

WHAT IS AN AGENDA?

Clayton citizens are welcomed and encouraged to attend town council meetings. Attending a council meeting allows you to be informed about the issues before the Clayton Town Council.

An agenda allows the Council to conduct the business of the Town in an orderly fashion and enables citizens to know what is to be discussed by the Council. This issue of Clayton Council Meeting – 101, will explain how the agenda packet is compiled, the difference between a work session agenda, regular session agenda, and the consent agenda.

The Clayton Town Council did not always use an agenda when conducting its meetings. During the 1975 swearing in ceremony of Town of Clayton elected officials, Mayor Herman Jones recognized the need for the Council to have an agenda the Friday before the Monday Council meeting. Shortly thereafter, the Council amended its Town Code of Ordinances to include section 30.19: “*The Town Manager shall prepare an agenda for each regular meeting.*”

Today, the agenda preparation is a collaborative process between the Town Manager and Town Clerk. The Town Clerk drafts the agenda beginning two Fridays before the Monday meeting. Council and Town staff forward support materials to the Town Clerk. The Town Manager reviews the drafted agenda the Monday before the meeting, makes recommendations for revisions, and forwards support material for the agenda to the Town Clerk. The Town Clerk compiles the agenda packet with the goal of having the agenda finalized the Wednesday prior to the Monday meeting. An agenda packet is available in the office of the Town Clerk for viewing and it is also available on the Town’s website no later than the Friday before the Monday meeting at: www.townofclaytonnc.org

During a work session, Council will receive staff reports for items of public hearing, presentations for Town services, and citizen requests. Based upon the information in the work session agenda packet, staff reports, and presentations, Council may request additional information for the next meeting. Typically, the Council does not vote at the work session unless an item is carried over from the previous meeting or the Council votes to suspend its rules in order to take action on an item that is time sensitive. Work sessions are the second meeting of the month.

Items that were on the work session agenda are carried over to the regular agenda for action by the Council – meaning the Council will vote on the item. After receiving public comment, testimony, or additional information, all Council

members will deliberate, or discuss, the item. After all Council members have had an opportunity to deliberate, a member will make a motion. The motion becomes the action of the Council. The regular meeting also referred to as the action meeting, is the first meeting of the month.

For the work session and regular meeting agendas, Item 3 is referred to as the consent agenda. Items on the consent agenda are considered routine in nature or have been thoroughly discussed at previous meetings. Any member of the Council may request to have an item removed from the consent agenda for further discussion. All items on the consent agenda shall be voted on and adopted by a single motion.

The Council agenda may be viewed online at www.townofclaytonnc.org the Friday before a scheduled meeting. If you do not have access to the Internet, please call 919.553.5002 and request a copy of the agenda.

If you have questions or suggestions for the next “Clayton Council Meeting – 101” article, please contact the Town Clerk.

We look forward to seeing you at Town Council meetings.