

General Items of Note

- The sponsoring member of an item can introduce and have final comment before motion.
- Members are asked to confine comments to 5 minutes per agenda item. Can be increased by majority vote
- Discussion of individual agenda items should not go over 1 hour.
- No public comments on Discussion items or Presentations
- Presentations are 10 minutes. By majority vote, restrictions on public comment can be waived.
- Public comments must confine remarks to the item at hand
- Public comment is 3 minutes. By majority vote, comments can be lengthened in increments in one minute.
- No quorum is required to hold a workshop
- New agenda items may be added only with a unanimous vote by the board at the beginning of the meeting.
- City Clerk will provide all pertinent agenda info at least one week prior to all regularly scheduled meetings.
- Staff are directed to develop timelines to meet the deadlines specified, including providing info to City Clerk nine days prior:

Thursday 21 days before the meeting	Staff (AH) sends 1 st reminder to Board to submit agenda item requests.
Thursday, 14 days before the meeting	Staff (AH) sends 2 nd reminder to Board to submit agenda item requests. Staff (AH) begins putting agenda items in Legistar
Tuesday, 9 days before each meeting	Board (SAB) deadline for agenda items and supporting documents. Staff (AH) finalizes agenda items in Legistar
Wednesday 8 days before each meeting	Clerk (LC) generates draft agenda and sends to Staff (AH) and Board Chair (MH) for review and edits.
Thursday, 7 days before the meeting	Clerk (LC) makes suggested changes and publishes agenda to the COKW website and sends a copy to SAB Board members.