

**TRUCKEE TOWN COUNCIL AND STAFF:  
EXPECTATIONS, NORMS & WORKING RELATIONSHIPS**  
Reaffirmed February 11, 2025

**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 mayor for additional clarification on issues, etc.).
3. Demonstrate truth-seeking in all deliberations.
4. Uphold current Town policies/regulations.
5. Share the workload (e.g., participation on committees).
6. Practice good listening skills to fully understand others' views and test assumptions.
7. Hold the highest ethical standards individually and collectively (e.g., demonstrate honesty, integrity).
8. Honor the Council-Manager form of Town government (e.g., keep staff informed on information gained, avoid micromanagement, take concerns to the Town Manager).
9. Respect and abide by the Council decisions.
10. When interacting with the media or outside agencies, clearly state that comments are from you as one Council Member, not 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 the Town Manager on any media interactions.
11. Practice transparency (e.g., convey outside contacts with each other to the extent allowed by the Brown Act and Town Manager).
12. Understand the Brown Act and when in doubt, consult with the Town Attorney.
13. Strive to balance private, professional, and elected lives.
14. Seek to understand your strengths as well as others to improve conversations and decisions.
15. Be mindful of serial meeting traps.
16. Mayor is responsible for responding to all emails sent to all council members.
17. Mayor presides over council meetings to ensure they are conducted efficiently and according to the established procedures, and keeps fellow council members, staff and the public on topics that might influence an informed decision.

**Council Member-Staff Interactions:**

1. Council Members 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 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 Council Member is free to approach Department Heads individually to explore issues in greater depth but should refrain from requesting action without discussing it with the Town Manager.
10. Hold each other to the highest 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. The Council may request that staff respond to or develop responses to emails that are addressed to Council Members.

12. During Council reports, Council Members will bring up any items they would like added to the agenda and request support from other Council Members.

**Council Member-Public Interactions:**

1. Publicly support Council decisions regardless of how individual Council Members voted.
2. Actively support the tenets of "Speak your Peace."

**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 previous Council Members to endorse council candidates with the use of "former" before their elected/appointed titles.
3. Where the Council has not taken a position, individual Council Members can endorse ballot measures and non-local candidates with their name only and not their title.