

PROCEDURES FOR PLACING AN ITEM ON THE AGENDA

CITY OF EDEN

Any member of the public or any Council member may request that a matter within the jurisdiction of the Council be placed on the agenda of a regular meeting. Procedures for placing an item on the agenda or making a presentation shall be as follows:

The request must be in writing and be submitted to the City Secretary, City Administrator or designee with supporting documents and information, if any, ***no later than 12:00 Noon one week prior to the meeting date*** or will be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Citizens must submit a request to place an item on the agenda utilizing the “Request to Place Item on City Council Agenda” form (attachment A). Citizens are encouraged to contact the Mayor, City Secretary, or a Councilmember with any questions they may have about filling out the form. Citizen agenda item requests are submitted to the City Secretary, Administration Office at City Hall.

City Officials and Staff will utilize “Agenda Item Form” (attachment B). City Official and City Staff agenda requests are to be turned in to the City Secretary/City Administrator for review.

The Mayor, City Secretary, and City Administrator in consultation with the City Attorney, if needed, shall decide whether a request is within the subject matter jurisdiction of the Council. Items not within the subject matter jurisdiction of the Council may not be placed on the agenda. In addition, the Mayor, City Secretary, and City Administrator in consultation with the City Attorney, if needed, shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Mayor, City Secretary, and City Administrator in consultation with the City Attorney, if needed, shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item or consent item.

The agenda shall provide members of the public the opportunity to address the Council on any agenda item during the Council’s consideration of the item. The agenda shall also provide members of the public an opportunity to speak at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Council.

This procedure with agenda request forms will be maintained by the City Secretary/City Administrator and be posted on the City of Eden Official Website for easy access by the public.

(Approved and Adopted by City Council 11/13/18)

REQUEST TO PLACE ITEM ON CITY COUNCIL AGENDA- "Attachment A"

The City of Eden welcomes constructive input from interested citizens. Please complete this form if you wish to have an item placed on the agenda for a regular City Council meeting. The deadline for placing an item on the agenda is one week prior to the regular meetings which are normally held the second Tuesday of every month. In order for the City Council to fully understand your item, have productive discussion, and insure efficient council meetings, it is important that you describe the item with as much detail as possible and include any supporting documentation so that it may be included in the Council's meeting packets. You may use additional blank pages for item description. If you have any questions, contact the City Secretary/Administrator at 325-869-2211.

Full Name: _____

Mailing Address: _____

Phone Number: _____ **Fax Number** _____

Email: _____

Are additional sheets or supporting materials attached? ____ Yes ____ No

I request that this item be placed on the agenda for the _____ City Council meeting.

Description of Item: _____

(Use additional pages if needed)

Certification: I understand that the City Council retains the right to set the items for discussion at its meetings and further understand that my request will not be automatically placed on an agenda or may even be denied. I also understand that I may be requested to present additional information on my item, asked to consult with the appropriate City department, or take other action before my request is considered. I agree to attend the meeting at which my item may appear and make a presentation and/or answer questions.

Signature:

Date:

Councilmember Agenda Item Request Form- "Attachment B"

City of Eden, Texas

DATE SUBMITTED:		FOR MEETING DATE:	
SUBJECT:			
REQUESTED BY:			
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:		
	Amount Budgeted:		
	Appropriation Required:		
MAYOR CITY ADMINISTRATOR REVIEW/APPROVAL:			
SUMMARY:			

REQUESTED ACTION:	
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