

## 8.27.08

### RULES AND REGULATIONS OF THE DOVER CITY COUNCIL 2006-2007 PAGE 6

#### 10. FILING WITH THE CLERK

~~Every ordinance, resolution, and document to come before the Council for consideration must be filed with the City Clerk, in compliance with guidelines established by the City Clerk and approved by the City Council, by noon on Wednesday preceding the week on which the Council meets. It shall be the duty of the City Clerk to have available for each Councilor on the next day (Thursday), a brief statement setting forth by number and full descriptive title, all ordinances, resolutions and documents to come before the Council for consideration. Agenda items will be made available after 12:00 p.m. on the Friday preceding each meeting.~~

- A. Every ordinance, resolution, and document to come before the Council for consideration must be filed with the City Clerk, in compliance with guidelines established by the City Clerk and approved by the City Council, by noon on Wednesday ~~preceding the week~~ **before the week** on which the Council meets.
- B. It shall be the duty of the City Clerk to have available for each Councilor **and the public** ~~on the next day (Thursday)~~ **by noon on the Friday before each public meeting** a brief statement setting forth by number and full descriptive title, all ordinances, resolutions and documents to come before the Council for consideration **in the form of a City Council Agenda.**

#### 15. PROCEDURES AND FILING WITH THE COUNCIL

##### 15.1 AVAILABILITY OF AGENDA AND WORKSHOP MATERIALS

- A. **Purpose and Introduction – The purpose of this rule section is to establish time guidelines for distribution of materials to the Council to allow for review prior to consideration.**
- B. **All supporting materials, handouts, resolutions, and other material for agenda items or workshop items shall be placed in the City Councilors Mailbox in City Hall by noon on the Friday before the meeting.**
- C. **Any materials, but particularly materials for subjects pertaining to significant projects and/or major financial commitments by the City, when not delivered by deadline, may be rescheduled for a subsequent workshop or meeting. The Council may not extend any dates where to do so would violate any local, state or federal deadline requirements.**

- D. If the materials are not available by noon on the Friday before the meeting, the Councilors individually may opt to have the materials delivered to their homes.**

**15.2 COLLECTIVE BARGAINING AGREEMENTS:**

- A. Purpose and Introduction – The purpose of this rule section is to establish time guidelines for distribution, review and discussion of the Tentative Agreement and to have periodic meetings for discussion regarding negotiations.**
- B. Informing and Inclusion - The Council shall meet periodically during the negotiation process to discuss the status of the negotiations.**
- C. Tentative Agreements shall be delivered to the Council in Executive Session within 8 business days of ratification (acceptance) by Union Membership.**
- D. The Tentative Agreement will be placed on the agenda for a subsequent Executive Session and Regular Session for vote. No Council vote on a tentative collective bargaining agreement shall occur within 6 calendar days of delivery of the agreement to the Council except to assure compliance with RSA 273-A.**
- E. Contracts approved by the School Board will be delivered to the Council within one business day and shall be scheduled for a vote by the Council at a meeting no sooner than four business days (one week) from delivery to the Council.**