The Clerk/Treasurer, or her or his designated representative, shall be responsible for physically preparing City Council meeting agendas, whether for Regular or Special meetings, using the City's Electronic Meeting Management System as it now exists or may hereafter be modified.
- B. The City Council shall adopt by Resolution, rules to guide agenda preparation efforts. The City Council may, by Resolution, change these rules from time to time as required to best achieve the Council's goals. Such rules shall, as a minimum:
 1. Establish a fixed agenda structure, to include the opportunity for Public Comment.
 2. Establish a system for prioritization of agenda items.
 3. Establish who may submit items for inclusion on the agenda.
 4. Establish timelines for agenda item submission.
 5. Establish the minimum documentary requirements to accompany each agenda item

Section 3. This Ordinance, after publication as required by State law, shall become effective on TBD.

ADOPTED by the City Council of the City of Tenino, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this TBD

Wayne Fournier, Mayor

Attest:

John Millard, Clerk-Treasurer

First reading: TBD
Second reading: TBD

Approved as to form:

Richard L. Hughes, City Attorney