

CITY OF TENINO

AGENDA MANAGEMENT POLICY

Purpose: The purpose of this policy is to establish the procedures for the development and management of the agendas and agenda packets for the Tenino City Council, the Tenino Planning Commission, the Tenino Civil Service Commission, and the ARCH Commission.

Section 1. Definitions: As used in this Resolution, the following words or terms shall have the meaning indicated, below:

1. Action: The transaction of the official business of a public agency by a governing body including but not limited to receipt of public testimony, deliberations, discussions, considerations, reviews, evaluations, and final actions.
2. Business Session: The period of time during which the City Council or any of the City's Commissions or Committee's, sitting as a body, deliberates upon the issues before it using the rules of procedure adopted for such purposes and during which final action may be taken.
3. Clerk/Treasurer. As used in this Policy, the term "Clerk/Treasurer" shall be understood to include her or his designated representative.
4. Deliberative Body: As used in this Policy, the term "Deliberative Boday" shall be understood to include the individual members of the City Council, the Planning Commission, the ARCH Commission, or any of the City's standing Committees.
5. Final Action: A collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.
6. Presentation: The practice of showing and explaining, by a person or persons who are not a part of the City's organizational structure, through the use of words, pictures, video, charts, graphs, or other visual aids, the content of a topic to the City Council for the purpose of informing, persuading, motivating, building good will, or to obtain a decision.
7. Public Comment Period. The purpose for this agenda item is to allow members of the public to voice their concerns, make recommendations, or to ask the Council to consider placing their concerns before the Council as an agenda item in a future meeting. The Public Comment Period is not intended to be a forum in which to engage the Council, or any particular member, in debate or to gain any decision other than agreement to place an item on a future agenda.
8. Secretary: As used in this Policy, the terms "Secretary" shall be understood to include his or her designated representative.

9. **Work Session:** A period of time during which the emphasis is placed on the understanding of the issue under discussion. In a work session, the rules of order are relaxed in order to facilitate a “back and forth” conversation between the individual members of the City Council, Commissions, or Committees and the sponsor of the item under discussion. No final action may be taken during a work session.

Section 2. General Guiding Principles. Agenda preparation is part science, and part art. Those responsible for agenda preparation and management must reflect upon all the written guidance available in the Municipal Code, the RCW’s, this Policy, and materials providing during training and at the applicable conferences and conventions related to the management of Governing Bodies and work with all stakeholders to set the stage for smooth, productive meetings wherein all interested parties are heard and their input is considered in order that Councilmembers, Commission Members, or Committee Members may deliberate with full knowledge of the issues and thereby be more apt to arrive at the best decision for the City of Tenino under the circumstances. To this end, the following guiding principles are provided:

1. **Work Session Length.** Work sessions should be timed so as to start no earlier than required in order to end precisely one (1) minute prior to the Business Session. No work session shall be scheduled prior to one (1) hour prior to the start of the Business Session.
2. **Overall Meeting Length.** Every effort should be made to keep the average meeting length to no more than 2½ hours (including the work session, if any).
3. **Agenda Approval.** The Deliberative Body shall vote to approve the agenda either as presented by the Administration or may modify the proposed agenda as outlined in TMC 2.04.080. Agendas so modified shall be noted only within the meeting minutes (no retroactive attempt to modify a published agenda shall be made.)
4. **Time limits.**
 - a. **Presentations.** Every effort should be made to limit Presentations to no more than 20 minutes, plus 10 minutes for questions and answers. No more than two (2) presentations shall be scheduled during any one meeting.
 - b. **Reports.** With 28 separate report possibilities, every effort should be made to limit Reports to no more than three (3) minutes each.
 - c. **Old or New Business.** The length of time required for any item of old or new business will be directly proportional to how well the Deliberative Body has been prepared to consider the item. Accordingly, the standard

adopted by the City is that complex items shall always first appear as a “Work Session” topic. A judgement may then be made whether the topic should be tabled for a future meeting, or meetings, or whether the Deliberative Body should modify the Agenda during the Business Session in order to take “final action” the same day. During agenda preparation, if the staff is highly confident the Deliberative Body will be fully prepared to take final action the same day as the work session wherein the topic is to be considered, the Clerk/Treasurer or Secretary may schedule the item under “old” or “new” business for final action during the same meeting.

- d. Final Action. It is the desire of the Administration that no “final action” be requested of any Deliberative Body until that body has had adequate time to deliberate on the issue. No amount of science can help here; this is pure art. When attempting to schedule an agenda item where final action is the desired result, the Clerk/Treasurer or Secretary must rely on his or her innate sensibilities the result of working with a particular Deliberative Body, staff, and supporting agencies over time, the topic at hand, the Body’s knowledge of that topic, and how many other things are on the same agenda. What can fairly be said of this dilemma is that it is far easier to pass on an existing agenda item than it is to add the item “in stride” using the procedure in TMC 2.04.080.

Section 3. Submitting Agenda Items. Agenda items may be submitted by the following categories of people and in the manner specified:

1. Elected City Officials. Any elected official may direct the addition of agenda items at any time up until 36 hours in advance of any particular meeting. A member of a Deliberative Body may direct the inclusion by personal contact, telephone, or email. The Clerk/Treasurer or Secretary shall immediately coordinate the additional agenda item with the Mayor. If the addition of the item would, in the mayor’s opinion, cause the total meeting length to exceed 2½ hours, the Mayor shall coordinate with the member of the Deliberative Body to determine if the meeting length should be exceeded, or whether the item should be scheduled for the next meeting, or whether an existing agenda item should be pre-empted and re-scheduled. In the event it is the Mayor who wishes an additional agenda item be added at the last minute, he or she will coordinate with the individual Members of the Deliberative Body as outlined, above, and then indicate to the Clerk/Treasurer or Secretary whether the item shall be appended to the existing agenda, or will replace an existing agenda item and in what meeting the replaced item shall be scheduled.
2. Appointed City Officials. Any appointed official may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer or Secretary shall process any such request in the same manner as in the preceding paragraph.

3. City Staff or Commission/Committee Members. Any member of the City Staff, or any member of a City Commission or Committee may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer or Secretary shall decide which date such item shall be scheduled. In the event the requesting official wishes an earlier date, the requesting official shall contact the Mayor and the Mayor will inform the Clerk/Treasurer or Secretary of the date decided upon.
4. Outside Agencies or Liaisons. Any outside agency or liaison with whom the City has a contractual relation may request the addition of agenda items at any time up until 96 hours in advance of any regular meeting. The Clerk/Treasurer or Secretary shall decide which date such item shall be scheduled. In the event the requesting official wishes an earlier date, the requesting official shall contact the Mayor and the Mayor will inform the Clerk/Treasurer or Secretary of the date decided upon.
5. Members of the Public.
 - a. Public Comment Period. Members of the general public have at least one opportunity at every regular meeting of any of the City's Deliberative Bodies to speak on any topic they wish for up to three (3) minutes; these opportunities require no prior coordination.
 - b. Presentations. Any member of the Public may request to be included on the agenda as a Presenter. Any such request must be submitted a minimum of two (2) weeks in advance of the requested meeting date and must be accompanied by any materials the requester wishes to present. The Mayor shall evaluate the request, including the materials to be presented and will, at his or her sole discretion, decide whether the item will be included on an agenda and will direct the Clerk/Treasurer or Secretary as to which agenda the Presentation will be included.

Section 4. Agenda Formats.

1. Regular City Council Meetings. The agenda for a Regular Meeting shall include:
 - a. Work Session. (If required or desired).
 - b. Call to order. This portion shall include roll call and the Flag Salute.
 - c. Agenda Approval.
 - d. Approval of Minutes. This item will include the minutes of the immediately preceding regular meeting and the minutes of any special meeting conducted between regular meetings.

- e. Consent Calendar. This item shall always include vouchers and EFT's (beginning with those issued the day after the immediately preceding regular meeting through the day of the current meeting) and any Liquor and/or Cannabis license applications or renewals received since the immediately preceding regular meeting.
- f. Executive Session.
- g. Presentations.
- h. Public Comment Period #1.
- i. Public Hearing(s).
- j. Proclamations.
- k. Old Business.
- l. New Business. A topic being considered for adoption as an Ordinance should first arise as new business.
- m. Resolutions.
- n. Ordinances. This section shall be understood to include only those Ordinances that are receiving a second reading with the intent of being adopted.
- o. Reports. Reports shall be divided into four categories and the members of all four categories shall always have the option of addressing the City Council during the reports period.
 - i. Outside agencies:
 1. Tenino Chamber of Commerce (The Chamber).
 2. Thurston Economic Development Council (EDC).
 3. Experience Olympia & Beyond (VCB).
 4. Fire District #12 (STFEMS)
 5. Tenino Branch, Timberland Regional Library (Library)
 6. Tenino Depot Museum (South Thurston County Historical Society, or STCHS)
 - ii. Commissions & Committees:
 1. Civil Service Commission
 2. Park Commission
 3. Planning Commission

4. Façade Improvement Grant Review Committee
5. Finance Committee
6. Public Safety Committee

iii. City Staff:

1. Building Official
2. City Attorney
3. City Historian
4. City Planner
5. Chief of Police
6. Director of Public Works
7. Clerk/Treasurer
8. Mayor

iv. Liaisons:

1. Bucoda/Tenino Healthy Action Team (BTHAT)
2. Community Investment Partnership (CIP)
3. Solid Waste Advisory Board
4. TCOMM/911
5. Tenino School Board
6. Thurston Regional Planning Council (TRPC)
7. South Thurston Economic Development Initiative (STEDI)
8. Transportation Policy Board.

p. Public Comment Period #2.

q. Announcements.

r. Adjournment.

2. Planning Commission Meetings.

a. Call to order. This portion shall include roll call and the Flag Salute.

b. Housekeeping. This portion shall include

i. Agenda approval

ii. Approval of minutes. This item will include the minutes of any preceding regular meeting and the minutes of any special meeting conducted between regular meetings.

c. Public Comment.

- d. Reports.
 - e. Public Hearings.
 - f. Unfinished Business. Annual work plan items are considered unfinished business.
 - g. New Business. Presentations are considered new business.
 - h. Adjournment
3. Civil Service Commission Meetings.
- a. Call to order. This portion shall include roll call and the Flag Salute.
 - b. Housekeeping. This portion shall include agenda approval and the approval of minutes from previous meetings, including special meetings.
 - c. Public Comment.
 - d. Unfinished Business.
 - e. New Business.
 - f. Adjournment
4. Arts, Recreation, Culture, and History (ARCH) Commission. (TBP)
5. Special Meetings. The agenda for any Special Meeting shall only include:
- a. Call to order. This portion shall include roll call and the Flag Salute.
 - b. Purpose of the Meeting: By statute, only the business specified on the Notice of Special Meeting may be transacted at a special meeting. There may be as many agenda items as appeared in the notice and all action items must be clearly identified. No additions to the agenda may be made during a special meeting.
 - c. Adjournment.

Wayne Fournier, Mayor

