TRUCKEE TOWN COUNCIL AND STAFF:
EXPECTATIONS, NORMS & WORKING RELATIONSHIPS
Draft July 2023

Council Member Interactions:
1. Be prepared, and conduct business efficiently.
2. Utilize appropriate meeting protocols (e.g., wait to be called upon, look to the Chair for additional clarification on issues, etc.).
3. Demonstrate truth-seeking in all deliberations.
4. Uphold current Town policies/regulations.
5. Practice a "no surprises" policy with each other to the extent allowed by the Brown Act.
6. Share the workload (e.g., participation on committees).
7. Practice good listening skills to fully understand others views and test assumptions.
8. Hold ourselves to the highest ethical standards individually and collectively (e.g., demonstrate honesty, integrity).
9. Honor the Council-Manager form of our Town government (e.g., keep staff informed on information gained, avoid micromanagement, take concerns to the Town Manager).
10. Respect and abide by the Council's decisions.
11. When interacting with the media or an outside agency, clearly state that comments are from you as one Council member, not the Council as a whole or the Town. The preferred practice is to consult with the Town Manager before interacting with the media and to update Town Manager on media interactions.
12. Practice transparency (e.g., convey outside contacts with each other to the extent allowed by the Brown Act and Town Manager).
13. Understand the Brown Act and consult with the Town Attorney when in doubt.
14. Strive to balance private, professional, and elected lives.
15. Seek to understand the strengths of yourself and others to improve conversations and decisions.
16. Be mindful of serial meeting traps.

Council Member-Staff Interactions:
1. Council should provide feedback to the Town Manager regarding the amount of updating and information a Council member will need on a regular basis.
2. Commit to open and honest communications.
3. Practice a "no surprises" policy.
4. Trust staff to assist as needed (e.g., respond to questions prior/during meetings).
5. Give each other the benefit of the doubt when hearing criticism and explore a deeper understanding before reacting.
6. If a problem develops between Council members and staff, work with the Town Manager to resolve any issues.
7. Exchange information gained from public interactions working through the Town Manager and/or Department Heads (preferably, either personally or via phone).
8. When requesting information or possible staff work, consider the budget implications and demands on staff time by speaking to the Town Manager and/or Department Head.
9. A single Council member is free to approach Department Heads individually to explore issues in greater depth, but should refrain from requesting actions without discussing with the Town Manager.
10. Hold each other to the highest of standards of performance (i.e., provide accurate information, respect each other, honor decisions even if not in agreement, use a positive tone in addressing concerns).
11. Council will request staff respond to or develop responses emails directed to Council Members.

12. The Council will bring up during Council Reports any items they would like added to the Town Agenda and request support from other Council Members.
13. Encourage staff reports to be concise and comprehensive. Reports should comprehensively address the merits of an issue and identify alternatives where appropriate. Headings should state the point of their section. Reports longer than 12 pages should include a summary.

Council Member-Public Interactions:
1. Demonstrate to the public that they have been heard (active listening).
2. Educate the Public on the Council/Manager form of Government.
3. Be strategic with programs and initiatives to consider the community's capacity for change.
4. Publicly support Council decisions, regardless of how individual Council Members Voted.
5. Actively support the tenants of "Speak your Peace".
6. Be fair and equitable to public speakers.
7. Keep an open mind.
8. During Public Comment, ask for clarification but avoid debating with the public.

Council Member -Candidate and Measure Endorsements:
1. In the interest of long-term institutional relationships, current Council members will decline to endorse Council candidates.
2. It is acceptable for a previous Council Member to endorse Council candidates (do not use former title of Council Member, Mayor, and Vice Mayor).
3. To preserve relationships with other jurisdictions and in recognition of their independent authority, current Council members will not endorse local special district or County candidates. Council Members can support issues, not candidates.
4. Where Council has not taken a position, individual council member can endorse ballot measures and non-local candidates. Use name only, no titles.
9. Encourage public participation in elections and governmental affairs.
10. Support the tenets of "Speak your Peace".
11. Be fair and equitable to public speakers.
12. Keep an open mind.