

**TABLE WITH  
COMMITTEE  
GOALS/  
PROTOCOLS**

Section/Item #	Committee Goal	Protocol Committee Draft Language	Notes
Selection of Mayor		Entire section.	Request to review one-year rotation protocols from other cities for clarity in language and direction on what happens when regular rotation cycle is altered.
Mayor's Role - #3	Mayor's representation of the majority.	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.	Consider adding language similar to that found in City Council Interaction and Communication – Item #7 that Mayor is to communicate the will of the majority but may also state his or her opinion if it differs than that of the majority.
Mayor's Role - #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.	Consider revision to this section authorizing the Mayor pro Tem to sign ordinances and other documents in the event of an emergency and when the Mayor is unable to sign.
Mayor's Role - #8	Council agendas represent majority.	Two Councilmembers may place an item on the Future City Council agenda. Future items shall be agendized within 90 days.	Recommendation that items be agendized or assigned to a Council Committee within 90 days.
Mayor's Role - #9	Council agendas represent majority.	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	Request for further discussion.

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Mayor's Role - #11	Council agendas represent majority.	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.	Request for further discussion.
Mayor's Role - #16	Mayor's representation of the majority; campaign guidelines.	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.	Request for further discussion. Recommendation that language is revised to allow flexibility for Mayor to hold a state of the city or other type of public forum. Consider clarification that state of the city or other event be held after between the first week of November and prior to Council reorg. In election years, the event would be held after the election.
Campaign Reform	Campaign guidelines.	Entire section.	Request for further discussion. Consider change to section title. Recommendation that City Attorney provide direction on personal, candidate, and campaign social media accounts.
Public Meetings - #1e	Mayor's representation of the majority.	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.	Request for further discussion.

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Public Meetings - #6	Council agendas represent majority.	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. <b>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.</b>	Request for further discussion.
Public Meetings - #7	Maximize time during council meetings.	<b>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.</b>	Request for further discussion.
Public Meetings - #8	Maximize time during council meetings.	Public comments are limited to no more than three (3) minutes per speaker. <b>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).</b>	Request for further discussion.

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Public Meetings - #22		All members of the public desiring to speak at a Council meeting shall complete a speaker card which will be made available at all such meetings. The speaker should provide his or her name and City of residence on the speaker card. Speaker cards shall be submitted to the City Clerk or meeting staff prior to the time the item begins. It is within the discretion of the Mayor to accept a late submitted speaker card. <b>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.</b>	Staff requests time to further evaluate this change based on recent issues during public comment over Zoom in other cities.
City Council Interaction and Communication - #13	Maximize time during council meetings; council agendas represent majority.	<b>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.</b>	Request for further discussion.
City Council Interaction and Communication - #14	Maximize time during council meetings; council agendas represent majority.	<b>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.</b>	Request for further discussion. Consider individual councilmembers to request certificates or awards without having a second.  Note: Certificates are requested through the City Manager’s Office.

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City Council Interaction and Communication - #15	Maximize time during council meetings; council agendas represent majority.	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.	Request for further discussion.
City Council Interaction and Communication - #16	Maximize time during council meetings; council agendas represent majority.	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.	Request for further discussion.
City Council Interaction and Communication - #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.	Consider revision that includes "ceremonial functions".
City Council Interaction and Communication - #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.	Request that language be consistent with previously adopted protocol and use the word "must" or "shall".
Resident Communications - #2	Mayor's representation of the majority.	Councilmembers should refrain from making any public statements regarding what action, if any, the City should take.	Request for further discussion.