

## RESOLUTION NO. 2162

### A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, ADOPTING AMENDMENTS TO RULES 7.1 AND 7.2 OF THE RULES OF PROCEDURE FOR TOWN COUNCIL MEETINGS.

WHEREAS, on April 25, 2002, the Mayor and Common Council of the Town of Payson, Arizona, adopted Rules of Procedure for the preparation and conduct of Town Council meetings; and

WHEREAS, the Mayor and Common Council desire to amend Rules 7.1 and 7.2 of such Rules of Procedure by this Resolution,

NOW, THEREFORE, THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA, DO HEREBY RESOLVE AS FOLLOWS:

Section 1. That Rules 7.1 and 7.2 of the Town Council Meetings Rules of Procedure are hereby amended, and as amended shall read as follows:

#### SECTION 7. AGENDA PREPARATION

##### 7.1 AGENDA ITEM SUBMITTALS: REGULAR MEETINGS

Items may be placed on the Agenda of regular Town Council meetings in the following manner:

- A. Town Departments: The Department shall submit a Council Decision Request to the Town Manager for approval. After approval, the Council Decision Request shall be submitted to the Town Clerk.
- B. Mayor and Town Council Members: The Mayor or any Council Member may make a written request to the Town Clerk to have an item placed on an Agenda. The Mayor or Council Member shall also submit supporting documentation with the request for inclusion in the Agenda Packet;
- C. Town Manager and Town Attorney: The Town Manager or Town Attorney may place an item on an Agenda. The Town Manager or Town Attorney shall submit appropriate documentation to the Town Clerk for inclusion in the Agenda Packet.
- D. Public: Any member of the public may request a member of the Town Council, including the Mayor, to submit an item pursuant to 7.1.B above.

##### 7.2 TIME LINES FOR SUBMISSION OF ITEMS

- A. Council Decision Requests and all Agenda documentation required pursuant to Rule 7.1 shall be submitted to the Town Clerk by 12:00 noon eight days prior to the regular Town Council meetings.
- B. The Town Manager may approve exceptions to time lines required in order to ensure that the distribution of all Council meeting documentation to the Town Council is in conformance with Council policy.
- C. Late items submitted after the agenda is distributed may be placed on the agenda as a green sheet subject to approval of the Mayor, Town Manager, or Town Attorney.

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Section 2. If any section, subsection, sentence, clause, phrase or portion of this Resolution Number 2162 is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution Number 2162.

**PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF PAYSON, ARIZONA**, this \_\_\_\_\_ day of \_\_\_\_\_, 2006, by the following vote:

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTENTIONS \_\_\_\_\_ ABSENT \_\_\_\_\_

\_\_\_\_\_  
Barbara G. Brewer, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Silvia Smith, Town Clerk

\_\_\_\_\_  
Samuel I. Streichman, Town Attorney