

RESOLUTION NO. 2005-08

**A RESOLUTION ADOPTING CITY COUNCIL AGENDA
PROCEDURES FOR THE CITY OF CHEROKEE VILLAGE**

Whereas, the City Council of the City of Cherokee Village shall adopt policies and procedures for the operation of its City Council Meetings, be it therefore resolved that the following agenda procedures shall be adopted for that purpose.

Section 1. All items to be placed on the agenda shall be submitted in writing to the City Clerk/Treasurer before the agenda is closed for the next scheduled City Council meeting.

Section 2. The agenda shall be adopted or modified by motion and approved by a majority of City Council members present at the meeting; upon a quorum being established for said meeting.

Section 3. Emergency items shall be added to the agenda at the date of the City Council meeting, if approved by a majority of City Council members present at the meeting; upon a quorum being established for said meeting.

Section 4. Items submitted for the agenda as prepared by the City Clerk/Treasurer shall be organized and placed in the proper agenda category upon cooperation with the Mayor.

Section 5. A printed agenda shall be made available to the media prior to the City Council meeting in accord with the Freedom of Information Act, and posted in accessible venues.

Section 6. The printed agenda and accompanying information permitted in accord with the Freedom of Information Act shall be made available to the public at the scheduled City Council meeting.

Section 7. The following agenda format shall be adopted for City Council meetings for the City of Cherokee Village:

- Call to Order
- Opening Protocol
- Roll Call/Establish Quorum
- Adopt Agenda
- Public Comments on Agenda Items (3 minute limit/speaker)
- Approval of Minutes
- Approval of Financial Reports
- Reading of Correspondence Reports
- Old Business
- New Business
- Other Public Comments on City-related issues (3 minute limit/speaker)
- Adjournment

Be it therefore resolved, upon adoption of this resolution, this procedure shall be in effect for the City Council of the City of Cherokee Village, Arkansas subject to annual review at the first meeting of the City Council in January of each year. Whereas, modification of this procedure and approval of the procedure shall occur at said meeting.

PASSED AND APPROVED BY THE CHEROKEE VILLAGE CITY COUNCIL.

DATED: August 18, 2005

APPROVED: 
Ray Maynard, Mayor

ATTEST: 
Susan E. Maynard, Clerk/Treasurer