

ORDINANCE NO. 2018-11-01

City Council Governance Policy and Rules of Procedure

AN ORDINANCE OF THE CITY OF LAVON, TEXAS, AMENDING CHAPTER 2 OF THE CITY OF LAVON'S CODE OF ORDINANCES, TO ESTABLISH A CITY COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE FOR CONDUCTING CITY COUNCIL MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE, PROPER NOTICE AND MEETING; SEVERABILITY CLAUSE AND REPEALER CLAUSE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY LAVON, TEXAS:

SECTION 1. RECITALS

The City Council hereby finds that the statements set forth in the recitals of this Ordinance are true and correct, and the City Council hereby incorporates such recitals as part of this Ordinance.

SECTION 2. ADOPTION OF GOVERNANCE POLICY AND RULES OF PROCEDURE

Chapter 2, Administration and Personnel, of the Code of Ordinances of the City of Lavon is hereby amended by replacing Article 2.07 Ethics and Rules of Procedure with Article 2.07 Governance Policy and Rules of Procedure attached hereto as Exhibit "A" and incorporated herein for all purposes is hereby enacted.

SECTION 3. Effective Date

This Ordinance shall take effect immediately from and after its passage and publication as may be required by governing law.

SECTION 4. Proper Notice and Meeting

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code and as required by Chapter 52 of the Texas Local Government Code.

SECTION 5. Severability

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance be severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, and the remainder of this Ordinance shall be enforced as written.

SECTION 6. Repealer

The provisions of this Ordinance shall be cumulative of all other ordinances, or parts of ordinances, and resolutions, or parts of resolutions governing or regulating the same subject matter as that covered herein; provided, however, that all prior ordinances, or parts of ordinances, or resolutions, or parts of resolutions, inconsistent or in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent that such inconsistency is apparent.

PASSED AND APPROVED by the City Council of the City of Lavon, Texas this 6th day of November, 2018.



Vicki Sanson
Mayor

ATTEST:



Kim Dobbs
City Administrator/ City Secretary



APPROVED AS TO FORM:

City Attorney

Exhibit "A"

**CITY OF LAVON, TEXAS
CITY COUNCIL GOVERNANCE POLICY
AND RULES OF PROCEDURE**

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COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 1. INTRODUCTION

(a) The municipal government provided by the City of Lavon is a Type A General Law City. Pursuant to the City of Lavon's Code of Ordinances, and subject to by the State Constitution, the statutes of this state, all powers of the City of Lavon, hereinafter referred to as the "City", shall be vested in an elected council, hereinafter referred to as the "City Council" or "Council", which shall enact local legislation, adopt budgets, determine policies, and appoint City officials as noted in the City's Code of Ordinances or State law, including the City Administrator, who in turn, shall be held responsible to the City Council for the execution of the laws and the administration of the government of the City. All powers of the City shall be exercised in the manner prescribed by City ordinance, the State Constitution, or by the statutes of the State of Texas.

(b) The City Council is the governing body for the City. Therefore, it must bear the initial responsibility for the integrity of governance. The Council shall determine its own rules of order and business. The Council is responsible for its own development, its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

(c) This policy addresses mayor and council relations, council and staff relations, council and city attorney, engineer and municipal judge relations, council and media relations, roles and meetings. By adopting this policy, we, as members of the city council, acknowledge our responsibility to each other, to our professional staff and to the public. This policy will be reviewed and adopted on an annual basis.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 2. MISSION

(a) The City of Lavon will provide for the health, welfare and safety for our citizens, neighbors and employees with a commitment to communicate and serve all with respect, dignity and courtesy, focusing on superior customer service. We will listen to our citizens and guests; address their needs; and provide a safe and appealing place to work, play and call home.

(b) In order to ensure proper discharge of duties for the improvement of democratic local government, members of the City Council will display behavior that demonstrates independent, impartial review of all matters addressed by them, and be duly responsible to the citizens of Lavon and each other in their relationships.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 3. INFORMATION

(a) On major policy issues, the city administrator shall provide briefing material to the Council in advance of council consideration of the policy alternatives.

(b) All Council members should have the same information with which to make decisions. When one Council member has an information request, the response will be shared with all members of the Council so that each member may be equally informed.

(c) *Staff should provide City Council with information on agenda items as far in advance of the meeting as possible. Staff should avoid giving information at the meeting on issues that will be considered during the meeting.* In order to provide the Council with timely information, city council members are encouraged to submit their questions on agenda items to the City Administrator as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

(d) The City Administrator shall provide operational updates to the City Council informing them of the progress on projects, items of concern, city events, financial, and legal issues currently pending before the City.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 4. ROLES

- (a) The mayor shall preside at meetings of the Council, and shall be recognized as head of city government as provided in state law. The mayor may participate in the discussion of all matters coming before the Council. The mayor shall be entitled to vote as established by state law.
- (b) As established by state law, the Council shall elect from among the council members a mayor pro tempore who shall act as mayor during the absence or disability of the mayor.
- (c) As head of city government for ceremonial purposes, the mayor may issue and present proclamations and recognitions, and attend other ceremonial functions on behalf of the City. Council members may initiate, through the mayor or by a majority vote of the Council, similar items of recognition. Major community events sponsored by the City shall be a policy decision of the Council.
- (d) The mayor shall preserve order and decorum and shall require council members engaged in debate to limit discussion to the question under consideration.
- (e) The mayor is the spokesperson for the Council on all official positions taken unless absent, at which time the mayor pro tempore will assume the role.
- (f) The mayor will encourage all council members to participate in Council discussion and allow all positions to be adequately presented before an item is brought to vote.
- (g) The mayor and Council may appoint a subcommittee made up council members and staff to evaluate policy alternatives and to recommend policy direction to the full Council. Council deliberation on the subcommittee recommendations shall occur at regular sessions.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 5. MEETINGS

(a) **Regular Meetings** – The council shall meet regularly at such times as prescribed by Ordinance, but no less frequently than once each month unless postponed or canceled for valid reason(s). Regular meetings will be open to the public in accordance with the Texas Open Meetings Act.

(b) **Special Meetings** – Special meetings may be held on any day of the week to consider items that require action prior to the next regularly scheduled meeting and may be called upon the request of the mayor or city administrator. Special meetings will be open to the public in accordance with the Texas Open Meetings Act.

(c) **Work sessions** – Work sessions will be held as needed and used to allow the City Council to discuss policy or budgetary items. Work sessions will be open to the public in accordance with the Texas Open Meetings Act.

(d) **Executive Sessions** – The City Council may meet in executive session in compliance with the Texas Open Meetings Act. A final action, decision or vote on a matter deliberated in an executive session will be made in an open meeting for which proper notice is provided. All discussions in executive session shall remain confidential. Executive sessions are not open to the public in accordance with the Texas Open Meetings Act.

(e) **Public Notice** – The agenda for all regular meetings, special meetings, work sessions, and executive sessions and the notice listing items to be considered shall be posted in accordance with the Texas Open Meetings Act, at least 72 hours prior to the posted meeting.

(f) **Attendance** – Council members are expected to attend all meetings and stay in attendance during each meeting. No member shall leave a meeting without advising the presiding officer.

(g) **Punctuality and Recess** – Members of the City Council shall arrive at meetings at or before the scheduled time for the meeting to begin. At the beginning of each meeting, the chair shall announce those members absent and shall announce the arrival time of any member arriving after the beginning of any meeting. The chair may at any time, upon their own motion, or upon the request of a council member, declare a recess in the meeting. *The time limit of the recess shall be strictly followed.*

(h) **Conflict of Interest** – A Council member prevented from voting due to a conflict of interest shall leave the bench during the debate, shall not vote on the matter, and shall otherwise comply with the state law and the City ordinances concerning conflicts of interest. Any Council member filing a conflict of interest affidavit on an Executive

Session item shall not confer with staff, the city attorney, Council members or the mayor regarding that matter.

(i) City Council Members -

1) During City Council meetings and work sessions, Council members shall assist in preserving order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the rules of the City Council.

2) A Council member shall confine discussion to the question under debate, avoid the discussion of personalities and the use of inappropriate language, and refrain from personal attacks or from publicly criticizing a Council colleague, citizen, an individual employee or operational issue. Criticism is differentiated from questioning facts or the opinion of staff.

3) When there is more than one speaker from the floor on the same subject, Council members shall delay their comments until after all speakers on the subject have been heard.

4) The chair shall state all questions submitted for a vote and announce the result.

5). The professional staff is expected to provide its best recommendations on issues, provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for recommendations and alternatives. Staff recognizes the role of Council as policy makers for the City and understands that Council must consider a variety of opinions and community values in their decision-making in addition to staff recommendations.

(j) Administrative Staff -

(1) Members of the administrative staff and employees of the City shall observe the same rules and decorum applicable to members of the City Council.

(2) Although the presiding officer has the authority to preserve decorum in meetings, the city administrator also is responsible for the orderly conduct and decorum of all city employees under the city administrator's direction and control.

(3) The city administrator shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by city employees in meetings.

(4) All persons addressing the City Council, including the city administrator shall be recognized by the presiding officer and shall limit remarks to the matter under discussion.

(5) All remarks and questions addressed to the City Council shall be addressed to the City Council as a whole and not to any individual member.

(k) Citizens and Visitors -

(1) Citizens and visitors are welcome and encouraged to attend all public meetings of the City and will be admitted to the Chamber or meeting room up to the fire safety capacity of the room.

(2) Everyone attending the meeting will refrain from private conversations and silence mobile devices while the City Council is in session.

(3) Citizens and visitors attending City Council meetings and work sessions shall observe the same rules of propriety, decorum and good conduct applicable to members of the City Council. Any person making personal, impertinent, profane or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the meeting or work session, shall be removed from the room if so directed by the presiding officer. The person shall be barred from further audience before the City Council during that session. If the presiding officer fails to act, any member of the Council may move to require enforcement of the rules, and the affirmative vote of a majority of the council shall require the presiding officer to act.

(4) Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer, who may direct the removal of offenders from the room. In case the presiding officer shall fail to act, any member of the council may move to require enforcement of the rules and the affirmative vote of the majority of the council shall require the presiding officer to act.

(5) No placards, banners, or signs will be permitted in the city council chamber or in any other room in which the Council is meeting. Exhibits, displays and visual aids used in connection with presentations, however, are permitted.

(l) Agenda -

(1) The mayor and/or city administrator shall set the agenda. Any council member may request an item be placed on a future agenda. The requested agenda item shall be included on an agenda no later than the second regularly scheduled meeting (approximately 30 days) after receiving the request unless otherwise agreed upon by the City Council.

(2) The "Consent Agenda" consists of operational items and previously discussed items that do not require deliberation by the Council.

(3) Any Council member may remove an item from the consent agenda for separate discussion and consideration of action.

(4) Any item may be deferred or postponed to a later date by the Mayor if there is no objection. If a member of City Council objects, a majority vote of Council is required to defer or postpone the item.

(5) The chair shall announce the removal of an item from the consent agenda prior to requesting a motion.

(m) **Speakers** –

(1) A person wishing to address the City Council must provide their name and residence address.

(2) Speakers must address their comments to the presiding officer rather than to individual council members or staff. Speakers may not address the audience collectively or individuals in the audience.

(3) If speaking on an agenda item, speakers must keep their remarks specific to the item being considered by the City Council.

(4) If the speaker is addressing the city council under the “*public comments*” section, the speaker may address any item not slated for discussion on the agenda.

(5) The presiding officer may provide deference to city residents in recognizing speakers and allowing comments.

(6) All speakers will be asked to keep comments to a reasonable amount of time as determined by the Chair, usually less than three (3) minutes, depending on the number of speakers waiting to address the City Council. A majority vote of City Council can force the Chair to end the speaker’s comments or allow additional time.

(7) For called public hearings, the applicant will be allowed *a specific amount of time* to make a presentation.

(8) In accordance with the Texas Open Meetings Act, the City Council will not discuss or consider any item addressed during the public comment section. Council members shall limit their response to public comment to a statement of specific factual information given in response to the inquiry or comment, a recitation of existing policy in response to the inquiry or comment. Any deliberation of or decision about the subject of the public inquiry or comment shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

(9) Whenever it is necessary for a speaker to use an interpreter to translate comments to the City Council, the time required for the translation will not be counted against the designated time allotted for the speaker to address the city council.

(n) **Motions** –

(1) The City Council may discuss an Agenda item prior to a motion being made. This allows a motion to be crafted that will incorporate the issues discussed.

(2) A motion made and seconded will be considered the main motion. Any Council member may make a motion to amend a motion. The amendment must receive a second before it may be discussed and must be voted on prior to voting on the main motion.

(3) A motion may be withdrawn or modified by its mover without asking permission until the motion is voted upon. If the mover modified the motion, the Council member who seconded the motion may withdraw the second.

(4) A motion to reconsider any action of the City Council must be made no later than prior to the conclusion of the next regularly scheduled meeting of the City Council. Such a motion may only be made by a Council member who voted with the prevailing side. The motion to reconsider may be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the City Council, except that action relating to any contract may be reconsidered at any time before the final execution thereof.

(i) If a motion to reconsider is made at the same meeting at which the matter was acted upon, the motion may be heard and voted upon and the original action on the matter is set aside. Deliberation may then resume on the matter at that same meeting.

(ii) If a motion to reconsider is made at the next meeting after the matter was acted upon, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter, but it shall be placed on the next available agenda for deliberation.

(iii) If a motion to reconsider a zoning ordinance is made after the closing of the public hearing and action on the ordinance, the motion to reconsider may be heard and voted upon and the original action on the matter is not set aside. Deliberation may not resume on the matter until proper notice of a public hearing in accordance with State Law is provided.

(5) If any two Council members request that discussion cease during a work session, the mayor shall poll the Council to obtain a consensus to continue or cease discussion.

(o) **Suspension of Rules** – Any provision of these rules not governed by the City Code, State or Federal law may be temporarily suspended by a majority vote of the members of the City Council present. The vote on any such suspension shall be taken by yeas and nays and entered upon the record.

(p) **Amendment of Rules** – These rules may be amended or new rules adopted, by a majority vote of the members of the City Council.

(q) **Failure to Comply** - A failure to comply with these rules does not invalidate any otherwise lawful act of the Council.

(r) **Tabling** – an item under consideration may be tabled until a later point in the meeting.

(s) **Postponement** – an item may be postponed until a future meeting, a specific future date, or until a specific outside action occurs. Items may also be postponed indefinitely, which means the item is dead and cannot be brought back before City Council unless there is a change.

**COUNCIL GOVERNANCE POLICY
AND RULES OF PROCEDURE**

SECTION 6. PUBLIC CONTACT / NEWS MEDIA RELATIONS

(a) Representative government is only successful when the citizens are kept informed and educated about the issues facing their municipality; consequently, it is imperative that the media play an important role in the council- media relations. It is through an informed public that progress is ensured and good government remains sensitive to its constituents. These guidelines are designed to help ensure positive relationships with print, radio, and television reporters. The mayor, City council and the city administrator recognize that the news media provide an important link between the council and the public. It is the council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

- (a) The City Administrator or designee is the City's official representative to the media.
- (b) The mayor or city council by a majority vote may designate an alternative media representative.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 7. SOCIAL MEDIA RELATIONS

(a) To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the City of Lavon may consider using social media tools to reach a broader audience. The City encourages the use of social media to further the goals of the City and the missions of its departments, where appropriate. The City of Lavon has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on social media sites.

(b) Creation and Maintenance of City Social Media Sites. City Social Media Sites may contain information that represents, or may create the appearance of representing, the City's position on policy issues and/or the positions of its leadership. No City Council members or employee may create or maintain a Social Media Site that purports or appears to be a City Social Media Site without the approval of the Council or City Administrator respectively.

(c) Posting on Social Media Sites. City Council members and employees posting Social Media Content on Social Media Sites must at all times conduct themselves as representatives of the City of Lavon and will follow these guiding principles:

- i. Maintain transparency by using his/her given name and position title and clearly stating their role regarding the subject;
- ii. Use correct grammar and spelling;
- iii. Avoid jargon;
- iv. Write and post only about their area of expertise;
- v. Keep postings factual and accurate;
- vi. Reply to comments in a timely manner, when a response is appropriate. When disagreeing with others' opinions or providing comments, do so in a meaningful, respectful, and relevant manner;
- vii. Understand that postings are widely accessible, not retractable, and retained or referenced for a long period of time; all content should be carefully considered;
- viii. Ensure that Social Media Content does not violate another person's privacy interests;
- ix. Do not represent city policy positions without prior Council consensus.
- x. Refrain from posting Social Media Content that is proprietary, copyrighted, attorney-client privileged, subject to state or federal privacy laws, and information not subject to the Texas Public Information Act;
- xi. Never comment on anything related to legal matters, litigation or any parties with whom the City may be in litigation;
- xiii. Refrain from the expression of personal opinions or positions regarding:
 - (a) programs or practices of other public agencies, political organizations, private companies, or non-profit groups;
 - (b) political campaigns; or
 - (c) religion.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 8. PLANNING

The mayor and council are responsible for establishing a vision for the City of Lavon and planning for its future.

(a) The Mayor, City Council and the city administrator shall strive to annually hold a planning session wherein they set priorities, goals and objectives. The goals and objectives shall address short term and long-term needs, including financial, of the City.

(b) Policy direction shall be consistent with the strategic goals and objectives. Sufficient time and consideration should be given to policy alternatives to ensure that decisions are made consistent with the long-term vision and budgetary measures.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 9. COUNCIL / STAFF RELATIONS

(a) The City Council's role is to establish City policies and priorities. The Council appoints a City Administrator to assist in implementing those policies and undertake the administration of the organization. The City Administrator is appointed by the City Council to enforce its laws, to direct the daily operations of city government, to prepare and monitor the annual budget, and to implement the policies and programs initiated by the City Council. The City Administrator is responsible to the City Council, rather than to individual Council Members, and directs and coordinates the various departments. The City Administrator is responsible for appointing all department directors, except as provided by City Ordinance, and authorizing all other personnel positions. The City Council authorizes positions through the budget process; based upon that authorization, the City Administrator makes the appointments. Because the primary role of the City Council is to set policy and direction for the city, the City Council members will allow the city staff to do their work and handle day-to-day operations accordingly.

(b) The City Council shall direct comments, correspondence and concerns about City operations to the city administrator's office. Citizens concerns, comments and correspondence regarding city operations received by Council members shall be forwarded to the city administrator for appropriate staff action and a timely response. Council members will consult and inform the city staff regarding requests relating to city services and will refrain from unilaterally making commitments involving financial or staff resources.

(c) The City Council may inquire of the city administrator about the conduct of any office, department or agency of the city and make investigations as to municipal affairs, per the state law. In no manner, either directly or indirectly, shall a Council Member become involved in, or attempt to influence, personnel matters that are under the direction of the City Administrator. Nor shall the City Council be involved in, or influence, the purchase of any supplies beyond the requirements of the City purchasing procedures. Notwithstanding the foregoing, any member of the City Council, may, prior to or during a meeting, make inquiry to a department head on an agenda item posted for the next council meeting. The council member will carbon copy (cc) the city administrator on any email communication to a staff member.

(d) Documents provided to one Council member shall also be distributed to all other members of the Council. The city administrator shall prepare and submit to the Council prior to the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year. The city administrator shall keep the Council advised of the financial condition and future needs of the City and make such recommendations that may seem desirable.

(e) In order to ensure proper presentation of agenda items by staff, questions arising from Council members after receiving their information packet should be, whenever possible, presented to the city administrator or the administrator's designated assistants for staff consideration prior to the Council meeting. This allows staff the time to address the council members' concerns and provide all Council members with the additional information.

(f) Seeking political support from staff is not appropriate. The City is a non-partisan local government. Neither the City Administrator nor any other person in the employ of the City shall take part in securing or contributing any money toward the nomination or election of any candidate for a municipal office. In addition, some professionals have professional codes of ethics, which preclude politically partisan activities or activities that give the appearance of political partisanship.

**COUNCIL GOVERNANCE POLICY
AND RULES OF PROCEDURE**

SECTION 10. COUNCIL RELATIONS WITH THE CITY ATTORNEY

(a) The city attorney is appointed by the City Council. The city attorney is the legal advisor for the Council, its committees, commissions and boards, the city administrator, and all City officers and employees with respect to any legal question involving an official duty or any legal matter pertaining to the affairs of the City.

(b) The general legal responsibilities of the City Attorney are to:

(i) provide legal assistance necessary for formulation and implementation of legislative policies and projects;

(ii) represent the City's interest, as determined by the City Council, in litigation, administrative hearings, negotiations, and similar proceedings;

(iii) prepare or approve as to form ordinances, resolutions, contracts, and other legal documents to best reflect and implement the purposes and intentions of the City Council; and

(iv) keep City Council and staff apprised of court rulings and legislation affecting the legal interest of the city.

(c) No Council member shall request or direct the city attorney to initiate any action or prepare any report that is significant in nature, or initiate any significant project or study without the consent of a majority of the Council. The city attorney shall determine whether or not a matter is significant. The city administrator shall be informed of any project, study, opinion or report prepared by the city attorney as requested by the City Council. The city administrator shall not prevent council members from communication with the city attorney.

(d) It is important to note that the city attorney does not represent individual members of the Council, boards, commissions or employees, but rather the City as a whole.

COUNCIL GOVERNANCE POLICY AND RULES OF PROCEDURE

SECTION 11. STAFF AND COUNCIL RELATIONS WITH BOARDS, COMMISSION AND COMMITTEES

(a) Staff support and assistance may be provided to advisory boards, commissions, and committees. Advisory bodies, however, do not have supervisory authority over City employees. While staff may work closely with advisory bodies, staff members remain responsible to their immediate supervisors and, ultimately, the city administrator. The members of the commissions, boards, or committees are responsible for the functions of the advisory body. The chairperson is responsible for committee compliance with the municipal code and/or bylaws. Staff members are to assist the advisory boards to ensure appropriate compliance with ordinances, state and local laws and regulations.

(b) Staff support includes: (1) preparation of an agenda; (2) preparation of reports providing a brief background of the issues, a list of alternatives, recommendations, and appropriate backup materials, if necessary; and (3) preparation of minutes of advisory body meetings. Advisory body members should have sufficient information to reach decisions based upon a clear explanation of the issues. It is important to note that city staff *seeks to* not influence boards, commissions and committees, but provide objective information to help the boards, commissions and committees in their decision making process. Staff should provide information on options considered along with a summary of pros and cons of each option. Any prior direction by City Council on a particular issue should be provided by staff to any board, commission or committee considering the issue.

(c) The role of the city's boards, commissions and committees is to perform the specific functions established in state statutes, city ordinances, resolutions, or minute orders as applicable and to advise the City Council about the topics assigned.

(d) All instructions to boards, commissions and committees by the City Council shall be in writing.