

Council Meeting Agenda Deadlines

2 Fridays before meeting date:	Items due to Executive for review/approval
Tues. week prior at noon:	Executive Staff sends email that agenda bills are ready for the clerk to prepare agendas, Council Office items must be agenda ready (final version, approved by legal)
Tues. week prior end of day:	Clerk emails draft agendas to chairs for approval
Weds., week prior:	Chairs approve draft agendas, clerk publishes final agendas
Monday (before noon, if possible):	Agenda revisions due – must have materials in hand, approval by legal, and permission from Chair to add
Day of the meeting, before end of day	Presentations due – Council staff uploads to AB file. (Presenters run their own slides via zoom screen share)

Council amendments to an agenda bill item

To submit an amendment to an agenda bill item, there are several options (in order of preference):

1. Request a word document from council staff and enter your changes using the tracked changes version. Submit to council staff to upload as a 'Substitute' for council consideration.
2. Provide your written changes to staff to create a tracked changes version. Staff will upload the 'Substitute' for council consideration.
3. Email requested changes to council@co.whatcom.wa.us and reference the AB#. Make a motion during the meeting to revise the agenda bill item and refer to the written changes emailed.
4. Make a verbal motion at the dais during the meeting to revise the text. (least preferred for record keeping).