



**CORVALLIS
MAYOR-ELECT/COUNCIL-ELECT
ORIENTATION**

**December 11, 2014
6:00 pm**

**Madison Avenue Meeting Room
500 SW Madison Avenue**

COUNCIL ACTION

- I. ROLL CALL**
- II. UNFINISHED BUSINESS**
 - A. Team Building
- III. ADJOURNMENT**

For the hearing impaired, a sign language interpreter can be provided with 48 hours' notice prior to the meeting. Please call 541-766-6901 or the Oregon Communications Relay Service at 7-1-1 to arrange for TTY services. A large print agenda can be available by calling 541-766-6901.

A Community That Honors Diversity

Corvallis City Council

Team Building Session December 11, 2014

Agenda

Purpose

- Each member of the Council will have an opportunity to share their background.
- A code of conduct will be designed
- To set the tone for the Councils work
- Set expectations for goal setting

Opening

Mayor Traber

Overview of evening

Joseph Bailey

Councilors and Mayor's opportunity to talk about

Council

(no more than 5 minutes per person):

- Describe your background
- Why did you run for office?

Code of Conduct

Council

- What guidelines do you want in place for working with each other?
- What are your expectations for engaging in respectful dissent?

Preparation for goal setting session

Joseph

Closure

Mayor Traber

MEMORANDUM

December 4, 2014

TO: Mayor and Councilors Elect

FROM: Nancy Brewer, City Manager *Pro Tem* NB

SUBJECT: **Sample Codes of Conduct/Meeting Principles**

The current City Council leadership asked me to find sample "code of conduct" information from some comparator entities. In summary, other cities seem to have short/simple one page documents to including this type of information in a broader policy addressing a full range of Council operating issues (e.g. meeting times, agenda setting). In these cases I have pulled only the information that seems to be focused on similar issues to past Corvallis City Council codes of conduct.

Attached are the following:

- City of Corvallis – Meeting Principles/Code of Conduct, 2009-2010
- City of Corvallis – Meeting Principles/Code of Conduct, January 2005
- Lake Oswego – Performance Agreements, August 2011
- City of Albany – Operating Norms, April 2005
- City of Eugene – City Council Operating Agreements, October 2011
- City of Tigard – Council Groundrules, January 2013.
- City of Bend – General Council Rules

Corvallis City Council

Meeting Principles/ Code of Conduct for 2009-2010

We agree that these behaviors are the way we will conduct business between ourselves and with the staff and public.

- ◆ Show consideration; avoid judgmental language
- ◆ Strive as a team to keep opposition from moving into conflict
- ◆ State your opinion; explain reasoning and intent (succinctly); respect the decisions of the body
- ◆ Focus on understanding interests
- ◆ Be concise and respectful while focusing on the issue
- ◆ Assume best intentions as you seek common ground
- ◆ Be honest, reliable, and accountable
- ◆ Prepare adequately for meetings



CORVALLIS CITY COUNCIL

MEETING PRINCIPLES/CODE OF CONDUCT

DEVELOPED JANUARY 2005

- Show consideration and civility to everyone.
- Allow for disagreement, but strive to keep conflict at a level where we are working together to address the issues.
- Apply meeting principles to staff and public.
- Explain reasoning and intent.
- Focus on understanding interests, not positions, of people.
- Be concise and respectful while focusing on the issue.
- Assume best intentions as you seek common ground.
- Respect decisions of the body.



TO: Albany City Council
FROM: Steve Bryant, City Manager *SWB*
DATE: April 15, 2005, for April 18, 2005, City Council Work Session
SUBJECT: Operating Norms

RELATES TO STRATEGIC PLAN THEME: • An Effective Government

At the City Council work session on April 4, 2005, we developed a list of operating norms for Council member interaction with staff members. These are the ten items you initially agreed upon:

1. Treat staff as professionals.
2. Limit surprises at public meetings.
3. Come to meetings prepared.
4. Communicate with staff primarily through members of the executive team, but expect from any staff member the same information that any member of the public should expect.
5. Avoid giving direction to staff except when acting as a body.
6. Keep communication with staff short, to the point, and at the best possible time and place.
7. Never criticize an individual employee in public.
8. Do not get involved in administrative functions.
9. Councilors need to police themselves while holding the City Manager accountable.
10. Do not attend meetings with City staff unless staff requests it.

In addition to the above, you adopted the following four "rules of engagement" as internal Council operating norms:

1. Treat each other with respect and kindness.
2. Don't rush decisions, especially after motions have been made.
3. Talk to each other, not at each other.
4. Seek to reach consensus in order to speak with one voice.

Finally, you also indicated a desire to spend additional time in the future discussing norms of behavior for communicating with staff (we put these issues on the "parking lot list") and with each other. These included e-mail protocol, office and site visits, phone calls, and other methods of communication.

SWB:ldh

agenda item. The request to postpone shall be honored unless a majority of councilors present determines that the matter needs to be acted upon at that meeting.

6. COMMITTEES OF THE COUNCIL

6.01 Creation of Committees

While the City Code governs appointments to certain committees, the code grants broad general powers to the Mayor and City Council to create subcommittees or special ad hoc committees of the Council. The Mayor shall nominate and the Council shall appoint the members of any committee established by the Council unless a different procedure is specified at the time the committee is established. The charge to the committee shall be clearly stated at the time the committee is established, and the committee shall disband when its work is complete. Committees may be composed of councilors, interested citizens or both.

6.02 Standing Committees of the Council

There is one standing committee of the Council, the Intergovernmental Relations Committee.

6.03 Standing Advisory Bodies to the Council

There are seven standing advisory bodies to the City Council. These are created in the Eugene Code and exist to provide advice on policy matters. They are: 1) Budget Committee; 2) Planning Commission; 3) Police Commission; 4) Human Rights Commission; 5) Sustainability Commission; 6) Civilian Review Board; and 7) Toxics Board.

7. CONDUCT AT MEETINGS

7.01 Roberts Rules of Order

Conduct at City Council meetings and committee meetings is governed by Robert's Rules of Order, Revised. The Council has the obligation to be clear and simple in its procedures and in its consideration of the questions coming before it. Council members shall avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues.

7.02 Other Meeting Guidelines

The presiding officer shall be responsible for ensuring order and decorum are maintained. Behavior or actions that are unreasonably loud or disruptive shall be cause for removal from Council meetings. This includes engaging in violent or distracting action, making loud or disruptive noise or using similar language, and refusing to obey an order of the presiding officer.

Council members speak only for themselves and shall be open, direct and candid. They work to keep discussion moving, and call for a "process check" if the discussion becomes bogged down. Time limits may be set on topics. When councilors speak to each other during public meetings, last names shall be used during regular meetings but first names may be used during work sessions. The Mayor is, however, always referred to as "Mayor."

During public meetings, councilors generally should not attempt to edit or rewrite prepared ordinances. Amendments to an ordinance may, however, be appropriate. Generally, councilors should give direction to staff to bring back amended ordinances for Council consideration.

If a member of the Council intends to make a motion at a meeting which is not reflected in the agenda item summary, every effort should be made to contact other members of the Council to inform them of the intent and the text of the motion. City Council support staff should be provided with the same information and may be asked to assist in the notification process.

Comment times for the Mayor and councilors at City Council meetings or work sessions shall be generally limited to no more than three minutes. At the discretion of the Mayor or presiding officer, second and subsequent rounds may be limited further to ensure that everyone has an opportunity to be heard in the time allotted for the item.

7.03 Public Conduct

The rules of conduct for members of the public shall generally be the same as for the Council. The Code prohibits any person from bringing flags, signs, posters, and placards to a City Council meeting unless authorized by the presiding officer. The Eugene Code specifically permits arm bands, emblems, badges, and other articles worn on personal clothing, so long as such items do not extend from the body in such a way as to cause injury to another.

8. COUNCILOR REQUEST FOR STAFF ASSISTANCE

8.01 Two-Hour Rule

Initiatives requiring more than two hours of staff time must be approved by the Council. Requests that involve less than two hours staff time or resources should be directed to the City Manager.

8.02 Major Request

A Councilor who desires major policy, ordinance research, or other staff assistance should first raise the issue at a *City* Council work session. The Council should decide whether to proceed with the issue or ordinance before staff time is spent.

8.03 Tracking Council Requests

Except for routine inquiries, the City Manager shall respond to councilors' requests for information or assistance. The Manager shall assign these requests to appropriate City staff and track progress on the assignments. This process eliminates the possibilities of staff members duplicating each other's efforts or a request being overlooked.

9. REPRESENTING CITY POSITIONS AND PERSONAL POSITIONS

9.01 Written Communications from City Councilors and Mayor

In written communication with other officials or groups and in letters for publication, such as "to the editor," the Mayor and councilors should be careful to decide whether to speak only for themselves or for the Council. In speaking for the Council, when there is a position which the writer wishes to reinforce or explain, it is useful to circulate a copy to the Council for comment before the letter is mailed. Letters to other elected officials or agencies on City issues shall be discussed with the appropriate staff so that the City lobby effort can be coordinated.

When writing as an individual, a councilor or the Mayor is free to take any position which he or she feels is appropriate. When it is a point of view different from a Council position, this fact

TIGARD

4. General Guidelines for Effective, Respectful Councils

- Recognize that you are seen as a councilor at all times, no matter how you see yourself at any particular time. Thus, councilors are always treated by administration as council members.
- Whenever you put anything in writing, assume that everyone in the city is looking over your shoulder.
- If a communication is directed to an individual councilor, you may choose to respond as an individual or refer to the city manager.
- Councilors are encouraged to maintain open communications with the city manager, both as a group and individually.
- Councilors are encouraged to take issues to the city manager first, giving as much information as possible to ensure a thorough response.
- In the absence of the city manager, councilors are encouraged to contact the assistant city manager. In the absence of both the city manager and the assistant city manager, councilors are encouraged to contact the department head, realizing that the department head will discuss any such inquiries with the city manager.
- Communicate clearly, directly and respectfully. Focus on problems and solutions, not people.
- Our goal is mutual confidence and respect with staff. Compliment staff members when they make good presentations. Be friendly. Attend staff occasions when you can.
- Be courteous.
- Honestly share concerns and opinions with each other.
- Don't blurt it out on TV.
- If you hold back in a meeting, follow up later with fellow councilors or the city Manager.
- Spend some casual time together.
- Practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democratic governance. This does not allow, however, council members to make belligerent, personal, slanderous, threatening, abusive, or disparaging comments.
- Avoid personal comments that are intended to, or could reasonably be construed to, offend other members or citizens. If a council member is offended by the conduct or remarks of another member, the offended member is encouraged to address the matter early with the offending member.
- Continue respectful behavior in private. The same level of respect and consideration of differing points of view deemed appropriate for public discussion should be maintained in private conversations.
- Even private conversations can have a public presence. Council members should be aware that they are the focus of the public's attention. Even casual conversation about city business, other public officials or staff may draw attention and be repeated.
- Understand proper political involvement. Council members, as private citizens, may support political candidates or issues but such activities must be done separate from their role as a council member.

- Be welcoming to speakers and treat them with respect by giving them full attention demonstrated by eye contact and active listening; avoid interrupting them with questions or comments. For many citizens, speaking in front of the council is a new and difficult experience.
- Council members should commit full attention to the speaker. Comments, questions, and non-verbal expressions should be appropriate, respectful and professional.
- Be honest with fellow council members, the public and others.
- Credit others' contributions to moving our community's interests forward.
- Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- Review materials provided in advance of the meeting.
- Make every effort to attend meetings.
- Be prepared to make difficult decisions when necessary.
- Contribute to a strong organization that exemplifies transparency.
- Make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the city.
- Promote meaningful public involvement in decision-making processes.
- Treat council members, board members, staff and the public with patience, courtesy and civility, even when we disagree on what is best for the community.
- Conduct myself in a courteous and respectful manner at all times.
- Encourage participation of all persons and groups.

PART 1 – GENERAL COUNCIL RULES

1.005 Authorization, Amendment, and Waiver

These rules are authorized by the City Charter and the Bend Code. The Council shall review these rules periodically. Amendments shall be adopted by ordinance, as required by the Charter. The Council rules are not intended to replace or supersede any applicable federal or state laws or regulations or provisions of the City Charter. The Council may by majority vote in an open Council meeting waive any Council rule for a specific situation.

1.010 Attendance and Presence in the City

Councilors will inform the Mayor and/or City Manager if they will be unable to attend any meetings. If the Mayor will be absent, the Mayor will inform the City Manager and the Mayor Pro Tem. Under the Charter, a council position becomes vacant if the Council member is absent from the City for more than 30 days without Council permission or from all meetings of the Council within a 60-day period.

1.015 Appointed Positions

The Council appoints and can remove the City Manager and the Municipal Judge. The Council will evaluate the City Manager at least once a year. The Council may meet with the Municipal Judge once annually, but will not interfere with the Municipal Judge's exercise of judicial authority and discretion.

1.020 Communication with Staff

All Council members will respect the separation between the Council's role and the City Manager's responsibilities by:

- (1) Not interfering with the day-to-day administration of city business, which is the responsibility of the City Manager.
- (2) Working together as a team within a spirit of mutual confidence and support.
- (3) Respecting the administrative functions of the City Manager and department heads and refraining from actions that would undermine the authority of the City Manager or department heads. The Council will abide by the City Charter in its dealings with the City Manager.
- (4) Limiting individual inquiries and requests for information from staff or department heads to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature will be directed to the City Manager. Questions from individual Council members requiring significant

staff time or resources (two hours or more) should normally require approval of the Council, although the City Manager may determine to follow up on requests from individual Councilors. Council members should normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by Council members acting in their individual capacity rather than as Council members, nor to questions regarding conflict of interest or similar issues particular to the Council member.

- (5) Limiting individual contacts with City officers and employees so as to not influence staff decisions or recommendations, so as to not interfere with staff work performance, and so as to not undermine the authority of the City Manager, department heads and other managerial and supervisory employees.
- (6) Respecting staff and their roles and responsibilities, even if expressing criticism of an action.
- (7) Nothing in this section precludes Council members from obtaining information and asking questions during Council meetings or from evaluating the performance of the City Manager.

1.025 Conferences and Seminars

Council member are urged to educate themselves about local government. To that end, and as funding allows, Council members are urged to attend the League of Oregon Cities functions at city expense. Requests to attend other government related conferences, training seminars and meetings will be presented to the Council for approval. Council members who serve on committees or the boards of the League of Oregon Cities or other similar associations of local governments will be reimbursed for reasonable expenses not covered by the respective body.

1.030 Confidentiality

Council members will keep confidential materials, such as materials distributed in executive session and confidential legal memoranda provided by the City Attorney, in complete confidence to ensure that the City's position is not compromised. No mention of confidential information read or heard should be made to anyone other than other Council members, the City Manager, or responsible department heads unless the Council as a whole has decided to waive the privilege to keep the material confidential.

- (1) If the Council in executive session provides direction or consensus to staff on proposed terms and conditions for any type of negotiation whether it be related to property acquisition or disposal, pending or likely claim or litigation, or employee negotiations, all contact with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Council member will not communicate any executive session discussion outside of the executive session