

To: Board and Committee members

From: City Attorney Craig Leen

Re: Placing Board or Committee item on City Commission Agenda

Dear Board and Committee Members:

In response to an inquiry regarding placing Board items on the City Commission the City Attorney's office has outlined the process below.

1. A Board or Committee determines an item relevant to their Board or Committee that requires City Commission action.
2. A Board or Committee makes a motion regarding that item and includes in the motion that the item requires Commission action.
3. The motion proceed through regular Board or Committee parliamentary procedures.
4. The minutes of the meeting shall reflect the motion and requested City Commission action.
5. When the minutes are presented to the City Commission on the City Commission agenda those motions requiring Commission action will be identified.
6. At the City Commission meeting where those minutes will be considered by the City Commission a designated representative of the Board or Committee may attend and may request to speak during public comment, or if requested in advance, may be able to speak during the review of Board and Committee meeting minutes.
7. The City Commission may, at its discretion, discuss and take action on the item identified by the Board of Committee.

As always, please confer with your staff liaison to ensure that all meeting minutes properly reflect any items identified by your Board or Committee requesting City Commission action. Please feel free to reach out to our office with any additional questions or concerns.