

## Rules of Business Timelines Chart

<b>Proposed</b>		<b>Previous</b>
<b>Item</b>	<b>Deadline*</b>	<b>Previous Deadline in Rules of Business</b>
Request to add item to an upcoming agenda	11 calendar days prior to meeting	11 calendar days prior to meeting
Remote Attendance Notification	6 days prior to meeting	None specified
Removal of Items from Consent Agenda**	Monday 12:00 Noon	None specified
Council Question Deadline for written responses	Monday 12:00 Noon	None specified
Supplemental Memo(s) Distributed***	Tuesday 12:00 Noon	None specified
Meeting packets available electronically	Friday prior to meeting by 12:00 Noon	Friday prior to meeting at 12:00 Noon
eComment Closes	Tuesday 12:00 Noon	Tuesday 12:00 Noon
Information handed out at meetings uploaded to website	48 hours following meeting	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.