

WHAT IS AN AGENDA?

An agenda allows the Council to conduct the business of the Town in an organized format and allows citizens to be informed about what is scheduled for discussion by the Town Council.

History of Agenda in Clayton:

The Clayton Town Council did not always use an agenda when conducting its meetings. During the 1975 swearing in ceremony of Town of Clayton elected officials, Mayor Herman Jones recognized the need for the Council to have an agenda the Friday before the Monday Council meeting. Shortly thereafter, the Council amended its Town Code of Ordinances to include section 30.19: "The Town Manager shall prepare an agenda for each regular meeting."

How is the Agenda Prepared Today?

Today, the agenda preparation is a collaborative process between the Town Manager, Town Clerk and Department Heads. The Town Clerk creates an "agenda preparation file" which is placed on the public drive two weeks prior to the council meeting. This allows staff to provide support material for any item to be placed on the agenda. The Town Clerk will prepare a draft agenda and a preparation meeting is held one week prior to the scheduled council meeting. This meeting is attended by the Town Clerk, Town Manager and any staff requesting an item be placed on the agenda. Agenda items are fully discussed at the meeting. Following that meeting the Town Clerk prepares the final agenda with all supporting documentation and forwards the agenda to the Town Manager. Once final approval is received from the Town Manager, the Town Clerk will finalize agenda for distribution.

Where Can I Get a Copy of the Agenda?

The final agenda is completed and available on the Town's website (www.townofclaytonnc.org) no later than 4:00 p.m. the Thursday prior to the Town Council meeting. An agenda packet is also available for viewing at the Town Clerk's office.

How Often Does the Clayton Town Council Meet?

The Clayton Town Council meets two times per month. Those meetings are held the first and third Monday of the Month. Both meetings begin at 6:30 p.m. and are held in the Council Chambers located at Clayton Town Hall on Second Street. The first meeting of the month is a regular meeting and the second meeting is the work session.

What's the Difference Between a Work Session and a Regular Meeting?

During a work session, Council will receive staff reports for items of public hearing, presentations for Town services, and citizen requests. Based upon the information in the work session agenda packet, staff reports, and presentations, Council may request additional information for the next meeting.

Typically, the Council does not vote at the work session unless an item is carried over from the previous meeting or the Council votes to suspend its rules in order to take action on an item that is time sensitive.

Items that were on the work session agenda are carried over to the regular agenda for action by the Council – meaning the Council will vote on the item. After receiving public comment, testimony, or additional information, all Council members will deliberate or discuss the item. After all Council members have had an opportunity to deliberate, a member will make a motion and the motion will be voted on. The motion becomes the action of the Council. The regular meeting also referred to as the action meeting.

What is a Consent Agenda?

Items on the consent agenda are items that are considered routine in nature or have been thoroughly discussed at previous meetings. All items on the consent agenda are voted on and adopted by a single motion.

Any member of the Council may request to have an item removed from the consent agenda for further discussion.

We look forward to seeing you at Town Council meetings.