

adopted 4/1/08

Town of Salina
Town Board Agenda Policy

1. All meetings of the Town Board shall be conducted pursuant to a written agenda. The Agenda shall set forth in brief detail each matter of business to be addressed at a meeting.
2. The Agenda shall be prepared by the Town Clerk and made available to the Members of the Town Board at the Town Clerk's Office no later than six (6) business days prior to the meeting. In addition, the agenda shall be distributed to the official newspapers of the town and posted on the official signboard at the Town Hall.
3. Board Members requesting a matter be placed on the Agenda shall deliver to the Town Clerk no later than seven (7) business days prior to the meeting, a brief written description together with any documentation, including petitions, permits, etc.
4. Any Department Head requesting a matter be placed on the Agenda must first submit a brief written description and supporting documentation to the Town Board Members and the Town Clerk. A Town Board member or members will then approve the matter for placement on the Agenda.
5. All requests for transfer of funds need to be made through the Supervisor's office.
6. All items covered by the Town Attorney and Town Engineer shall be listed on the Agenda.
7. No Town Board Member has the authority to remove any matter placed on the Agenda.
8. No matter of business shall be addressed at any meeting unless listed on the Agenda except for a Supplemental Agenda matter authorized by the Town Board for transfer to the regular Agenda.
9. In the event a matter to be placed on the Agenda is unable to be submitted on or before seven (7) business days prior to the meeting, same shall be placed on the Supplemental Agenda.
10. Any Town Board Member requesting a matter be placed on the Supplemental Agenda shall deliver to the Town Clerk no later than three (3) business days prior to the meeting, a brief written description together with any supporting documentation, including petitions, applications, permits, etc. The Supplemental Agenda will be distributed to the Town Board members no later than two (2) business days prior to the meeting.
11. The matters on the Supplemental Agenda shall be transferred to the Agenda and considered by the Board only upon a majority consent of those present. The Town Board may consent to transfer all items to the Agenda or act solely on a specific item or items.