

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> TOWN COUNCIL AGENDA PROCEDURES	<u>Regulation No:</u> 1.6	<u>Effective Date:</u> January 27, 2012
	Supersedes: July 6, 2011	

I. PURPOSE

The purpose of this regulation is to identify the processes and procedures to be followed when requesting the placement of an item on the Town Council agenda along with its preparation and distribution.

II. SUBMISSION OF AGENDA ITEM

A. DEADLINE

All agenda items and their supporting documents must be submitted to the Town Clerk by **12:00 NOON 14 days prior** a Council Meeting. Any additions or changes submitted after the deadline will automatically result in the item being moved to the next agenda. The **ONLY** exceptions are deemed so by the Town Manager and/or the Town Clerk.

B. SUBMISSION

1. Individually by Department: On the agenda cover sheet (item details page), a short narrative must be provided. Additionally, it must include a recommendation from the Department Head. Concurring with a recommendation of another group or person is not acceptable. Expenditure account numbers and dollar amounts are to be included, if applicable. A proposed motion is required with submission.
2. Jointly by Departments: In addition to the requirements identified in IIB(1), agenda items being submitted jointly by two or more departments must be presented to the Town Clerk as one complete and combined item.

Recommendations from both Department Heads must be provided. Concurring with a recommendation of another person or group is not sufficient.

III. DISTRIBUTION OF THE AGENDA

A. COMPLETION OF AGENDA

The Friday before Council meeting a staff meeting is held to discuss the agenda and propose any final modifications to it. Immediately following the staff meeting and upon the completion of any changes, the Clerk's Office distributes the agenda electronically.

Mayor and Council utilized NovusAgenda and are notified by the Town Clerk via email when agendas are available for review.

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B. EXTERNAL CIRCULATION

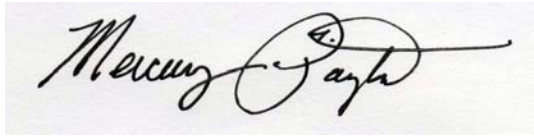
Complete sets for review by the public are available at <http://viennapublic.novusagenda.com>

C. EXCEPTIONS

Only the Town Manager and the Town Clerk are authorized to allow deviations or exceptions from this regulation.

IV. APPLICABLE WEBSITE

<http://vienna.novusagenda.com>

<i>Signature of Town Manager:</i>	<i>Date:</i>
	1/27/2012