

Drummond Island Township Agenda Creation Policy

Purpose: To establish a standardized process for the creation, distribution, and change management of agendas and meeting minutes for township board meetings to ensure organized and efficient meetings.

Scope: This policy applies to all township board members, township staff, and any individuals or groups submitting items for consideration on the township board agenda.

1. Agenda Item Submission

1.1. Submission Deadline: All agenda items must be submitted for review as New Business to the township supervisor via e-mail (supervisor@drummondislandtownship.org) at least ten (10) business days before the regularly scheduled monthly board meeting.

1.2 Submission Format: Agenda items must include the following:

- A clear and concise title.
- A brief description of the item.
- Any supporting documents or materials.

2. Agenda Creation

2.1 Initial Review: The township supervisor will conduct an initial review of all submitted agenda items to ensure completeness. Incomplete requests for agenda items may not be included.

2.2 Consultation: The township supervisor may consult with relevant department heads to ensure the appropriateness of the agenda items.

2.3 Drafting: The township supervisor will compile the agenda items into a draft agenda.

3. Packet Preparation and Distribution

3.1 Supporting Materials: The township supervisor will send the draft agenda and supporting materials electronically to the township clerk. The township treasurer will send the monthly cash activity report and quarterly investment report electronically to the township clerk at least seven (7) business days prior to the regularly scheduled board meeting.

3.2 Packet Preparation: The township clerk will prepare the meeting packet, including the draft agenda and all supporting documents (including the monthly budget and revenue report and accounts payable report).

4. Distribution Timeline:

4.1 The finalized agenda and meeting packet will be sent electronically to all township board members' designated township e-mails and made available in hard copy in their office mailboxes at least five (5) business days before the scheduled meeting by the township clerk.

4.2 Public Availability: The township clerk will send the agenda to the Social Media Coordinator to be made available to the public through the township's website at least five (5) business days prior to the meeting

5. Mandatory Agenda Items

6.1 Monthly Reports:

- Cash Activity Report provided by the Treasurer.
- Revenue and Expenditure Report provided by the Clerk.
- Accounts Payable Report for bills paid in the previous month provided by Clerk.

6.2 Quarterly Reports:

- Investment Report provided by the Treasurer.
- Budget Narrative and Health Report provided by the Supervisor.

7. Additions & Amendments to the Agenda During the Meeting

7.1 Motion to Amend: Any township board member may make a motion to amend the agenda during the meeting, prior to the board voting to approve the agenda.

7.2 Discussion and Approval: The motion to amend the agenda will be discussed by the board members. Amendments to the agenda require a majority vote for approval.

7.3 Documentation: Any approved amendments to the agenda will be documented by the township clerk in the meeting minutes.

8. Agenda Format

8.1 Standard Sections: The agenda will typically include the following standard sections:

- Regular Meeting
 - Call to Order
 - Roll Call
 - Approval of Agenda
 - Approval of Minutes
 - Approval of Bills
- Information
 - Board Member Reports
 - Department Head Reports
 - Committee Reports
 - External Parties
- Communication
 - Public Comments
- Old Business
- New Business
- Board Discussion Items
- Adjournment

9. Follow-Up and Documentation

9.1 Meeting Minutes: Minutes of the township board meetings will be recorded by the township clerk and detailed, including any decisions made and follow-up actions required. The clerk will provide the

meeting minutes electronically to all board members within eight (8) business days of the meeting and to the Social Media Coordinator for inclusion on the township website.

10. Roles and Responsibilities

10.1 Township Supervisor

- Compiles and drafts the agenda.
- Consults with relevant department heads to ensure completeness of agenda items.
- Sends draft agenda and supporting materials electronically to the township clerk.
- Sends budget narrative and health report to township clerk (quarterly)

10.2 Township Treasurer

- Sends Cash Activity (monthly) and Investment reports (quarterly) to township clerk.

10.2 Township Clerk

- Prepares the meeting packet, including the agenda and all supporting documents.
- Distributes the finalized agenda and meeting packet to all township board members' designated township e-mails and makes it available in hard copy at least five (5) business days before the regularly scheduled board meeting.
- Makes the agenda available to the public via the Social Media Coordinator at least five (5) business days prior to the meeting.
- Records and maintains minutes of the township board meetings.
- Documents all approved amendments to the agenda in the meeting minutes.
- Provides the meeting minutes electronically to all board members within eight (8) business days of the meeting and to the Social Media Coordinator for inclusion on the township website.
- Publishes legal notices and meeting minutes as required.

11. Meeting Schedule and Deadlines for 2025

Meeting Date	Submission Due	Materials Sent to Clerk	Board Packet Distribution & Public Availability	Meeting Notes Sent to Board & Social Media Coordinator
January 7, 2025	December 24, 2024	December 30, 2024	January 1, 2025	January 15, 2025
February 4, 2025	January 21, 2025	January 24, 2025	January 28, 2025	February 14, 2025
March 4, 2025	February 18, 2025	February 21, 2025	February 25, 2025	March 14, 2025
April 1, 2025	March 18, 2025	March 21, 2025	March 25, 2025	April 11, 2025
May 6, 2025	April 22, 2025	April 25, 2025	April 29, 2025	May 16, 2025
June 3, 2025	May 20, 2025	May 23, 2025	May 27, 2025	June 13, 2025
July 1, 2025	June 17, 2025	June 20, 2025	June 24, 2025	July 11, 2025
August 5, 2025	July 22, 2025	July 25, 2025	July 29, 2025	August 15, 2025
September 2, 2025	August 19, 2025	August 22, 2025	August 26, 2025	September 12, 2025
October 7, 2025	September 23, 2025	September 26, 2025	September 30, 2025	October 17, 2025
November 4, 2025	October 21, 2025	October 24, 2025	October 28, 2025	November 14, 2025
December 2, 2025	November 18, 2025	November 21, 2025	November 25, 2025	December 12, 2025