

RESOLUTION NO. 2016-1114

A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE FOR THE TOWN OF ANTHONY, TEXAS FOR PURPOSES OF THE SUBMISSION, PLACEMENT, AND PREPARATION OF AGENDA ITEMS FOR COUNCIL MEETINGS.

WHEREAS, the Town Council did hold a duly noticed public meeting; and

WHEREAS, the Town Council did consider testimony from staff and the public concerning the subject of this Resolution before reaching its decision; and

WHEREAS, the Town Council recognizes that every legislative body needs a systematic way of conducting its business; and

WHEREAS, the Town Council recognizes that policies and procedures prevent confusion by establishing an organized process for the submission, placement, and preparation of agenda items for council meetings; and

WHEREAS, the Town Council deems it to be in the best interests of the Town of Anthony to establish a policy and procedure for purposes of the submission, placement, and preparation of agenda items for council meetings.

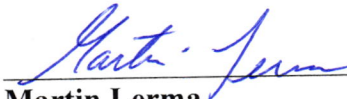
NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Anthony, Texas as follows:

- 1. That only the following persons are permitted to submit agenda items to the Town Clerk for placement on council meeting agendas: Mayor, Councilors, Town Clerk, Town Attorney, Town Engineer, and Department Heads.**
- 2. That all persons submitting agenda items to the Town Clerk must do so through the use of a Council Action Form (“CAF”), a copy of which is attached hereto as Exhibit “A” and which is hereby formally approved for use by the aforementioned persons.**
- 3. That all persons submitting agenda items to the Town Clerk must do so no later than the end of the business day the Tuesday prior to the meeting or workshop and the end of the business day Thursday prior to the meeting or workshop for “Emergency” agenda items.**
- 4. That in order for the proposed agenda item to be deemed ready for placement on the agenda for the council meeting or workshop, the submitted Council Action Form (“CAF”) must be completely**

filled-out, contain all supporting documents attached thereto, and must be reviewed and signed by all the proper parties designated thereon.

PASSED, ADOPTED, AND APPROVED THIS 14TH DAY OF NOVEMBER, 2016.

APPROVED:



Martin Lerma
Mayor

ATTEST:



Cynthia Ramirez
Town Clerk



ROLL CALL VOTE:

Mayor Pro-Tem Benjamin Romero
Councilor Jose Garcia
Councilor Shawn Weeks
Councilor Joanna Rivera
Councilor Eddie Chavez

Yes
Yes
Yes
Yes
Yes