

POLICY TITLE RESPONSIBILITY AND AUTHORITY OF CHAIR TO PREPARE
ADVISORY BODY AGENDA

POLICY STATEMENT:

Each duly elected Chair of any City advisory body shall have the authority to place an item on the advisory body agenda, within the specific charge of the advisory body, as approved by Council. The Chair shall have the responsibility for providing a written report on that item. If there is no written material, the Chair shall have the responsibility for providing specific title and recommendation language for the agenda, so that any interested party will understand what is before the advisory body.

The Chair shall also have the authority and responsibility to work with staff to review all agendas to ensure suitable work flow by the advisory body. If an issue arises regarding the appropriateness of that item, it shall be referred to the Mayor who shall make the final determination.

AUTHORIZATION: Motion
Revised November 13, 2001

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