



## **RULES OF THE CITY OF NORTH OAKS REGARDING AGENDAS AND CONDUCT OF REGULAR CITY COUNCIL MEETINGS**

### **I. AGENDAS**

- A. Agendas for regular City Council meetings will be e-mailed to City Council members one week prior to the meeting. Agenda items will be received by the Clerk no later than 2:00 p.m. of the Thursday prior to the meeting.
- B. In order for a matter to be placed on the agenda and to be considered for action at a meeting, all materials that pertain to the matter must be submitted with the agenda. If presenters intend to appear before the Council, these individuals should be identified at the time of the e-mailing of the agenda, otherwise the matter will be considered based upon the written materials submitted.
- C. The Clerk shall not schedule any item on the agenda that requires action by the City Council without sufficient background information to be attached to the agenda to explain the issues to be decided. This shall not apply to routine items such as invoices to be paid, licenses to be approved, etc.
- D. The agenda will identify those items that require action, all other matters will be deemed informational.
- E. The agenda packet will be available in the City office and posted on the City website one week prior to the meeting. The agenda will also be posted on the front door entrance to the City office. A full copy of the agenda and all public packet materials will be made available in the meeting room.

### **II. COUNCIL MEETINGS**

- A. Except for routine Council matters, there will not be action taken on any matter that is not scheduled on the agenda. This rule may be waived by a 2/3 vote of the Council members attending the Council meeting.
- B. There shall be an opportunity at every Council meeting for members of the public to make comments to the Council during the public comments section. Up to four minutes shall be allowed for each speaker. No action will be taken by the Council on items raised during the public comment period unless the item appears as an agenda item for action.