

Council Agenda

User Notes:

The basic authority for establishing an agenda for city council meetings rests with the city council under its authority to adopt rules of procedure. The form of an agenda may be prescribed by ordinance or resolution, by city council rules, or simply by informal custom and practice. In many cities preparation of the agenda is delegated to the mayor, city clerk and/or city administrator, and this system seems to work satisfactorily in most cases. However, it would be possible for the council to establish formal rules and regulations for the preparation of the agenda and to indicate in those rules who may place items on the agenda and how they are to be placed on the agenda.

There is no required format or particular order for the council meeting agenda. However, a typical agenda for a city council meeting looks like this:

- Call to Order
- Roll Call/Pledge of Allegiance
- Approval of Agenda/Minutes
- Citizen Comments
- Consent Agenda
- Ordinances and Resolutions
- Public Hearings
- Unfinished Business
- New Business
- Council Action/Discussion
- Committee Reports
- Executive Session
- Adjournment

Comments:

State law requires each city and town to establish a procedure for notifying the public of the agenda for forthcoming council meetings (First Class Cities: [RCW 35.22.288](#); Second Class Cities: [RCW 35.23.221](#); Towns: [RCW 35.27.300](#); Optional Municipal Code Cities: [RCW 35A.12.160](#)). This advance notice to the public can be accomplished by a variety of means, including posting the preliminary agenda in an accessible location.

Reviewed May 2007