



City of Cambridge

--25--

(Calendar Item No. 4)

IN CITY COUNCIL

~~November 19, 1984~~
December 3, 1984

COUNCILLOR WOLF

WHEREAS: It is difficult for the citizens of Cambridge to comment on an issue before the City Council when the relevant documents concerning the issue have not been circulated prior to or during the discussion, and when, in the case of late orders and agenda items, even the identity of the issue being voted is occasionally not clear; therefore be it

ORDERED: That the City Clerk shall insure that the most recent possible Agenda and Hearing Schedule is distributed to the audience, and that any late items submitted prior to the City Council Session but omitted from the list be posted on the bulletin board in the Council Chamber prior to each session; and be it further

ORDERED: That a copy of all materials be made available to the Councillors also be made available to the public in an office near the City Council Chambers during each session, and that a notice to this effect be permanently posted on the Chamber bulletin board; and be it further

ORDERED: That said materials be distributed to interested parties no later than the day after they are made available to City Councillors and before the Council session at which they are introduced, and that the only materials that may be excluded from these requirements are those which are excluded from the requirements of the Freedom of Information Act.



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To the Honorable, the City Council

Date November 30, 1984

From Paul E. Healy, City Clerk

Reference

Subject Order Number Twenty-Five of November 19, 1984, now
Calendar Item Number Four of December 3, 1984.

With reference to the above captioned order all materials of any description which are before the City Council for their consideration come from three sources: the Agenda, Communication List and Orders submitted by individual City Councillors.

The first, namely, the Agenda is submitted by the City Manager's Office and copies of all materials are provided by the City Manager's Office.

The second source, the Communication List, is prepared by the City Clerk's Office and copies of the individual communications are provided in the City Council Packages and in the individual books on Monday for consideration by the City Council.

You will note, that all matters that require action by the City Council should be presented to this office no later than 5:00 p. m. the Thursday preceding each meeting. Despite the requirements of this rule this office has accepted so-called late items and provided supplementary Agenda and Communication Lists with all pertinent materials when received by this office.

In order to continue this procedure it is essential that a cut off time be established on Monday at 12:00 Noon in order to prepare the books and copies for the public of all materials which are offered for consideration by the City Council.

Any alternative to this procedure would result in incomplete information being transmitted to all parties concerned.

The third source, the Orders offered by individual Councillors, come before the City Council in many and diverse ways. In order to prepare the orders for the books and the public the cut off time of 12:00 Noon on Monday would enable this office to provide full information for members of the City Council and all parties concerned.

I respectfully request that the 12:00 Noon cut off time on Monday be observed by all members of the City Council and concerned parties to insure the best and most complete information available for the meeting.

This office has provided and will continue to provide the City Council Office with all late material to be considered at the meeting.

Your kind cooperation in this matter will be greatly appreciated by the City Clerk and his staff.



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- ORDERED: That said materials be distributed to interested parties no later than the day after they are made available to City Councillors and before the Council session at which they are introduced, and that the only materials that may be excluded from these requirements are those which are excluded from the requirements of the Freedom of Information Act.



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- ORDERED: That the City Clerk shall insure that the most recent possible Agenda and Hearing Schedule is distributed to the audience, and that any late items submitted prior to the City Council Session but omitted from the list be posted on the bulletin board in the Council Chamber prior to each session; and be it further
- ORDERED: That a copy of all materials be made available to the Councillors also be made available to the public in an office near the City Council Chambers during each session, and that a notice to this effect be permanently posted on the Chamber bulletin board; and be it further
- ORDERED: That said materials be distributed to interested parties no later than the day after they are made available to City Councillors and before the Council session at which they are introduced, and that the only materials that may be excluded from these requirements are those which are excluded from the requirements of the Freedom of Information Act.

Councillor Wolf

H 26

November 1987

CC

Whereas it is difficult for the citizens of Cambridge to comment on an issue before the City Council when the relevant documents concerning the issue have not been circulated prior to or during the discussion, and when, in the case of late orders and agenda items, even the identity of the issue being voted ~~on~~ occasionally not been disclosed, ^{clear,}

Therefore Be it ordered that the City ~~Manager~~ ^{Chair,} shall insure that the most recent possible Agenda and Hearing Schedule is distributed to the audience, and that any late items submitted prior to the City Council Session but omitted from the list be posted on the bulletin board in the Council chamber prior to each session.

Be it further ordered that a copy of all materials made available to the Councillors also be made available to the public in an office near the City Council chambers during each session, and that a notice to this effect be permanently posted on the Chamber bulletin board. Be it further ordered that said materials be distributed to interested parties no later than the day after they are made available to City Councillors and ~~at least by the Friday~~ before the Council session at which they are introduced. And that the only materials that may be excluded from these requirements are those which are excluded from the requirements of the Freedom of Information act.

Mary
This is under the heading
of "And what do we do in our
 Spare Time !!!"
C. W. Sullivan

Tabled 2 ~~weeks~~ weeks



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December 3, 1984

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- ORDERED: That the City Clerk shall insure that the most recent possible Agenda and Hearing Schedule is distributed to the audience, and that any late items submitted prior to the City Council Session but omitted from the list be posted on the bulletin board in the Council Chamber prior to each session; and be it further
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- ORDERED: That said materials be distributed to interested parties no later than the day after they are made available to City Councillors and before the Council session at which they are introduced, and that the only materials that may be excluded from these requirements are those which are excluded from the requirements of the Freedom of Information Act.

C. Wolf Order re: City Clerk to make all materials which are available to the City Council prior to a Council meeting, available to the general public no later than the day after they are made available to the Councilors and before the Council session at which they are introduced; the only materials to be excluded from these requirements to be those which are excluded by the Freedom of Information Act.

12/3/84

Referred to the
Rules Committee on
motion of C. Wolf Sullivan
- Copy of b7c enclosed.

In City Council,

November 19, 1984

11/19/84

CWS Filed for 2

- WEEKS -

Copy of this + the letter from the
City Clerk sent to the members of the
Committee on Rules: C.W. Sullivan,
C. Dineen + C. Dineen in their Friday,
December 7, 1984 Council PKgs. wk