

2.06.110 - Placement of items on the agenda by city council members.

Members of city council may place items on the agenda for meetings of the city council as follows:

Special city council meetings/legislative review committees. City council representatives may place items on any agenda for a special city council meeting/legislative review committee called in accordance with Section 3.5A of the El Paso City Charter by notifying the mayor, city manager and city clerk prior to the posting of the agenda for the respective special city council meeting/legislative review committee.

City Council Reporting and Appointments. City council representatives may place matters relating to appointments to boards and commissions, financial reporting, campaign contributions, donations received, gifts, or any other reporting requirements arising from the charter, state law or applicable law on any city council agenda by providing notice to the city clerk by 12:00 p.m. on the Wednesday before the city council meeting to be held on the following Tuesday.

City Council Presentations. City council representatives may place items on the city council agenda to allow for presentations by the respective city council member on any city council Agenda by providing notice to the city clerk by 12:00 p.m. on the Wednesday before the city council meeting to be held on the following Tuesday. The city council presentations shall not require input or work by members of city staff and the only action to be requested by the respective council member shall be approval of resolutions in support of a measure, request for a subsequent agenda item, or a request for additional work from staff; if approved by a majority of city council.

Request for Action. City council representatives may place items on the city council agenda. The deadline for submission to the city clerk is Wednesday at 12:00 p.m. the week before a Tuesday city council meeting. Upon receipt of a submittal from a city council member, the clerk will schedule the item for the next Tuesday city council meeting following the submittal. The item shall not be removed from the agenda without the consent of the member who made the submittal.

Agenda Items Placed by Mayor. The Mayor may place items on any agenda of the city council in accordance with the terms of the city charter and applicable state law.

Adequate Back-up For Agenda Items. All submissions from city council representatives and the mayor must be accompanied by adequate back-up to provide the council members, public and city staff with sufficient information to ascertain the details of the topic and action that will be requested. The city clerk will not post an item on the agenda if the request for submission is not accompanied by a fully completed "agenda summary" in the form provided by the city clerk. The agenda summary shall be the minimum amount of back-up acceptable.

(Ord. No. 18746, §§ 1, 2, 11-28-2017)