

**From:** Allan T Maris  
**Sent:** Monday, August 01, 2005 11:04 PM  
**To:** Beth Pollard

Beth,

Per our discussion with Robert Zweben this evening I suggest the following procedure for a council member to agendize an item for a future council meeting:

1. A council member will announce at a prior council meeting that they wish to place an item on the agenda for the next council meeting.
2. The agenda item with background, discussion, analysis, justifications, supporting information, conclusions and recommendations would be given to staff by the following Wednesday and be placed in the council packet (a week later) on the Wednesday before the next council meeting. An accompanying staff report would be recommended, but it would be optional.
3. To avoid potential violations of the Brown Act other council members would not be asked to review the agenda item with the agendizing council member prior to the council meeting. However, based on concerns about the quality and appropriateness of the agenda item a council member could place a motion before the council at any time during the item presentation to continue the agenda item to a future meeting when the agenda item could be put into a more acceptable form. The council members would then have an opportunity in public to review, discuss and recommend changes that would create an acceptable agenda item for a future meeting.
4. Beth, a second option I would like the Council to consider is the "Berkeley Procedure for Agendizing" that you have sent me. Hopefully you can find the correct committee composition for our council that does not violate the Brown Act.

If you call before 9:30 am tomorrow, we can discuss any questions of concerns you might have.

Thanks, Allan