

EXAMPLE AGENDA – MEETING EFFICIENCY PROPOSAL

**COUNCIL MEETING AGENDA
CITY OF PRAIRIE VILLAGE
Council Chambers
Monday, March 05, 2018
6:00 PM**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. INTRODUCTION OF STUDENTS & SCOUTS

V. PRESENTATIONS

Swearing in ceremony for . . .

Recognition of . . .

VI. PUBLIC PARTICIPATION

VII. CONSENT AGENDA

By Staff

1. Approve ...
2. Approve ...

By Committee

3. Approve an agreement . . .

VIII. COMMITTEE REPORTS

Planning Commission

PC2018-101 Consider Final Plat for . . .

Committee of the Whole

Approve proposal XYZ forwarded from 2-20-18 committee of the whole meeting

****THIS IS WHERE WE WOULD TAKE FINAL ACTION (OR REFER, CONTINUE, ETC.) ON MATTERS RAISED DURING THE C.O.W. SESSION OF THE PRIOR MEETING. THE EXAMPLE C.O.W. ITEM ABOVE WOULD BE AN ACTION WE DISCUSSED AND MOTIONED FORWARD FAVORABLY on 2-20-18 FOR FINAL ACTION AT the 3-5-18 MEETING.****

****Items for which same-night action is requested, currently raised twice in one evening (once during C.O.W. and once during C.M., are eliminated. They are raised and acted upon only once per evening, items that require same-evening action are raised during new/old business.****

IX. MAYOR'S REPORT

X. STAFF REPORTS

XI. OLD BUSINESS

XII. NEW BUSINESS

COU2018-06 Consider approval of . . .

*****[items for which same-night action is requested, which are currently included in both the C.O.W. agenda and C.M. agenda, would appear only once on the evening's agenda, and would generally be here]*****

XIII. CITY COUNCIL MEETING RECESSES AND COUNCIL COMMITTEE OF WHOLE COMES TO ORDER

XIV. COMMITTEE OF THE WHOLE WORK SESSION

Ron's well considered proposal re . . .

Tucker's proposal to rotate all street signs in Ward 3 at random intervals and replace street lights with "fun" colors . . .

*****[All items that do not require same-night action would be considered here. Final action would occur at next/later council meeting under old business.]***

XIV. ANNOUNCEMENTS

XIV. ADJOURNMENT

ARTICLE 2; SECTION 1-203; RULES AND ORDER OF BUSINESS; RULE 3
[at page 1-6 in codebook]

SAME; MEETINGS. (a) Regular meetings of the governing body shall ordinarily be held on the 1st and 3rd Mondays of each month at ~~6:00~~^{7:30} p.m. In the event the regular meeting day shall fall on any legal holiday or any day observed as a holiday by the city offices, the governing body shall ordinarily fix the succeeding day not observed as a holiday as a meeting day.

(b) Special meetings may be called by the mayor or acting mayor, on the written request of any three members of the council, specifying the object and purpose of such meeting, which request shall be read at a meeting and entered at length on the journal.

(c) Regular or special meetings of the governing body may be adjourned for the completion of its business at such subsequent time and place as the governing body shall determine in its motion to adjourn.

(d) The governing body may cancel or modify any ordinarily-established meetings by motion and approval by a majority of the governing body at any regularly scheduled or special meeting. Notwithstanding the foregoing, the mayor (and, in absence of the mayor, the president of the council), after consulting with the city administrator, shall be authorized to cancel a meeting and make a temporary change in a meeting date when such actions are reasonably necessary due to reasons of health, safety, or welfare, or the known inability to obtain a quorum. Appropriate prompt notice of such cancellation or change in meeting date shall be provided to the public and council members.

(K.S.A. 13-1410; Code 1973, 2.04.040; Code 2003; Ord. 2338, Sec. 1, 2015; Ord. 2371, Sec. 1, 2017; Ord. 2373, Sec. 1, 2017)

ARTICLE 2; SECTION 1-211; RULES AND ORDER OF BUSINESS; RULE 3
[at pages 1-9 to 1-10 in codebook]

Rule 3. Order of Business. At the hour appointed for meeting, the governing body shall be called together by the mayor, and in his or her absence by the acting mayor. The city clerk shall call the roll and note the absentees and announce whether a quorum be present. Upon the appearance of a quorum the governing body shall proceed to business, ~~which shall be conducted in the following order:~~

~~(1) Presentation of petitions;~~

~~(2) Reading of the minutes of the last regular meeting and intervening special meetings, which if no corrections are offered, shall stand approved;~~

~~(3) Presentations of claims and appropriation ordinance;~~

~~(4) Reports of other city officers;~~

~~(5) Unfinished business;~~

~~(6) New business~~