

## *Gilroy City Council Norms*

### *Meetings Guidelines:*

- 3 minute per public comment per item/5 minutes for applicants, 2 minute rebuttal for applicant. (City Clerk will provide a timer). Staff will make every effort to limit staff reports to 5 minutes, with opportunity to elaborate based on questions from Council.
- Email questions to staff prior to the meeting to promote clear, available and concise answers
- Come prepared
- Reveal information gained from contacts
- Stay on task
- Council reports and presentations should be concise and efficient, normally no more than 3 minutes and focused on the boards on which you sit; only designated Council representatives shall report on any given board
- Follow Robert's Rules of Order
- Start all meetings on time
- Direct questions on agenda to the City Administrator or the Mayor
- Public inquiries at meetings will be responded to or as directed by the Mayor
- When meeting with citizens and receiving information, Council should ask if staff has received and analyzed the new information.
- All new information from an applicant must be into staff on the preceding Monday at 5:00 p.m. before the City Council meeting.
- When a Regular City Council meeting falls on a holiday, that meeting will be moved to the following Monday with the exception of the single meeting in July which will be held on the first day of the month not a holiday, Friday, Saturday or Sunday.
- A single meeting will be held in the month of July.
- If a Council Member abstains on an item, the Council Member must explain the reason for the abstention.
- During City Council meetings, the Mayor will summarize the thumbs up/down direction given for the record.
- Meetings will end at 11:00 p.m. unless a majority of Council vote to extend the meeting.
- Action style minutes will be taken by the City Clerk for all City Council meetings
- Notes will be taken for all City Council study sessions and workshops
- No motion should be made until public comment is closed and Council has had an opportunity to deliberate on the item.
- Council Members must be in the queue prior to making a motion on an item
- Written material provided by public members for Council agenda item "public comment on items not on the agenda" will be limited to 10 pages in hard copy. An unlimited amount of material may be provided if produced electronically.
- Meetings will be held or adjourned in the name of or in memory of a person only if that person has accomplishments specific to Gilroy.

### **Adding Agenda Items:**

- Any Council Member may propose an item for consideration as an agenda item for a future meeting by oral request during the portion of the Council meeting designated for Future Council Initiated Agenda Items. The Council will decide whether to agendaize the item for a future Council meeting.

### **Council Interactions:**

- Respect for differences and community
- Avoid negative non-verbal, judgmental stances, and personal attacks
- Exercise manners
- Minimize redundancy
- Listen attentively
- Check out rumors and confirm sources
- Keep a positive tone and body language
- Follow the Brown Act, including social media communications restrictions enacted in 2020
- Give feedback privately
- All quasi-judicial ex parte communications (as defined by Council Policy) or conflict of interests will be disclosed by each Council Member.
- To respect the independent voice of our commissions, no Council Member may attempt to influence any commission.
- Any Council Member choosing to speak before another elected body on any item for which they are not a Council-appointed representative shall clearly state up front that they are not speaking for the City Council, and shall be mindful that no matter how many hats they may wear, they are still perceived by the public as a Council Member.

### **Staff Relations:**

- Council Members should be aware that staff responses to an individual Council Member's questions may be forwarded to the entire Council.
- Direct questions to City Administrator and Department Heads. Project related questions may be directed to the staff person working to the project and responses may also be sent to all City Council Members.
- City Attorney – maximum of 1 hour of research for individual issues. If more time is needed, must have Council approval
- Forward any information to the City Administrator as necessary. No surprises to City Administrator or City Council
- The Council's focus is policy. The staff focuses on the professional and technical
- Show respect to staff
- Give as much lead-time as possible
- Proposed/future project discussions are confidential until paperwork/applications are submitted – then the Council and public will be informed. Staff to identify large/sensitive projects when application is made and inform Council at that time.
- The City Clerk will attend all study sessions and workshops of the City Council.

### **Council Communications:**

- Be mindful of each other's diversity
- Be supportive and positive with each other
- When sitting as a representative on another body, represent the City's position and seek Council input as necessary
- Task Forces
  - At initial meeting Council Member will be present and explain what the Task Force's Goal/Objectives are. Further explanation will include that they are a recommendation body and the Council may revise their final actions.
  - Staff will create a boiler plate document which will have the place for the Goal/Objective of the Task Force, the norms of the group, and any other information Council and Staff feel is important.
- Press Corrections
  - If City Council see first, call/e-mail/communicate to City Administrator to have staff send out correction.
- When a Council Member endorses a person/position/issue/etc. it is a personal endorsement, not a City endorsement. If a Council Member wishes a City of Gilroy endorsement, they will place the issue on the agenda with a short written explanation. The Council will then decide whether to take action or not.
- When a Council Member is identified as spokesperson, then only he/she speaks on behalf of the City Council.
- Legal communications should go through the Mayor or his/her designee, following legal review.
- Emergency communications shall follow the Council Emergency Communication document adopted in 2020
- No Council Member shall communicate in a manner that appears to come from the city or city staff or the City Council, or in a manner that suggests the knowledge of the City Council
- Repeated or serious violation of these norms can be addressed by the Council by censure of a Council Member, following notice and an opportunity to be heard. This document formally authorizes the censure remedy to the City Council and allows for the basic due process protections of notice and hearing.

### **Council Travel and Training/Participation on Outside Boards and Memberships**

- Council Members will check with the full Council when he/she wishes to go to meetings outside "normal" (i.e. League, assigned outside organization meetings) travel and training, such as specialized training and/or meetings of participation groups and Council Members will place a short written explanation of the request on the agenda.
- If a Council Member wishes to apply to participate in an outside government organization that is not part of the current City Council Advisory Committees & Representatives list, the Council Member will let Council know through the agenda with a short written explanation of the request.
- If the primary Council representative to an organization cannot attend, they will contact the alternate.

- The alternate Council representative can attend the outside organization meeting, even if the primary is there, to gain experience and knowledge.
- If a Council Member must cancel a hotel reservation/registration, or the like, the Council Member will pay all costs associated with that cancellation. The City Clerk will give Council Members the cancellation policy of the event/hotel/etc. in advance if possible.
- Any payment for travel and meeting expenses of a Council Member, or reimbursement thereof, shall be in accordance with the City of Gilroy Travel and Meeting Expense Policy, last revised on 3/2/2020.