



Policy No. 403

Council Agenda Development Process

Adopted: March 18, 1999

Revised: March 17, 2006

Members can request an item to be placed on the Council agenda by submitting the following information in writing, by email or orally to the Council office at least 20 working days (1 month) prior to the meeting:

Description of the item
Amount of time needed
Type of action required

The Executive Director will schedule items on the agenda for the full Council meeting after consultation with the Council Chair.

Members can bring an item up for discussion at a workgroup or committee may decide to move the item to the full Council agenda for discussion or vote. The workgroup or committee Chair or staff then notifies the Council Executive Director to put the item on the full Council agenda.

At the Council meeting, a request may be made to the Chair to add an item to the agenda. Items will be added at the Chair's discretion.

Items requiring final action/vote at the full Council must be on the agenda and the agenda must be published prior to the meeting.

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