

## David Chanski

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**From:** Gourlay, Aimee <AGourlay@lmc.org>  
**Sent:** Wednesday, April 24, 2024 2:59 PM  
**To:** Angel Zierden; David Chanski  
**Subject:** Follow Up

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Dear Mayor Zierden and cc Mr. Chanski,

It was a pleasure to meet with you on Monday. This email is to follow up on our conversation. The City Council, and possibly a commission or commissions, may be interested participating in a facilitated workshop to about how the Council (and commissions) as at team would like meetings to run.

I would be happy to facilitate the meeting as a part of LMCIT's Collaboration Services for member cities. The next step would be for the council/commissions to agree to participate in the workshop. If you decide to move forward, I would ask to speak with the mayor and one other council member, ideally with a different perspective from the mayor's, to inform the agenda. In addition, I would check in with administrative staff. I may also ask for direct feedback from all members about what they think is working/not working about meetings currently.

I know that you originally were looking for parliamentary procedure training. For context, some councils want to use formal parliamentary procedure, such as those in Robert's Rules of Order. Others find that format too formal. Robert's Rules "Lite" is another option. "Lite" means that the rules regarding motions made, seconded, discussion, voting, etc. are followed, but the various other parliamentary motions and procedures are not followed. I understand that you may also want to talk about how the council handles public input. The LMC Mayor's Handbook ([Link to Mayor's Handbook](#)) discusses the different approaches in chapter 1, pages 15 – 22.

The most important considerations for recommending a workshop are that the rules fit for your community and all members are comfortable coming to meetings and participating in the process. My role would not be to tell you what to do, rather to help facilitate your discussion about what you want and why, and to help you reach consensus about how you want meetings to run, including the mayor's role. This will increase the likelihood of meeting participants having clarity, supporting and co-owning the meeting process.

If commissions are interested, I will want to chat with David and you about the best process. I am thinking about whether the council and commission meetings would/could be during the same workshop. The two groups don't always operate in the same way. My other question would be whether the council members need to have discussion among themselves to build understanding and reduce mistrust, and adding commission takes away from that dynamic. Another option would be for the chairs of committees to attend so they understand what the council decides and can bring it back to commissions. If we decide they are separate meetings, I am happy to participate in more than one meeting.

Please feel free to contact me, or refer others to me, if you have questions.

My Best, Aimee

**Aimee Gourlay JD | LMCIT Collaboration Services Manager**

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