

1.0 PURPOSE:

To describe the City Clerk/Treasurer's role in preparing the agenda for City Council meetings.

2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to the City Clerk/Treasurer, Mayor and City Council.

3.0 POLICY:

It is the policy of the City to follow a prescribed procedure for establishing the agenda to be followed at City Council meetings.

4.0 REFERENCES:

Chapter III, City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 It is the responsibility of the City Clerk/Treasurer to prepare the agenda for Council meetings as prescribed in Chapter 3 of the Revised Code of the City of West Allis.

5.2 GENERAL POLICIES

5.2.1 The City Clerk/Treasurer shall prepare a written agenda in advance of each meeting of the Common Council. The agenda shall contain an itemized listing of business of the City Council as set forth in Section 3.04 of the Revised Municipal Code.

5.2.2 For normal Council meetings held on Tuesdays, the cut-off time for additions to the agenda shall be five (5:00) p.m. on Thursday. Revisions to the agenda deadline may be made by the City Clerk/Treasurer due to special circumstances, e.g. Post Office closure for federal holidays. The final version of the agenda shall be mailed and/or emailed to each member of the City Council and to the media on Friday afternoon.

- 5.2.3 The City Clerk/Treasurer shall provide copies of the agenda to the Library, Police Department, Senior Center, and City Hall for immediate posting. Interoffice mail will be used for all respective buildings. All Departments shall sign a receipt to the effect that they have received copies of the agenda and return it to the City Clerk/Treasurer's office. These departments shall post the agenda in an approved, conspicuous place for public review. The City Clerk/Treasurer shall also post the agenda on the City's website.
- 5.2.4 Extra copies of the agenda will be available in the City Clerk/Treasurer's Office, or emailed upon request, on Friday afternoons for distribution to the press, the public, and all department/divisions and offices.