

RESOLUTION NO.2007-09-18-4

A RESOLUTION OF THE VILLAGE OF VINTON, TEXAS ESTABLISHING VILLAGE POLICY FOR AGENDA PACKETS.

WHEREAS, the Village Council of the Village of Vinton, Texas finds that it is reasonable and necessary to establish a Village policy governing the preparation and distribution of agenda packets in order to afford council members a reasonable opportunity to inform themselves of items on the agenda reasonably in advance of the meeting at which the items will be considered and to give Village staff charged with preparation of the packets clear direction on the procedures related thereto.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS as follows:

(a) Agenda packets, consisting of the Agenda and the supporting documentation pertaining to each agenda item, shall be prepared by the Village Clerk staff prior to each regular and special council meeting. The agenda packets for regular meetings shall be ready for pick-up at the Village Hall by council members by 3:00 p.m. on the Friday preceding the following Tuesday's regular meeting. Agenda packets for special meetings shall be ready for pick-up by council members by 3:00 p.m. on the day the notice of the special meeting is required to be posted under the Open Meetings Act.

(b) The council member sponsoring a particular agenda item shall be primarily responsible for supplying the supporting materials pertaining to that item to the Village Clerk. These materials shall be supplied to the Village Clerk by noon on the day prior to when the Agenda packets are required to be ready.

(c) Each council member shall sign for the agenda packet at the time of pick-up. A

council member may appoint another individual to pick-up their agenda packet by notifying the Village Clerk of their designee in writing in which case this designee shall be required to sign for receipt of the packet on behalf of the council member.

(d) The Village Clerk may deliver the agenda packets electronically to council members who request this delivery method provided that the packet is in a format suitable for electronic transmission. The Village Clerk will maintain an electronic receipt of the transmission.

PASSED AND APPROVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF VINTON, TEXAS on this 18th day of September, 2007.


MADELEINE PRAINO, Mayor

ATTEST:


JESSICA GARZA, Village Clerk

APPROVED

SHANEA ENGLISH, Village Attorney