

City Council Protocols Summary

Roles

To ensure that everyone is clear on their role during public meetings, a detailed explanation on the role played by the elected officials, board members and staff.

Mayor

Mayor Pro Tempore

City Council

Mayor/Council Interaction

Mayor/Council Communication with Staff

Boards & Commissions

Public Meetings

To promote transparency detailed information on public meetings will be very helpful.

Explain process for public comment

Clearly explain the different meetings City Council will hold

Share dates/ times /locations of the regularly set meetings

Agenda Preparation Protocols

-Process to place an item on the agenda

-Submission deadlines

-layout of agenda & meeting

Conduct

To promote ethical behavior sharing detailed information on proper conduct will be assist in accountability among the elected officials, staff and community.

Principles of proper conduct/Respect

Checklist to monitor conduct during public meetings

Member Statement – to uphold the Code of Ethics and Conduct