



Council Policy Updates

Resolution 2021-29
April 19, 2021

Purpose

- Implements policy changes recommended by Policy & Governance Committee
 - Meeting Procedures (CP16, CP20, CP23)
 - City Travel – Expectations & Conduct (CP2(A)(9), CP5, CP14(J), CP19)
- Changes reviewed by Council on April 12, 2021



Debate (16(F)(2))

2. Debate and Speaking.

- a. Councilmembers must be recognized before speaking except to raise a procedural objection or point of order. Councilmembers should use the software function to request recognition but may speak or use other means to get the Mayor's attention.
- b. Councilmembers should ensure their microphone is unmuted and speak clearly and audibly.
- c. Councilmembers should ask the Mayor to request the speakers to repeat themselves if the speaker is not clearly heard.
- d. Council members may speak multiple times (unless debate is limited) but must wait until everyone who wishes to speak has done so.



Procedure (16(F)(3))

3. Procedural Issues. Councilmembers and the City Attorney and City Clerk should be attentive to procedural issues, including the outcome of votes and clarification of the pending question. Councilmembers should address issues promptly by seeking recognition or, if necessary, speaking to get the Mayor's attention before business proceeds. Councilmembers should wait to be recognized before discussing the issue. For example, a Councilmember should immediately raise an issue if:

- a. They do not know what the current vote is about or don't believe a motion is accurately stated by the Mayor;
- b. They cannot hear a speaker; or
- c. They do not agree with the stated outcome of a vote or want to request a roll call vote.



Council Business (16(F)(11))

- Recommended standard – submit by Tuesday before meeting

11. Council business. Except for emergency or unforeseen items, matters arising from public comment, or at the request of the City Manager or City Attorney, it is recommended that Councilmembers submit administrative council business items for a regular meeting with the endorsement of another Councilmember. For example, this includes requests that would require more than an hour of staff time, study session requests, requests for ordinances or resolutions, and other similar matters. Submissions must be received by the Tuesday preceding the meeting on a form provided by the City Manager along with any supplemental materials.



Council Materials (16(F)(12))

- Allows council to put supplemental material in the agenda/record, but limits display/screen sharing at meetings

12. Supplemental Council materials. Councilmembers may submit supplemental materials for any existing agenda item other than a quasi-judicial hearing or action of the City Council. Such materials must be received in acceptable electronic form by the City Clerk at least 8 hours before the meeting and will be included in a republished agenda. Such materials shall not include any confidential, privileged, copyrighted, or trademarked material or the intellectual property of any other person. The councilmember submitting the material is solely responsible for the content. Councilmembers are encouraged to use discretion and conscious of staff time when submitting additional materials. Without the unanimous consent of all Councilmembers present, Councilmembers will not display or cause staff to display any materials unless submitted in accordance with this section.



Electronic Meetings (16(G))

3. Council Conduct. Councilmembers are expected to treat electronic meetings with the same decorum as in-person meetings. Councilmembers should:

- a. Mute their microphones when not recognized to speak;
- b. Keep their video on at all times except during recesses or if the person leaves the meeting temporarily (**Councilmembers generally remain visible even when not speaking**);
- c. Request a recess if needed or announce that the Councilmember is leaving the meeting at any time;
- d. Ensure the appropriateness of their physical or virtual background;
- e. Participate from a private location free of distractions, if possible;
- f. Be conscious of facial expressions and body language;
- g. Avoid eating; and
- h. Dress in a respectful manner.

4. Screen Sharing. Without the unanimous consent of all Councilmembers present, Councilmembers will not share screens or otherwise display material unless submitted in accordance with this section. Screen sharing shall not be permitted during quasi-judicial hearings or while debating quasi-judicial matters, except to review unaltered record evidence.



Public Comments (20)

- Limits unscheduled speakers
- Confirms public comment practices during virtual meetings



Study Sessions (23)

- Confirms purpose of study session:
 - Discussing policy and developing consensus
 - Receiving information
- Allows calling of study sessions in same manner as special meetings
- Requires general summary of topics and consensus
- Similar to meeting procedures (debate, advertising in social media, materials, display/screen sharing)



Conduct & Events

- Entire time of function or travel sponsored or paid for by the city as “official matter” (14(J))
 - Clarifies reimbursement requirements ((2(A)(9), 5(F), 19(I)), if:
 - Seat not filled or absence not excused by extenuating circumstances (family/weather/work) or as allowed by council (unforeseeable events/fairness)
 - Member fails to attend significant portion
 - Member conduct brings disrepute or disrespect to office or city (as determined by Council)
 - Alcohol or campaign use
- *Member can have council determine amount of reimbursement





Questions

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