



Council Rules of Business Timelines Chart

Item	Deadline*
Request to add item to an upcoming agenda	11 calendar days prior to meeting
Remote Attendance Notification	6 days prior to meeting
Removal of Items from Consent Agenda**	Monday 12:00 Noon
Council Question Deadline for written responses	Monday 12:00 Noon
Supplemental Memo(s) Distributed***	Tuesday 12:00 Noon
Meeting packets available electronically	Friday prior to meeting by 12:00 Noon
eComment Closes	Tuesday 12:00 Noon
Information handed out at meetings uploaded to website	48 hours following meeting

*No later than

**If advance notice is not given, items must be removed during agenda approval.

*** Supplemental Memo information will be posted on the website following distribution to Council.