

**City of Corunna  
City Manager Procedure  
City Council Agenda Submissions and Changes  
September 24, 2001**

The Corunna City Charter in Section/Paragraph 5.2(i) states the following:

*"The City Clerk under the direction of the City Manager shall prepare an agenda, which agenda could be amended at the meeting on motion, of the business to be considered at each regular Council meeting...."*

This provision of the Charter clearly makes the City Manager responsible for the preparation and content of City Council Agendas.

As to placing items on the Agenda, and in the absence of Council rules to the contrary, the following procedures on how to request or add items to the Agenda are hereby ordered.

## Requests for Items to Be Placed On the Agenda

**1. Council/Mayor:** Agenda Items requested by the Mayor or Two (2) members of Council shall be placed on the Agenda if received prior to the preparation of Council Packets. This is consistent with Charter Section/Paragraph 5.2(a) that reads as follows:

*"Special meetings shall be called by the Clerk on the written request of the Mayor or any two members of the Council..."*

Clearly, if the Mayor or Two (2) Councilpersons can call a Special Meeting, they can request items for the Agenda at any meeting Regular or Special. The attached **Agenda Item Request Form** shall accompany all such requests.

**2. City Manager:** Agenda Items requested by the City Manager will be placed on the Agenda. The Authority of the City Manager to place items on the Agenda will not be used to bypass the **Council/Mayor** or **Boards/Commissions/Authorities** procedure for requesting items to be placed on the Agenda.

**3. Boards/Commissions/Authorities:** Agenda Items as requested by a Board, Commission or Authority will be approved by the City Manager if the following conditions are fulfilled:

- There exists a Motion and Support with Roll Call Vote and Majority Vote of said Board, Commission or Authority.

- Said Motion directs the issue to City Council by way of recommendation to Council.

- The Commission/Board/Authority Chairperson and/or Council Representative shall complete the attached **Agenda Item Request Form** and provide the same to the City Manager prior to preparation of the Council Packet.

- The Motion, Procedure and Recommendation are proper and coherent and with supporting documentation provided.

- The City Manager reserves the right to deny any such request if this procedure is not followed or the request is not deemed proper. Denials may be appealed via a Council/Mayor Request for Items to be placed on the Agenda, or via the Addition to the Agenda procedure.

**4. City Administrative Staff:** Agenda Items requested by City Administrative Staff shall be made to the City Manager accompanied with the attached **Agenda Item Request Form**. The City Manager reserves the right to deny any such request. The Authorization for City Administrative Staff to request items be placed on the Agenda will not be used to bypass the **Council/Mayor** or **Boards/Commissions/Authorities** procedure for requesting items to be placed on the Agenda.

**5. John Q Public:** Requests for Agenda Items from members of the public at large will not be accepted. Any such request will be directed to the Councilpersons for the precinct of residence of the requester, or to the Mayor for non-residents.

## Requests for Items to Be Added To the Agenda

**1. Council/Mayor:** Any Councilperson or the Mayor may request additions to the Agenda at any meeting at the time of Approval of the Agenda. It is requested by the City Manager that the **Agenda Item Request Form** be completed prior to the meeting for distribution to all Councilpersons if practical. The voting requirements are as follows:

**A. Regular Meetings:** As per the City Charter for Regular Meetings, a Simple Majority Vote can add items to the Agenda. The Corunna City Charter in Section/Paragraph 5.2(i) reads as follows:

*"The City Clerk under the direction of the City Manager shall prepare an agenda, which agenda could be amended at the meeting on motion, of the business to be considered at each regular Council meeting...."*

**B. Special Meetings:** For Special Meeting the Bar is set higher. Special Meetings require unanimous consent with all members present to add items to the Agenda. The Corunna City Charter Section/Paragraph 5.2(b) reads as follows:

*"No business shall be transacted at any special meeting of the Council unless the same has been stated in the notice of such meeting. However, if all the members of the Council are present at any special meeting of the Council and consent thereto, then any business which might lawfully come before a regular meeting of the Council may be transacted at such special meeting."*

**2. Boards/Commissions/Authorities:** Although not recommended, if so recognized by the Mayor during approval of the Agenda, any member of a board, commission or authority could request items be added to the Agenda per the approval process as outlined above.

**3. City Manager:** If so recognized by the Mayor during approval of the Agenda, the City Manager may request items be added to the Agenda per the approval process as outlined above. An **Agenda Item Request Form** will be completed prior to the meeting for distribution to all Councilpersons if practical, or otherwise addressed in the **City Manager's Report**.

**4. City Administrative Staff:** Additions to the Agenda requested by City Administrative Staff shall be made to the City Manager prior to the meeting accompanied with the attached **Agenda Item Request Form**. The City Manager reserves the right to deny any such request.

**5. John Q Public:** Although not recommended, if so recognized by the Mayor during approval of the Agenda, any member of the public could request items be added to the Agenda per the approval process as outlined above.

# Agenda Item Request Form

\_\_\_\_\_ **Council/Mayor Request** **Date:** \_\_\_\_\_

Councilperson \_\_\_\_\_ **and** Councilperson \_\_\_\_\_

**or**

Mayor \_\_\_\_\_

\_\_\_\_\_ **Board/Commission/Authority Request:** **Date:** \_\_\_\_\_

Chairperson \_\_\_\_\_ **or** Council Rep. \_\_\_\_\_

Moved By: \_\_\_\_\_ Supported By: \_\_\_\_\_

Motion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Roll Call: Yeas: \_\_\_\_\_  
\_\_\_\_\_

Neas: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **City Manager:** **Date:** \_\_\_\_\_

\_\_\_\_\_ **City Administrative Staff:** **Date:** \_\_\_\_\_

Requested By: \_\_\_\_\_ Position: \_\_\_\_\_

\_\_\_\_\_ **John Q Public:** **Date:** \_\_\_\_\_

Requested By: \_\_\_\_\_ Directed To: \_\_\_\_\_

Contact Info: \_\_\_\_\_  
\_\_\_\_\_

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Request is hereby **APPROVED / REJECTED** based on procedure. \_\_\_\_\_  
City Manager

**Agenda Item Request Form  
Specifics**

Agenda Item Title: \_\_\_\_\_

Summary Discussion: \_\_\_\_\_

Recommended Action/Motion: \_\_\_\_\_

Supporting Documentation: \_\_\_\_\_

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Request is hereby APPROVED / REJECTED based on substance. \_\_\_\_\_  
City Manager