

*POLICY 98-4*

*DEPARTMENT COVERED: WOODSTOCK TOWN COUNCIL*

*SUBJECT: AGENDA*

*TYPE: EXTERNAL*

*APPROVED: WOODSTOCK TOWN COUNCIL*

*DATE: NOVEMBER 09, 1998*

*EFFECTIVE: IMMEDIATELY*

*THE PURPOSE OF THIS POLICY IS TO ESTABLISH A PRACTICE FOR  
THE PREPARATION AND APPROVAL OF THE AGENDA FOR ALL REGULAR*

COUNCIL MEETINGS. THE MAYOR IS RESPONSIBLE FOR THE PREPARATION OF THE AGENDA AND HAS THE AUTHORITY TO DETERMINE ITS CONTENT. IN ORDER TO ENSURE THAT ALL RELEVANT MATTERS ARE BROUGHT TO THE COUNCIL MEETINGS, THE FOLLOWING PROCESS IS ADOPTED:

PREPARATION OF AGENDA

1. A DRAFT AGENDA WILL BE PREPARED BY THE MAYOR, IN CONSULTATION WITH THE C.A.O. AND BE AVAILABLE TO ALL COUNCIL MEMBERS BY 12:00 NOON ON THE THURSDAY BEFORE THE REGULARLY SCHEDULED MEETINGS.
2. THE COUNCIL MEMBERS CAN REQUEST ITEMS FOR THE AGENDA UNTIL 2:30 P.M. ON THE DAY OF THE MEETING. ALL ITEMS ARE SUBJECT TO THE APPROVAL OF THE MAYOR.
3. THE GENERAL PUBLIC CAN REQUEST TO BE ON THE AGENDA. THE DEADLINE FOR SUCH REQUESTS IS 2:30 P.M. ON THE DAY OF THE COUNCIL MEETING. WHEN REQUESTING PERMISSION TO SPEAK BEFORE COUNCIL OR TO MAKE ANY SUBMISSION REQUIRING AN AGENDA ITEM, THE PERSON OR GROUP MAKING THE REQUEST SHALL BE REQUIRED TO MAKE A FORMAL REQUEST IN WRITING, OUTLINING THE NATURE OF THE PRESENTATION AND THE TIME REQUIRED. ALL SUCH REQUESTS ARE SUBJECT TO THE APPROVAL OF THE MAYOR.

APPROVAL OF AGENDA

1. ALL AGENDAS FOR REGULARLY SCHEDULED MEETINGS WILL CONTAIN THE ITEM "APPROVAL OF AGENDA".
2. THE ITEM "APPROVAL OF AGENDA" IS TO ALLOW THE COUNCIL TO ADD ANY MATTERS THAT HAVE BEEN LEFT OFF THE AGENDA BY ERROR OR OMISSION.