

**RESOLUTION 2025-002
TOWN OF EDGEWOOD**

**A Resolution Adopting the Process of Formulating
the Town Commission Agenda**

WHEREAS, the Town of Edgewood recognizes the importance of setting the process of the formulation of the town commission 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; and

WHEREAS, it is important that all representatives of the public have a voice and any minority positions are not denied;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF EDGEWOOD that:

1. The Town Clerk will compile the agenda for each of the Commission meetings called for by Resolution or by the Town Manager or by any of the Governing Body with the date set by the Clerk.
2. The Town Clerk will compile the agenda based on input from the Town Manager or any member of the governing body.
3. Agenda items will be placed in the order they are received. In order for an item to be placed on the agenda, it must be received by the Clerk no later than 5:00pm on the Wednesday preceeding the Regular Meeting or at least 48 hours prior to the posting deadline for a Special Meeting. In the event an agenda item submission deadline falls on a holiday or weekend, the Clerk may adjust the deadline, as long as notice of the adjustment is provided to Commissioners and Appointed officials.
4. When an agenda item has been placed on the agenda at the request of the Town Manager or any Governing Body member, no one can remove an item from the agenda unless that Clerk has received written permission from the individual(s) who have asked that the item be placed on the agenda.

Public or Advisory Boards or committees may request items on the agenda through a Commissioner or appointed official.

5. At the discretion of the Town Manager or Town Clerk, items may be added to the agenda after the stated agenda formulation deadline in item 3. above, if the item is time-sensitive, or if by adding the item, the need for a special meeting can be avoided.
6. In the interest of efficient meetings and in consideration for presenters' time, the Clerk may determine the most appropriate order on the agenda for items involving public presentations or guest speakers.
7. This resolution rescinds and replaces Resolution No. 2023-032.



Kenneth Brennan, Mayor

ATTEST:



Michelle Jones, Town Clerk-Treasurer

