

☐ New Business Items. All items listed under "New Business" shall be presented to members of the commission with at least one of the following: a staff report, a Common Council resolution, [Legistar cover sheet](#), or the relevant ordinance(s). Unless these rules are suspended by a 2/3 majority of the members present¹, no item shall be considered by the Commission unless it is presented with the required information and said information has been mailed to the members of the Commission with the agenda as required by these rules. ~~The cover or face sheet of a staff report shall contain the following information presented in the order shown:~~

~~Agenda item number~~

~~Meeting Date~~

~~Item~~

~~ID number~~

~~Council Report Due Back Date~~

~~Other Council referrals and actions taken to date~~

~~Staff Discussion — [This section may be left off if all substantive discussion is included in other items, e.g., body of a resolution. Intent is to include background materials. In recognition of the fact that the Commission considers a variety of items, no one form may be responsive.]~~

~~Materials Presented with Item~~

~~[This should be a complete list of the items which the commission has been given to assist them in considering the item. Each item should be numbered with the agenda item number and the attachment number from this list. If a supporting document is on this list, it must be mailed with the agenda. If a supporting document, which is critical for the commission to make an informed decision on the item, has been left off of this list, but is presented to the commission at the meeting, the agenda item shall be referred unless the commission suspends these rules.]~~

~~Staff recommendation/Rationale~~

~~Prepared by~~

~~Signed (by Executive Secretary)~~

¹ Standard Parliamentary procedure.