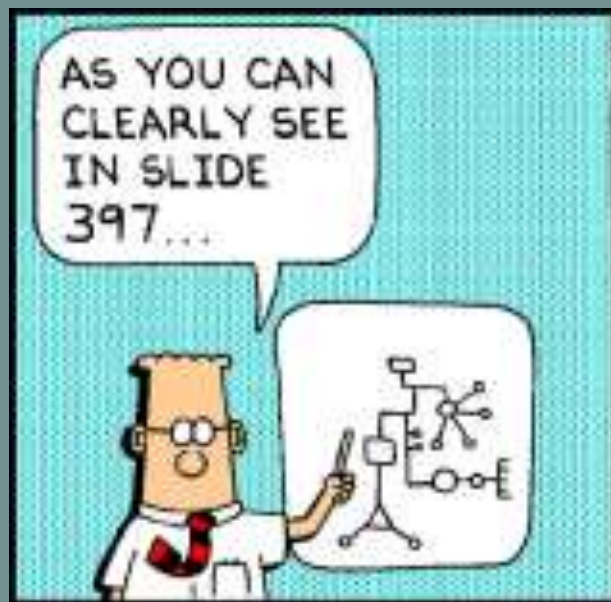




CITY COUNCIL NORMS AND PROCEDURES

A Deep Dive



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WELCOME AND INTRODUCTION

- You've been elected to City Council. Now what?
- City Council Norms and Procedures
- Key to facilitating productive and efficient Council meetings.
- Outlines rules and expectations for all Members

A close-up photograph of several people's hands clasped together in a circle, symbolizing unity, teamwork, and support. The hands are of various skin tones, and the lighting is warm and focused on the center of the group. The background is blurred, showing parts of people's clothing.

THE FOUNDATION: OUR VALUES



Respect: We value diverse interpersonal styles and viewpoints.



Courtesy: We are committed to respectful disagreement and decorum.



Fairness: Council Members' opinions should be expressed individually and not represented as reflections of other Council Members or the City



UNDERSTANDING COUNCIL RESPONSIBILITIES

The Clearlake City Council operates under the Council/Manager Plan.

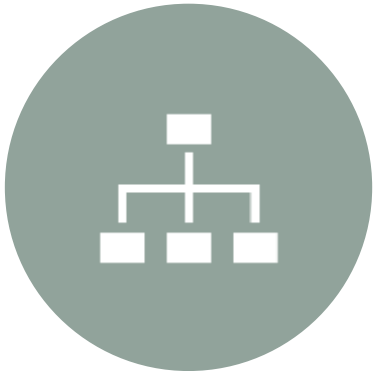
The Council's core duty is to serve the community's best interests.

This includes appointing the City Manager and City Attorney, establishing boards, making legislative decisions, and overseeing the City Manager.

THE CITY MANAGER'S ROLE



THE CITY MANAGER IS THE ADMINISTRATIVE ENGINE OF THE CITY.



RESPONSIBLE FOR BUDGET PREPARATION, PERSONNEL MANAGEMENT, AND IMPLEMENTING COUNCIL POLICIES.



ACCOUNTABLE TO THE ENTIRE COUNCIL, NOT INDIVIDUAL MEMBERS.

ATTENDANCE
AND
PARTICIPATION:
A
CORNERSTONE



- Council members are expected to attend all meetings unless excused.
- Active participation is key to representing community interests and making informed decisions.





COMMUNICATION: CLEAR AND RESPECTFUL


- Correspondence: All official correspondence should reflect the Council's agreed-upon positions.
- CalCities urgent requests for letters of support/opposition can be sent by Mayor/City Manager if CalCities' position corresponds with the Council.
- Routine correspondence (e.g. thank you notes, etc.) can be written without prior consent of the Council.
- Emails: Professional and respectful language is essential at all times.

THE POWER OF REGIONAL BOARDS

Council members on regional boards directly represent Clearlake's interests.



It is crucial to align with the Council's position on relevant issues.



Regular reports to the Council ensure transparency and coordination.



INFORMATION SHARING: THE KEY TO INFORMED DECISIONS

- Transparency extends to information sharing with the Council.
- All members should have equal access to the same information.
- This ensures everyone can make well-informed decisions.

ETHICAL CONDUCT: THE FOUNDATION OF PUBLIC TRUST

Ethics and Anti-Bullying Training: Mandatory training ensures Council members understand and adhere to ethical standards.



Mandated by the Fair Political Practices Commission and the California Secretary of State



This promotes responsible and respectful conduct.

OPEN AND PUBLIC: THE BROWN ACT

- Transparency is vital. The Ralph M. Brown Act mandates open meetings for all Council, commission, and committee proceedings.
- This ensures public access and participation in local government.



THE BROWN ACT



What is the Brown Act?

State law guaranteeing the public's right to attend and participate in meetings of local legislative bodies.

Ensures transparency and accountability in government.



Who is subject to the Brown Act?

Elected and appointed boards, councils, commissions, and committees of local agencies (cities, counties, special districts).

KEY PROVISIONS

- **Open Meetings:**
 - All meetings must be open to the public, except for closed sessions.
 - Proper notice must be given for meetings (time, date, location, agenda).
- **Public Participation:**
 - Opportunity for public comment must be provided on agenda items.
 - Members of the public cannot be excluded from attending, except in limited circumstances.



AGENDAS: THE ROADMAP TO PRODUCTIVITY



Clarity: Agendas should contain brief but informative descriptions of all items to be discussed.



Public Availability: Agendas are made available in advance to allow for public understanding and participation.

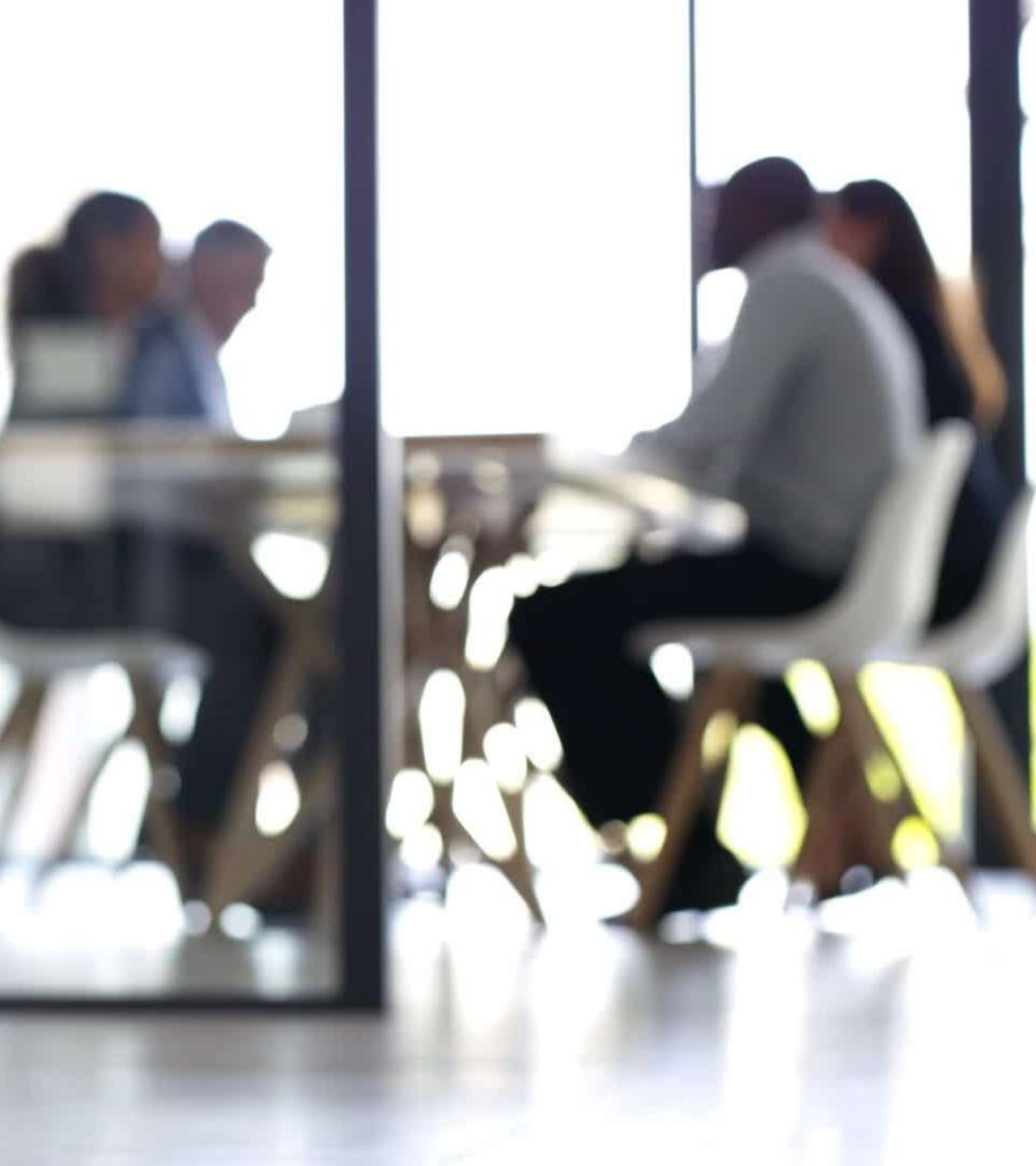


Adherence: The Council's actions are limited to items on the agenda, with specific exceptions.



PUBLIC PARTICIPATION: THE CORNERSTONE OF DEMOCRACY

- Public Comment: We welcome and encourage public comment on agenda items.
- Respectful Discourse: Maintaining decorum and mutual respect is crucial for productive discussions.
- The Council fosters an environment of courtesy and respect.
- Disruptive behavior is not tolerated, ensuring meetings remain productive.



CLOSED SESSIONS

- Limited circumstances when meetings can be closed to the public:
 - Personnel matters
 - Litigation
 - Real estate negotiations
 - Labor negotiations

COMMON BROWN ACT VIOLATIONS



Serial meetings (multiple members discussing agency business outside of a meeting)



Improperly noticed meetings



Failing to provide an opportunity for public comment



Discussing items not on the agenda

BEST PRACTICES FOR COMPLIANCE



Post agendas in advance and make them easily accessible



Provide clear instructions for public comment



Train board members and staff on the Brown Act



Consult with legal counsel when in doubt

CONSEQUENCES OF VIOLATIONS



REMOVAL: A LAST RESORT

- Individuals or groups engaging in disruptive behavior may be removed from meetings.
- This ensures the Council can conduct its business efficiently and respectfully.
- For the safety of all participants, firearms, weapons, and explosive devices are prohibited in Council chambers.

ROSENBERG'S
RULES OF
ORDER: A
QUICK
OVERVIEW



WHAT IS ROSENBERG'S RULES OF ORDER?



Simplified parliamentary procedure for smaller groups.



Emphasis on clarity, user-friendliness, and order.



Streamlined for the 21st century.

3 BASIC TYPES OF MOTIONS

Basic Motion:
Introduces a
proposal for
consideration.

Example: "I move
that we approve the
budget."

Motion to Amend:
Modifies a basic
motion.

Example: "I move to
amend the motion by
changing the budget
amount to..."

Substitute Motion:
Replaces the original
basic motion with a
new one.

Example: "I move to
substitute the
motion with a
proposal to..."

MOTION TO RECONSIDER

Allows a previous decision to be revisited.

Must be made at the same meeting as the original vote.

Only a member who voted with the majority can make this motion.

VOTING

- Simple Majority: Most motions pass with a simple majority (more than half).
- Super Majority: Some motions require a two-thirds vote.
- Tie Vote: A tie means the motion fails.



COURTESY AND DECORUM

Maintain respectful and polite behavior.

One person speaks at a time.

Address the chair for permission to speak.

Public speakers should address the Council as a whole instead of individual members or staff.

Avoid interrupting others.

QUESTIONS?



