

City of Berkeley Procedure for Agendizing

The Agenda Committee that consists of the Mayor and two Council members with one alternate sets the Agenda. This group is not a filter but rather they make sure that the reports are complete and ready to be placed on the agenda. They meet two weeks prior to the Council Meeting. If a Council members wishes to place an item on the agenda, they submit a written report to this Agenda Committee and no further support is needed at that time. The Committee is not a filter but rather helps maintain the required thoroughness of the supporting staff reports. All staff-type reports are routed through the City Manager (this is at the 3 week prior bench mark) with the City Manager making sure all staff reports are properly prepared. Should an item be Time Critical, the Council Member may place this in a special area on the agenda. Council members usually prepare their own reports for agenda items.

The two main points of COB agendas: The committee does not filter the content of the agenda rather assure the information is more complete, and Council Members submit reports in advance.

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