

		Policy # Agenda Policy			
Owner:	City Clerk	Approving Position:	Common Council	Pages:	4
Issue Date:	October 3, 2023	Revision Date:		Review Date:	
Special Instructions:					

## I. PURPOSE

The purpose of this Agenda Policy is to establish guidelines for the creation, distribution, and management of agendas for meetings and sessions conducted by City of Whitewater. A well-structured agenda helps ensure that government proceedings are transparent, organized, and accountable to the public.

## II. GUIDELINES

### 1. Scope

This policy is applicable to all individuals, including members, officials, staff, and participants, engaged in the planning and conduct of meetings, sessions, or public hearings conducted by the City of Whitewater. Additionally, compliance with City of Whitewater Ordinance 2.08 is required.

### 2. Agenda Creation

#### 2.1. Responsibility:

It is the responsibility of the relevant government body or department to create the agenda for its meetings, sessions, or public hearings.

#### 2.2. Timing:

Agendas should be created and distributed in advance of the meeting, session, or public hearing. The timeframe for agenda distribution is at least 72 hours prior to the scheduled event. Sundays are excluded from the calculation when determining a 72-hour timeframe.

#### 2.3. Content:

Agendas should include the following elements:

## Agenda Policy

- Date, time, and location of the meeting, session, or public hearing.
- Meeting or session purpose and objectives.
- List of attendees, including government officials, stakeholders, and the public.
- Topics to be discussed.
- Any supporting documents or reports that are part of the agenda.

### 2.4. Public Accessibility:

City Staff ensure that agendas are readily accessible to the public. City staff is also responsible for publishing agendas on the City of Whitewater website and three posting locations, which are:

- City of Whitewater City Hall
- Irvin L. Young Memorial Library
- Starin Park Community Building

## 3. Agenda Item Requests

### 3.1. Submission Deadline:

All agenda item requests from council members should be submitted to the staff member in charge of the respective meeting at least 7 business days prior to the meeting.

### 3.2. Review and Inclusion:

The staff member responsible for the meeting will review and include eligible agenda item requests from council members in the agenda creation process.

## 4. Agenda Distribution

### 4.1. Method:

Agendas should be distributed through official government channels, including the government website, press releases, and social media platforms.

### 4.2. Accessibility:

City Staff will ensure that the agenda is accessible to all, including individuals with disabilities, by providing alternative formats if necessary.

### 4.3. Confidentiality:

## Agenda Policy

If there are confidential or sensitive matters on the agenda, take appropriate measures to restrict access to authorized individuals only.

### 5. Agenda Management

#### 5.1. Updates:

The agenda may be updated or revised only on an emergency basis, with changes communicated at least 24 hours before the meeting, session, or public hearing. Updated agendas should be promptly shared with all participants and the public.

In cases where amendments occur between 72 hours and 24 hours before the meeting, the following language should be added to the agenda:

"Request for authorization to waive the 72-hour notice required by the City of Whitewater Transparency Ordinance to consider (insert agenda topic)."

#### 5.2. Adherence:

During the meeting, session, or public hearing, adhere to the agenda by managing time effectively and staying on topic. If additional topics arise, they may be noted for future discussion but should not derail the current agenda.

### III. PROCEDURE

#### 1. Record-Keeping

##### 1.1. Minutes:

Meeting minutes or summaries should be recorded and made available to the public after approval. Minutes should include decisions made, action items, and any other relevant information.

#### 2. Public Participation

##### 2.1. Public Input:

Meetings, public hearings, and sessions should allow for public comment and public input on agenda items as appropriate, following established procedures and rules.

### IV. REPORTING

This section will outline the reporting mechanisms and responsibilities related to the implementation of this Agenda Policy. Specific reporting requirements and details will be included in related documents or procedures.

## Agenda Policy

### V. JOB AIDS

This section will provide references to any job aids, templates, or resources that can assist government officials, staff, and participants in implementing this Agenda Policy effectively.

By adhering to this Agenda Policy, City of Whitewater aims to enhance transparency, accountability, and public engagement in government proceedings.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT