

Sec. 2-53. - Items to be included.

- (a) The Town Manager shall place on the agenda for each Town Council meeting all items as in his opinion, after consultation with the Town attorney and the Town clerk, require or are appropriate for council consideration. Such items shall be supported by a brief written description of the facts and circumstances giving rise to the problem and accompanied by suggestions for desired council action. The same shall be distributed to members with the prepared agenda. Proposed motions shall be complete with names, dates, conditions, terms, places and other details.
- (b) The mayor and each member of the council shall have the right to have included on any prepared agenda such items as he deems appropriate for council consideration. The mayor and members of the council desiring to submit items for inclusion on the prepared agenda shall notify the Town clerk or Town Manager of the nature of the matter they wish considered in sufficient detail as to enable the item to be properly formulated and the Town Manager to be prepared for discussion. Such notification may be oral or written, and shall be delivered sufficiently prior to the meeting at which consideration is desired to allow the Town staff reasonable time to include the items on the prepared agenda, and undertake any investigation required. If the member desires the council to adopt any resolution, ordinance or motion, he shall prepare the same and deliver it to the Town clerk in reasonable time to allow for duplication and distribution in accordance with section 2-52. All material pertinent to items scheduled hereunder shall be distributed to members with the prepared agenda.
- (c) Any member of the public directly affected or aggrieved by circumstances, conditions or occurrences arising within the Town, and over which the Town can reasonably be expected to exercise control or influence, shall have the right to have placed on the prepared agenda of any regular or special meeting and have considered a separately numbered item appropriate to the problem or request to which it is desired to direct the attention of the council. Requests from members of the public for inclusion of such items on the agenda shall be in writing and contain a brief description of the circumstances giving rise to same. If it is desired that the council adopt a particular ordinance, resolution or motion, the same should be prepared and submitted with the written statement. Such written request shall be delivered to the Town clerk or Town Manager at least 20 working hours (three working days) prior to the start of the meeting at which consideration is desired (Thursday 12:00 noon for meeting following Monday); provided that in cases involving an emergency, as found by the Town Manager, the 20-hour requirement may be waived. Members of the public at whose request items are included on the agenda are advised to be present at the council meeting during which their item is discussed in order to offer additional

explanation and so that members may have the opportunity to question them. All material pertinent to items scheduled hereunder shall be distributed to members with the prepared agenda.

- (d) In addition to specific items placed on the prepared agenda of any meeting pursuant to subsection (c) of this section, members of the public may appear and be heard briefly under the agenda item entitled "Receipt of Petitions and Communications" for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. Such appearances shall be limited to a short resume of the situation or problem involved and the action directed. At the conclusion of such appearances, all matters discussed shall be referred to the Town Manager for investigation and report; except as same may be considered by the council after being added to the prepared agenda pursuant to sections 2-50(f)(6) and 2-51.

(Code 1962, app. 3; Code 1969, § 2-53; Ord. of 9-7-1965; Ord. of 10-23-1967)