

## Council Working Agreements

### Council Process:

- The council will work on general discipline in being prepared to ask questions and make comments.
- The council asks the mayor to intervene if discussion on agenda items extends beyond a reasonable time frame.
- The council will engage in the practice of colloquy to fully explore the different sides of a specific point.
- Rather than restating a point, council members should simply say, "I agree."
- The mayor may, with consent of council, adjust each public speaker's time to two rather than three minutes during public hearings for items on which many speakers want to address the council.
- Council members should be open to feedback from other council members.
- In order to hear each other respectfully and honor the public, council members will avoid body language that could convey disrespect, side conversations, talking to staff, whispering to neighboring council members, passing notes, and leaving the council chambers.
- Regarding not revisiting past discussions, the council should check in with fellow members periodically to ensure that this is not an issue.
- During a council meeting, any form of electronic message, including emails and texts, that relate to matters being considered and which arrived at any time during that meeting, shall not be read by council members. Nor should any message on matters under consideration be sent by council members.

### Council Communication:

- Council members agree to keep quasi-judicial roles scrupulously separate between members of boards and members of council, avoid expressing ideas to board members on things coming before the board, and carefully disclose or recuse themselves when there is involvement with board members on a topic.
- Council members agree to email the city manager about issues they run into that staff or boards may be working on so that the manager can be actively involved in managing issues and keeping the full council informed well in advance of items coming before council for action.
- Council members will keep the full council informed on issues from committees, public groups, or other agencies they are following, through Hotline emails, brief verbal reports at the end of council meetings, or other means.
- Council members shall be open to explaining the rationale behind decisions that were made.

### Council Committees:

- Council committee meetings will be scheduled to accommodate the council members on the committee.
- Notice of the times and places for committee meeting will be noticed once per week in the Daily Camera.

- The council agenda will include time for reports from committees under Matters from the Mayor and Members of Council, noting that written communications from the committees are appropriate as well.

#### Selection of Mayor and Mayor Pro Tem:


- Council members will make a good faith effort to select the mayor and mayor pro tem in an open and transparent process.
- After the council election, members seeking election as mayor or mayor pro tem should:
  - make their interest in the position know to their fellow members as soon as possible;
  - focus their communication with other council members on the positive attributes the member brings to the position; and
  - be respectful to other council members seeking election as mayor or mayor pro tem.
- Nominated individuals may post a Hotline message that includes, but need not be limited to, the following:
  - the skills and attributes the member would bring to the mayoral position;
  - the member's ability to efficiently run council meetings, respect the views of the minority while allowing the majority to rule, and perform other mayoral duties;
  - how the member would represent the city and city council and mayor position at gatherings outside of city council meetings;
  - how the member would serve on and appoint other council members to regional and national boards and commissions; and
  - how the member would engender trust from the community and other council members.
- Council members should work to avoid divisiveness by being inclusive during the mayoral selection process.


Agreed this 20<sup>th</sup> day of March 2018.

  
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Aaron Brockett


  
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Cindy Carlisle

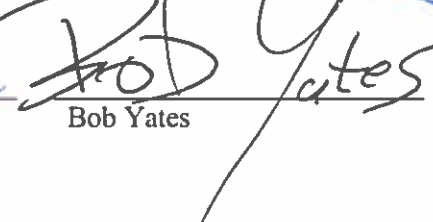
  
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Jill Adler Grano

  
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Suzanne Jones

  
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Lisa Morzel

  
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Mirabai Nagle

  
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Sam Weaver

  
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Bob Yates

  
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Mary Young

