

**TOWN OF EDGEWOOD**

**Resolution No. 2004-07**

**A RESOLUTION  
ADOPTING THE PROCESS TO FORMULATE THE GOVERNING BODIES COUNCIL  
AGENDA.**

**WHEREAS**, the municipality of Edgewood recognizes the importance of setting the process of the formation of the governing bodies council agenda for each meeting; and

**WHEREAS**, it is important for the public to recognize the process being used by the governing body; it is necessary to describe such process.

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPALITY OF EDGEWOOD that:

1. The Municipal Clerk/Treasurer will compile the agenda for each of the Council Meetings called for by Resolution or by the Mayor or by a majority of the Governing Body.
2. The Municipal Clerk/Treasurer will compile the agenda based on input from the Mayor, Council or his/herself.
3. When an agenda item has been placed on the agenda at the request of the Mayor or Governing Body, no one can remove an item from the agenda unless the Clerk/Treasurer has received permission from the individual that has asked that the item be placed on the agenda.
4. The Clerk/Treasurer may add or remove items received from the public or committees based on time constraints for each meeting, except as provided in item #3.
5. Agenda items must be received by noon on the Friday prior to the regular council meeting.

**PASSED, APPROVED and ADOPTED** by the governing body at its meeting of March 17, 2004.

  
\_\_\_\_\_  
Mayor – Bob Stearley

**ATTEST:**

  
\_\_\_\_\_  
Clerk-Treasurer / Karen Alarid

