

Agenda Setting

An agenda is the list of items of business to be presented and discussed at a meeting. All agendas are developed by Co-Chairs and group members and is drafted by the planning council support staff; all draft agendas are approved by group Co-Chairs. Agendas may be amended upon draft agenda approval, but may not include a new item for vote. The agenda must be published to the members and the public before each meeting as required by the Bylaws. In order for items to be considered for a vote the agenda must indicate that it is either a “vote” or “possible vote”.

Emergency requests to place items on the Planning Council agenda may be directed to one of the Council Co-chairs as long as the request is consistent with the 72 hour notification requirement of the Sunshine Ordinance.