



## Office of the City Attorney

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### Memorandum

To: Common Council  
From: Brian Running  
Re: Council Rule for Agenda

Here is my suggestion for a Council Rule regarding the placement of items on the agenda, which I recommend to replace the one that was adopted at Tuesday's meeting. The rule adopted Tuesday leaves out a couple of points that I think are important.

#. **Placing Items on Agenda.** Items of business shall be placed on meeting agendas as follows:

- a. Any two Council members may place an item on an agenda by making a joint written request to the Mayor at least five days before the meeting at which the item is to be considered.
- b. Any chairperson of a committee, board, or commission may place an item on which the committee, board, or commission has acted and made a recommendation on an agenda by making a written request to the Mayor at least five days before the meeting at which the item is to be considered.
- d. Requests shall include specific language for the agenda item, sufficient to give reasonable notice of the content and purpose of the item.
- e. The term "written," as used in this Rule, includes emails.
- f. If a request is made in compliance with this Rule, the item shall be placed on the agenda. Items may be placed on an agenda at the Mayor's discretion even if the requests are not in compliance with this Rule, or are from individuals not listed in the above subsections.

If you do replace the rule adopted Tuesday, I suggest that this be rule number 3, with all following rules renumbered, for logical placement within the existing rules.