

City Council Protocols



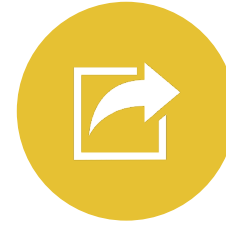
CITY *of* CALABASAS

City Council Workshop
December 15, 2023

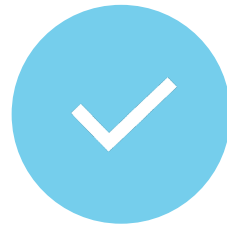
Committee Goals



Maximize the time during Council meetings to conduct City business.



Underscore the Mayor's responsibility to accurately represent the majority opinion of the Council.



Establish procedures to ensure that City Council agendas reflect the interests of the majority.



Outline campaign guidelines during the election period.

Selection of Mayor

The Committee initially recommended modifications to this section. However, no changes are necessary as current wording is sufficient.

Mayoral Rotation

2024

Alicia Weintraub

2025

Peter Kraut

2026

James Bozajian

2027

Ed Albrecht

2028

David Shapiro

Mayor's Role

(proposed language)

#3 – The Mayor is to preside at all meetings of the City Council and perform such other duties consistent with the office as may be imposed by the Council or by vote of the people. As presiding officer of the Council, the Mayor is to faithfully communicate the will of the Council majority in matters of policy. The Mayor is also recognized as the official head of the City for all ceremonial purposes. As such, the Mayor shall be the chief spokesperson for the City, representing the City at all ceremonial events and functions, and shall issue all ceremonial proclamations and certificates.

Mayor's Role

(proposed language)

#4 – The Mayor shall sign all ordinances and other documents that have been adopted by the City Council and require an official signature; except when the City Manager has been authorized by Council action to sign documents. In the event the Mayor is unavailable, the Mayor pro Tem or another Councilmember's signature may be used.

Mayor's Role

(proposed language)

#8 – Two Councilmembers may place an item on the Future City Council agenda. Future items shall be agendized within 90 days.

Mayor's Role

(proposed language)

- #9 – Items shall be agendized in the following order:
- a. Matters of urgency
 - b. Strategic priorities
 - c. Committee recommendations
 - d. Future City Council agenda items in the order they were requested

Mayor's Role

(proposed language)

#11 – For a period of two years, no matter that has previously been decided, shall return to a City Council agenda for reconsideration unless there are demonstratively changed circumstances, which must be outlined in the staff report.

Mayor's Role

(proposed language)

#16 – The Mayor presents the State of the City Address annually in November or December to inform the public of the actions of the Council, the events of last year, the health of the City and plans for the future. The focus should be on the accomplishments of the Council and the City as a whole, although the Mayor is free to advocate for his or her vision of the future.

Campaign Reform

This is a new section added to the protocols. Councilmembers not on the protocols committee requested further discussion. Additional request for the City Attorney to provide direction on social media accounts.

Public Meetings

(proposed language)

#1e – The Mayor allows other Councilmembers to speak first, and then summarizes or provides the final comments before asking for a motion or direction to staff on the item. The Mayor does not interject in between Councilmembers.

Public Meetings

(proposed language)

#6 – Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council's ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions which do not further established Council policy. Items shall not return to City Council unless there has been substantial change and it is requested by a member of the original majority vote.

Public Meetings

(proposed language)

#7 – Announcements should be made by Councilmembers associated with any upcoming event. Before meetings begin, Councilmembers should identify which announcements will be made and who will be making them in order to ensure that items are not missed.

Public Meetings

(proposed language)

#8 – Public comments are limited to no more than three (3) minutes per speaker. In order to avoid repetition and to promote thorough and thoughtful arguments, one member of the public who is present in Council Chambers may cede their time to another speaker (six minutes maximum).

Public Meetings

(proposed language)

#22 – Speakers participating via Zoom or any other remote/virtual communication system used by the City Council should press raise hand at the time the item they wish to comment on is heard. When they are brought into the meeting, they should state their name and City of residency.

City Council Interaction and Communication

(proposed language)

#13 – Two Councilmembers may request, through the City Clerk, resolutions, proclamations or similar initiatives. All such requests must be approved by the City Manager, who should ask staff to vet the cause, if necessary. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.

City Council Interaction and Communication

(proposed language)

#14 – Two Councilmembers may request, through the City Clerk, certificates or other awards recognizing special events, organizations or individuals of importance to the City. All such requests must be approved by the City Manager, who should ask staff to vet the organization, if necessary. Such certificates or awards are normally to include the name and/or signature of all Councilmembers. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.

City Council Interaction and Communication

(proposed language)

#15 – Two Councilmembers may request, through the City Clerk, speakers, briefs or informational presentations of importance to the City. All such requests must be approved by the City Manager, who should consider the value of the information and the authority of the City to utilize the information. The Mayor should limit the number of presentations made at City Council meetings to maintain sufficient time to conduct City business.

City Council Interaction and Communication

(proposed language)

#16 – Two Councilmembers may request, through the City Clerk, support or opposition of pending legislation, which must be related to municipal governance. All such requests must be reviewed and approved by the City Manager, who should evaluate the request in accordance with the City's legislative platform. The Mayor should limit the number of such requests made at City Council meeting to maintain sufficient time to conduct City business.

City Council Interaction and Communication

(proposed language)

#17 – Councilmembers who plan to appear at programs or events which involve the use of City staff or resources shall provide notice of such programs or events to all Councilmembers. For all public meetings and event appearances, a reasonable effort shall be made to accommodate the schedule of all Councilmembers.

City Council Interaction and Communication

(proposed language)

#18 – All electronic mail communications between members of the City Council and any other person either relating to the City's business or communicated in the City Councilmember's official capacity should be sent using the City Councilmember's official electronic email address issued by City staff. Councilmembers are not to personally delete emails or texts from their accounts.

Resident Communications

(proposed language)

#2 – Councilmembers should refrain from making any public statements regarding what action, if any, the City should take.

Mayor's Letter

- City Council Protocols Committee recommends that the Mayor's Weekly Letter be suspended.
- The Protocols Committee solicits the input from Councilmembers on this item and direction to staff.