



Self-Governance Action Plan Timeline

December 5, 2023

City of Whitewater Common Council

Action Plan Timeline

Immediately:

- Robert's Rules of Order Quick Study available for Council members and part of the public record (see attached)

December 19, 2023

a. Training:

- **Objective:** Ensure all council members understand the rules, regulations, and legal obligations related to governance and open meetings.
- **Action Steps:**
 - Schedule regular training sessions for council members on parliamentary procedures and open meetings laws.
 - Invite legal experts or professionals to conduct workshops on compliance.
 - Develop an onboarding process for newly elected and appointed officeholders.

b. Documentation and Communication:

- **Objective:** Establish clear communication channels and documentation practices.
- **Action Steps:**
 - Develop and distribute a comprehensive handbook outlining governance procedures and open meetings compliance. (Good Governance Manual review)

January 16, 2024

c. Code of Conduct:

- **Objective:** Foster a respectful and professional environment during meetings.
- **Action Steps:**
 - Develop a clear and concise code of conduct outlining expectations for decorum and civility.
 - Distribute the code of conduct to all council members and make it publicly available.

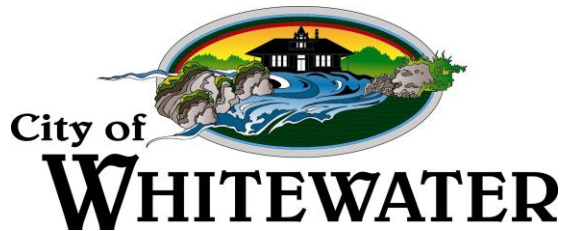
d. Enforcement Mechanisms:

- **Objective:** Establish consequences for violations of decorum standards.
- **Action Steps:**
 - Implement a progressive disciplinary system for members who fail to adhere to the code of conduct.
 - Clearly communicate the consequences of violating decorum standards.

February 6, 2024

e. Facilitated Discussions:

- **Objective:** Provide opportunities for constructive dialogue.
- **Action Steps:**



- Introduce facilitated discussions or workshops on effective communication and conflict resolution. (Council retreat)
- Encourage open communication channels for members to express concerns and provide feedback.

f. Individual Goal Setting:

- **Objective:** Encourage members to set City-related goals.
- **Action Steps:**
 - Implement a system for members to set individual goals related to their priorities on the council.
 - Conduct regular check-ins to review progress and offer support.

February 20, 2024

g. Transparency in Decision-Making:

- **Objective:** Ensure transparent decision-making processes.
- **Action Steps:**
 - Implement practices that encourage members to uphold transparency at the both the Common Council and Committee level

h. General Recommendations:

- **Regular Review:**
 - Periodically review and update the action plan to adapt to changing circumstances and needs.
- **Public Engagement:**
 - Encourage public input on governance and accountability measures to ensure community involvement and satisfaction.
- **Feedback Mechanism:**
 - Establish a feedback mechanism for council members and the public to provide input on the effectiveness of the action plan.