

CITY OF YACHATS

ADMINISTRATIVE POLICY NO. 3

AGENDA DEADLINE

OBJECTIVES

To provide Commissions with accurate and timely material with which to evaluate matters before them, to provide time for onsite inspections as required, to provide staff with sufficient processing time and to facilitate orderly progress within a public meeting.

DEADLINE

The deadline for public submission of topics for inclusion on the Agenda of a regularly scheduled Commission meeting shall be 12:00 noon, on Thursday of the calendar week before the meeting for Commissions.

LATE SUBMISSIONS

Items submitted after the deadline may be heard by the Body at their own discretion. Otherwise, they shall be put on the Agenda of the next regularly scheduled meeting.

Adopted by City Council April 13, 1989

Last Edited: March 2005