AGENDA ITEMS (PLACEMENT OF) POLICY

All items referred to a committee should be placed on an agenda in a timely manner. Items may be placed on agendas in one of the following ways:

1. The Mayor places it on the Council agenda or asks the committee chair to place it on a committee agenda.

2. An Alderperson, Department Head, or member of the public makes a request of the appropriate committee chair for committee consideration and recommendation to the Council.

3. If the Mayor or committee chair declines a request, a motion can be made at either the committee or Council level to place the matter on a future agenda. If there is a majority vote in favor of the request, the chair or Mayor is required to place it on a future agenda.

4. Each standing committee is responsible for reviewing all issues that are to be referred to the Personnel and Finance Committees for action. The standing committee will make a recommendation to recommend or deny the request with the understanding that the Personnel Committee has the overall responsibility in the personnel area and the Finance Committee has the overall responsibility in the finance area. If the standing committee and the Personnel or Finance Committees disagree on the issue they may need to have a joint meeting.

ADOPTED BY THE COMMON COUNCIL: May 26, 2009

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