

# Town of River Bend

## AGENDA POLICY

**Overview-** The purpose of an agenda is twofold. They are: 1) To inform each Council member of the items that will be discussed during the next meeting and 2) To allow each Council member an equal opportunity to review those items in advance of the meeting where they will be discussed. This process allows Council members to be equally informed of agenda items and to have a reasonable amount of time to prepare for discussions related to those items. In addition to the town's policy related to agenda items, the Council must adhere to all requirements of the Open Meetings Law and other applicable state statutes related to Council meetings.

### Section I- For Council Member Requests

1. Any requests for items to be placed on the agenda must be in the Town Clerk's office no later than 9:00 a.m. three (3) business days prior to the scheduled meeting. This does not include Advisory Board Reports for meetings that take place after the deadline.
2. Any agenda requests that requires typing, staff research or other staff input must be in the Town Clerk's office by 9:00 a.m. five (5) business days prior to the scheduled meeting.
3. Emergency additions to the agenda must be in the Town Manager's office as soon as reasonably possible and must be approved by the Council as an addition to the agenda at the scheduled meeting. Emergencies are defined as items or issues, which arose suddenly and must be acted on at the next scheduled meeting of the Council.
4. Emergency and Special meetings are excluded from these rules.

### Section II- For Public Requests

1. All persons who wish to address the Council at the Regular meeting must submit their request form to the Town Clerk's office no later than 9:00 a.m. two business days prior to the scheduled meeting. Generally, each requestor will be allotted five minutes to speak. However, in cases where more than three (3) people have requested to address the Council, the allotted time may be reduced. In such cases, the Mayor will determine the time allotment for each speaker and make that announcement before the addresses begin. The time limit will be same for all speakers.
2. Individuals may address the Council during the public comment period without submitting a request form prior to the meeting. The time limit during the public comment period will be three (3) minutes per speaker ( See specific public comment period policy).
3. During either the Addresses to Council or Public Comment period, individuals will only be allowed to address the Council once and will not be allowed to transfer unused time to another speaker.
4. Any individual wishing to place an item on the agenda for Council consideration shall meet with the Town Manager to discuss that issue at least five (5) business days prior to the date of the next work session. The Manager shall try to resolve the issue with the individual. If resolution cannot be achieved, the individual may complete a form requesting to have the item placed on the agenda for Council consideration at the next work session.

- Adopted March 19, 2015