



## POLICY AND PROCEDURE

<b>SUBJECT:</b> Council Deliberation	<b>GROUP:</b> Administration	<b>NUMBER:</b> 100-10
<b>EFFECTIVE DATE:</b> January 1, 2021	<b>SUPERCEDES:</b> Policy 100-10 dated November 21, 2007	
<b>PREPARED BY:</b> Jeff Niten	<b>APPROVED BY:</b> Jeff Niten	

### 1.0 PURPOSE:

To establish a procedure ensuring that the City Council and members of the public are given appropriate notice in order to make thoughtful decisions on non-emergency matters.

### 2.0 DEPARTMENTS AFFECTED:

All departments.

### 3.0 REFERENCES:

City of Shelton Protocol Manual adopted by Council via Ordinance 1936-0119 on January 2, 2019.  
Shelton Municipal Code 2.04. Revised Code of Washington (RCW) 35.18.170.

### 4.0 POLICY AND PROCEDURE:

It is the policy of the City of Shelton to thoughtfully consider decisions, and to allow for meaningful public participation, prior to deciding non-emergency matters. Additionally, it is the policy of the City of Shelton to provide opportunity for public comment prior to deciding non-emergency matters.

The general policy is hereby established to require that the Shelton City Council be given appropriate opportunities to consider an issue prior to being asked to decide a non-emergency matter. Exceptions are permitted for subjects where the strict application of this policy is impractical, or otherwise inadvisable.

It is recognized that unanticipated circumstances may arise wherein observance of this policy is impractical. See Policy 100-90. Regardless, those involved in the policy process should make every effort to adhere to the expectation embodied in this procedure.

#### 4.1 Looking Ahead Agenda:

- 4.1.1 The purpose of the Looking Ahead Agenda is to establish a list of issues that are anticipated to be under consideration at future City Council meetings.
- 4.1.2 The Looking Ahead Agenda shall be maintained by the City Clerk.
- 4.1.3 The Looking Ahead Agenda is to be attached to each City Council Regular Meeting Agenda, and published as though it was part of the meeting.
- 4.1.4 The Looking Ahead Agenda shall include the anticipated date of the future action.
- 4.1.5 The date the briefing and supporting materials are due for publication to ensure accurate information to the City Council and to the public.
- 4.1.5 For all matters to be heard by City Council items shall be placed on the look ahead agenda for the anticipated date of consideration at the earliest possible opportunity. In no instance shall items be placed on the Look Ahead Agenda less than one (1) meeting prior to the expected Action date by City Council unless otherwise determined to be impractical.

#### 4.2 Other "Touch" Options/Methods

- 4.2.1 Although the Council Deliberation method discussed in this policy associated with the Looking Ahead Agenda is expected to be the most commonly used methodology, other less formal communications are permitted. Less formal communications include Council briefings scheduled regularly with the City Manager. Work sessions on specific topics may be utilized to provide City Council with additional in-depth information on complex topics. Whether formal or informal practices are used the crucial point is to give notice to the City Council and the public about upcoming matters scheduled for Council consideration.
- 4.2.2 Ordinances considered by the Shelton City Council shall be considered at two (2) public meetings unless the majority of Council desires to waive second reading of any Ordinance where permitted by law. The first public meeting shall be a duly noticed public hearing if required.
- 4.2.3 Resolutions considered by the Shelton City Council shall be heard at a single meeting, unless the majority of City Council desires a second meeting.
- 4.2.4 Motions shall be considered by Shelton City Council utilizing the same method for Resolutions.