

Ordinance and Resolutions Review Process

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- Ordinances/Resolutions and CAES packets are prepared by designated staff.
- The Mayor sets the agenda in an open meeting on the Monday immediately preceding the regular council meeting.
- Proposed ordinances added to the agenda require “Notice of Intent to Adopt” publication.

- “First Reading” of an ordinance is scheduled the Monday following the agenda setting meeting.
- Ordinance scheduled for public hearing and final action. Members of the public may give their input by expressing their views of support or opposition.
- No further action required for ordinance that is denied or fails to pass.

■ THREE WAYS TO TABLE AN ORDINANCE

1. Table temporarily to end of meeting to allow staff additional time to retrieve information.
2. Table to date specific to reasonable amount of time.
3. Table Indefinitely.

Questions?