

RESOLUTION 98-403

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ESTABLISHING COUNCIL MEETING AGENDA PROCEDURES

WHEREAS, Section 2-3-6.A of the code of the Town of Camp Verde now provides for preparation of the council meeting agendas by the manager in consultation with the Mayor, and to distribute copies with the necessary reports and materials to council members, and

WHEREAS, it would be in the best interest of the public, staff, and council members to adopt a standard procedure for agenda preparation and format

**NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE RESOLVE TO ADOPT THE FOLLOWING
AGENDA PROCEDURES:**

1. Agendas will be final and posted no later than noon the previous Friday for a regular Wednesday council meeting, and in all other meetings at least 3 working days in advance, to allow preparation and distribution of the agenda packets to the council, staff, and public.
2. There will be a standard agenda item allowing council members or the Manager to request agenda items for the next regular session. This method will be preferred over informal contacts by the council members with the Manager or Mayor to place new items on the agenda. Items added by council members will not be open for discussion until properly noticed and listed at a future agenda.
3. All items placed on the agenda by a council member will be open for public input.
4. When an agenda is prepared, it will indicate the name of the sponsoring council member, who will be called upon by the Mayor to present the item for discussion. Immediately after its introduction, the Mayor will then call on staff for any input, recommendations, or research. If designated, the item will then be open for public input, and brought back to the council for any action.
5. If requested by the Mayor or Manager, the Town Attorney shall review the legal sufficiency of an agenda item or its description prior to posting.
6. Placement of agenda items in an emergency, such as last-minute requests for action from another municipality or agency, or deadlines for grant applications, may be done by the Manager or Mayor.
7. If the Manager request an agenda item outside of a regular session, it shall be done "in consultation with the Mayor" as the present code requires.

8. Council members are cautioned that when they receive agenda packets to discuss the contents only with the Manager or staff, and not other council members, to ensure that all deliberations on the items are conducted in open public meetings.
9. Not all actions suggested by the public or a council members are appropriate for Council action. An item may already be under review by staff, or may be the jurisdiction of another governmental agency, or it may be an item concerning court proceedings that are independent of legislative intervention and provide their own avenues for appeal and relief.
10. Call to the public for items not on the agenda will be a standard agenda item placed at the end of the proceedings, just before the Manager's Report and the call for setting future agendas. The Mayor may consider the request to determine if it is appropriate for council action pursuant to these guidelines, and may then request staff to investigate and report on the item, and/or set it for a future agenda for action by the council. As with items requested by council members, discussion is not permitted until the item is brought up on a future council agenda.
11. The manager may add the following notice to appropriate agendas:

"Pursuant to ARS 38-431.03.A.3, the Council may vote to go into executive session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the agenda, or discussion of records exempt by law from public inspection associated with an agenda item. "

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of July 1, 1998:

A. Carter Rogers A. Carter Rogers, Mayor

Attest:

Dane Bullard
Dane Bullard, Town Clerk

Approved as to form:
Ronald C. Ramsey
Ronald C. Ramsey, Town Attorney