



January 23, 2015

## Policy Recommendation:

### Town Agendas Finalized Two Weeks Prior to Town Meeting

**Background:** The Town publishes its meeting agendas usually on the Thursday prior to the Monday meeting giving residents, elected, and staff only five (5) calendar days review time to consider topics and or attachments relevant to the discussion.

**Impact:** Shortened review time frames results in hasty review processes, the inability to both adequately and independently research items by all community elements involved, ask question or give knowledge feedback to Elected and staff. Even if feedback is given, the shorted timeframe is often inadequate to allow for the collation and assimilation of the information, thus delaying important community actions.

**Proposal:** To place the initial agenda out to all two (2) weeks prior to the Monday Meeting. This process allows a more elongated review and response. Response/ feedback would be requested to be returned one week prior to the Monday meeting to allow for review and consideration by Elected and/ or staff.

- **Posting of Relevant Documents:** It is the intent that if relevant documents are indeed ready, that they be made available at that time also. However, there are expected to be occasions where this is not feasible. Nonetheless, the Town shall use its "best efforts" to have assembled the relevant material along with the displaying agenda item.
- **Department Reports:** would be produced and placed on the website as per the current time frame of the Thursday prior to the Monday Meeting.
- **Consent Agenda:** The Town reserves the right to create a consent agenda for items that it is believed that one vote could conclusively resolve or take action.

- **Agenda Modification:** Usually the Town will proceed and abide with the current agenda as is published. However, occasionally due to unforeseen or emergency nature additional items may be added, or in the case of a known non-appearing presenter, or significant information that is lacking for a quality decision agenda items removed. As a format change to meetings to facilitate affirmation or modifications of the current agenda, after the formalities of the opening of the meeting, the first matter of business will be the issue of the agenda. Modification will take the measure of a vote by the Mayor and Council in the open forum of the meeting. This will be a simple majority vote. There is no need to vote to maintain the agenda.

**Example of Schedule:**

**Placement of Agenda & Related Doc (if Available)**

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- **Agenda Placed On Web Monday February 23, 2015**
- **Feedback from Monday through to Monday March 2<sup>nd</sup>, 2015**
- **Information is collated, questions answered (if possible during this time).**
- **Mayor and Council receive formal Packets on Thursday for review**
- **Meeting Monday**

**Monthly Meeting**

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				