

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 3

AGENDA DEADLINE

OBJECTIVES

To provide the Council and Commissions with accurate and timely material with which to evaluate matters before them, to provide time for onsite inspections as required, to provide staff with sufficient processing time and to facilitate orderly progress within a public meeting.

DEADLINE

The deadline for public submission of topics for inclusion on the Agenda of a regularly scheduled Council or Commission meeting shall be 12:00 noon, on Wednesday of the calendar week before the meeting.

LATE SUBMISSIONS

Items submitted after the deadline may be heard by the Body at their own discretion. Otherwise, they shall be put on the Agenda of the next regularly scheduled meeting. In addition, matters which are not on the agenda may be added before the meeting begins ~~is-if~~ there is a consensus of the Council or Commission to do so. The agenda also allows for “other business” to be discussed at the end of the meeting, and if necessary action may be taken.