

RESOLUTION NO. 4110

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO ESTABLISHING GUIDELINES REGARDING SETTING AGENDAS FOR MEETINGS OF THE TOWN COUNCIL

Whereas, the Town Council of the Town of San Anselmo must consider many public matters which vitally affect the interest of the citizens of San Anselmo and it is both necessary and desirable that these meetings be regulated in order to permit the Council to give agenda matters due consideration and provide an opportunity for public discussion; and

Whereas, it is the purpose of this resolution to provide for the orderly and expeditious conduct of Council meetings in a manner which will give adequate consideration and afford a reasonable opportunity for Council consideration and public discussion; and

Whereas, Government Code Sections 36813 and 54954.3(b) provide the Town Council with the authority to adopt reasonable regulations concerning the proceedings and order of business of Town Council meetings.

Now, therefore, be it resolved that the Town Council of the Town of San Anselmo approves the following agenda setting rules.

PROCEDURES:

1. ESTABLISHING THE COUNCIL AGENDA

- a) Agendas of the Town Council typically are prepared by the Town Manager, in consultation with the Mayor.
- b) The purpose of the agenda is to provide a framework within which the Council meetings can be conducted and items of business can be effectively implemented within the approved Council goals, budget and work programs, objectives and business of the Town.
- c) Agenda items include recommendations to the Town Council from advisory bodies, land use and zoning actions or appeals, bid and purchasing procedures decisions, and mandates from other levels of government. The Town Manager considers Council's objectives and priorities, work underway and timing requirements, to determine agenda items for a particular calendar date.
- d) The draft agenda is prepared by the Town Manager and is forwarded to the Mayor for review and approval not later than the Wednesday preceding the meeting.

2. PLACING AN ITEM ON THE AGENDA (COUNCILMEMBER)

- a) Any Councilmember may make a request during the "Councilmember Requests for Future Agenda Items" portion of the regular agenda to place a specific matter on a future agenda for Town Council consideration and action. No substantive discussion of the subject matter shall be allowed during this time in accordance with the Brown Act.
- b) Upon consensus of at least three Councilmembers during Council Request time, the matter shall be referred to staff. Unless otherwise directed by the Council, after a matter is so referred, the Town Manager may proceed directly to agendize the matter for a Town Council meeting for further direction or action, depending on the subject.

3. PLACING AN ITEM ON THE AGENDA (BOARDS/COMMISSIONS/COMMITTEES)

Recommendations made by Town Boards/Commissions/Committee as part of their normal scope of duties and responsibilities shall be timely placed on the Town Council agenda by staff, who shall comply with the Town's approved Council Agenda preparation policy.

4. PLACING AN ITEM ON THE AGENDA (THE PUBLIC)

During Open Time for Public Expression, a member of the public may request an item be placed on a future agenda, and upon consensus of a majority of the Council, a staff report will be prepared by the Town Manager or his/her designee.

5. STAFF REPORTS

The staff report will include such background information as is necessary to inform the Town Council of the pertinent facts about the subject sufficient to facilitate a decision by the Council.

The Town Manager shall have the discretion at any time to seek direction from the Town Council as to the proper application of this policy.

The foregoing Resolution was adopted by the Town Council of the Town of San Anselmo on January 27, 2015 by the following vote:

AYES: Kelly, McInerney, Wright
NOES: None
ABSENT: Coleman, Greene

ATTEST: Joanne Kessel
Joanne Kessel
For Barbara Chambers, Town Clerk

John Wright
John Wright, Mayor