

## **Administrative Policy for Gering City Council Meeting Agendas**

All items for consideration by the Gering City Council at a regular meeting shall be submitted to the City Clerk, in writing, no later than 12:00 Noon on the Wednesday prior to the Council meeting. A Future Agenda Item Form must be completed and is available at the office of the City Clerk (1025 P Street, Gering, NE) or on the City's website at [www.gering.org](http://www.gering.org). If the Wednesday prior to the City Council meeting is a holiday recognized by the City of Gering, the deadline for submittal shall be on the Tuesday prior to the Council meeting. Items submitted for a special meeting shall be submitted to the City Clerk, in writing, no less than forty-eight (48) hours prior to the time of the special meeting. Only those items which are in compliance with the policy of the City Council shall be placed upon the agenda.

/s/Kathleen Welfl, City Clerk

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