

CITY OF GREENACRES, FLORIDA

COUNCIL POLICY NO. 11

CITY COUNCIL AGENDA PROCEDURES

**CROSS REFERENCES:** Article III, Section 2, City Charter  
Article III, Section 7, City Charter

**POLICY PURPOSE:**

It is the purpose of this policy to establish procedures and deadlines for the submission of items for review and action by the City Council.

**POLICY:**

1. **Agenda Deadline:** The City Council meeting agenda shall be distributed in final form no later than 5:00 p.m. the Thursday before regularly scheduled City Council meetings. For all special City Council meetings or workshops, agendas will be distributed consistent with the timeframe referenced above.
2. **Revisions to Agenda:** There shall be no changes, revisions or alterations to a distributed City Council Agenda unless approved by the City Council. Any person requesting a change, revision or alteration to a City Council Agenda must do so in writing and provide written justification which would mandate the change, revision or alteration requested. In the case of emergencies, said emergency shall be submitted to the City Council at the beginning of the meeting. City Council shall review the claimed emergency and, in its discretion, will determine whether it will accept, review and take action on the matter requested.
3. **Discussion Items:** No official City Council action may take place on any matter appearing on a City Council Agenda as a Discussion Item. It is the intent of the City Council that Discussion Items requiring formal action be properly noticed and placed as a Regular Agenda item.

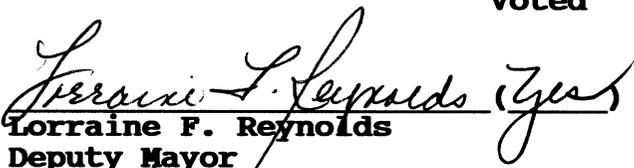
**EFFECTIVE DATE:**

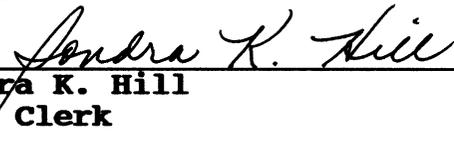
This policy shall become effective immediately upon its adoption by the City Council.

ADOPTED on this 7th day of April, 1997.

Voted

  
\_\_\_\_\_  
Samuel J. Ferreri  
Mayor

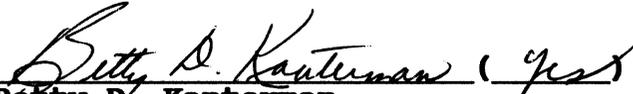
  
\_\_\_\_\_  
Lorraine F. Reynolds  
Deputy Mayor

Attest:  
  
\_\_\_\_\_  
Sondra K. Hill  
City Clerk

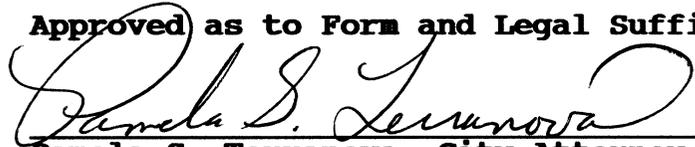
  
\_\_\_\_\_  
Richard C. Radcliffe  
Councilman, District I

  
\_\_\_\_\_  
James E. Rawlins, Sr.  
Councilman, District II

\_\_\_\_\_  
Charles E. Shaw  
Councilman, District III

  
\_\_\_\_\_  
Betty D. Kanterman  
Councilwoman, District IV

Approved as to Form and Legal Sufficiency:

  
\_\_\_\_\_  
Pamela S. Terranova, City Attorney

To: Andrea McCue, City Manager

**DRAFT**

From: Lisa Rivera, Councilwoman

Date: February 27, 2016

Copies: Mayor and City Council  
James Stokes, City Attorney

### Council Policy 11

#### City Council Agenda Procedures

**CROSS REFERENCES:** Article III, Section 2 City Charter  
Article III, Section 7 City Charter

#### **POLICY PURPOSE:**

It is the purpose of this policy to establish procedures and deadlines for the submission of items for review and action by the city council.

#### **POLICY:**

1. **Agenda deadline:** ~~The city council meeting agenda shall be distributed in final form no later than 5:00 PM the Thursday before regularly scheduled City Council meetings.~~ A tentative city council meeting agenda shall be distributed to Council by 3:00 PM the Wednesday before a regularly scheduled City Council meeting. The City Council meeting agenda shall be distributed in final form and posted online by Thursday at 5:00 PM before a regularly scheduled City Council meeting.
2. **Revisions to Agenda:** There shall be no changes, revisions, or alterations to a distributed City Council Agenda unless approved by the City Council. Any person requesting a change, revision or alteration to a City Council Agenda must do so in writing and provide written justification, which would mandate the change, revision or alteration requested. In the case of emergencies, said emergency shall be submitted to the City Council at the beginning of the meeting. City Council shall review the claimed emergency and, in its discretion will determine whether it will accept, review and take action on the matter requested.
3. **Discussion Items:** ~~No official City Council action may take place on any matter appearing on a City Council Agenda as a discussion item. It is the~~

~~intent of the City Council that the discussion items requiring formal action be properly noticed and placed as a regular agenda item. Any council member may bring any discussion item to the agenda . This action will benefit the public as well. City Council action may take place on any discussion item.~~