



AGENDA ITEM SUMMARY

Election Code Committee

STAFF

Delynn Coldiron, City Clerk

SUBJECT

Meeting Protocols.

EXECUTIVE SUMMARY

The purpose of this item is to discuss meeting protocols related to the Election Code Committee (ECC).

GENERAL DIRECTION SOUGHT AND SPECIFIC QUESTIONS TO BE ANSWERED

1. What meeting schedule would ECC members like to establish?
2. Would members like to make any changes to agenda meeting sections?
3. Would members like meals/snacks provided?

BACKGROUND / DISCUSSION

Meeting Schedule:

ECC meetings have generally been scheduled on an “as needed” basis. While working on substantive items such as implementation of new things like ranked voting, refining election processes/procedures, or developing code changes, meetings typically occur once per month. However, once projects are finalized and/or code changes are agreed upon and ready to move forward to Council, the Committee has taken a break, generally until after an upcoming regular election. Timing of the meetings has generally been in the afternoon starting between 3:30 p.m. and 4:30 p.m. but can be changed as needed. Preferred day of the week should also be discussed.

Agenda:

In this case, a typical agenda includes:

- Roll Call
- Selection of Chair (at the first meeting after new Committee members have been assigned)
- Approval of Minutes
- Discussion/Informational Items
- Other Business

Election Code Committee meetings have, in the past, included general public comment after roll call which is not required, but something the previous Committee wanted. Not all Council Committees take public comment at their committee meetings. The Committee should discuss whether public comment should be added to the Agenda and, if so, whether this would include general public comment, or comment on individual discussion items, or both.

Additional ongoing agenda items Committee members are interested in adding should be discussed at this time as well.

Meals:

The last thing to discuss is whether committee members would like staff to provide a light meal and/or snacks as part of the Committee Meeting.

ATTACHMENTS

1. None.