

Town of Cary

Agenda Items submission Policy July 14, 2020

Agenda Items may be submitted for inclusion/discussion by any elected board member. All items for the agenda requested by any member of the board shall be submitted to the clerk prior to the first Tuesday of the month.

The clerk will list the items and the party who requested the placement in an email to the Town Chair by the morning of the first Wednesday of the month., and CC (copy of the email) all board members.

The Town chair is responsible for determining the agenda and submitting for publication to notify the public. Agendas are published on the town website and the Pittsville Record the week prior to the meeting date.

This procedure will provide confirmation of the request to the clerk initially and then a trail to the Chair who is responsible for building the agenda. This method of notification allows board members to request agenda items without direct contact with other board members and possible violation of open meeting laws.