City of McCleary

Memorandum

To: Mayor Orffer
From: Todd Baun- Director of Public Works
Date: May 6, 2021- For May 12th Council Meeting
Subject: Council and Mayor Policies

RECOMMENDATION

Nothing at this time. Discussion and Guidance Only

BACKGROUND

A Mayor and City Council Protocol manual, sometimes known as "Mayor and City Council Rules of Procedure", is widely considered to be a "best practice" for effective city council operations and decision making. Many city councils have adopted formal rules of procedure to govern the conduct of their meetings. City councils are authorized by statute or charter to determine their own rules and order of business and to establish formal rules for the conduct of council meetings. (See RCW 35A.12.120: noncharter code cities)

In beginning of this year, the Mayor, members of the policy committee and staff met to go over a draft of Mayor and City Council Protocol Manual. We are now looking for input on some items that are highlighted in yellow in the attached draft. The next page has the items that are highlighted in yellow and will need you input on the questions to the Council.

PAGE #	Issue	Question to Council
Page 9	Need language- Staff will get	
Page 13	Need to verify language- Staff	
Page 15	This is from RCW 35A.12.065. We do not have anything in our MMC that addresses Mayor Pro-Tem.	Use RCW or do we adopt an ordinance?
Page 17	Who is Designated Staff?	
Page 24	This is directly from City Resolution 618.	Do we need to update for offsite electronic meetings?
Page 25	McCleary Municipal Code 2.04	Do we need to clean up language?
Page 27	This is in our McCleary Municipal Code 2.04.015	Do we need to clean up language?
Page 28	Deadline time 4:30?	
Page 29	ten days	Is ten days ok?
Page 29	Agenda 5:00 or 4:30?	
Page 30	Public Comment	Is language ok or would you like to see anything added or deleted?
Page 31	Old and New Business	Would you like new titles to replace old/new business? Example: Discussion and Action Items?
Page 33	Public Comment	Is language ok or would you like to see anything added or deleted?