

City of Wayzata City Council Agenda Report

MEETING DATE: August 3, 2022	AGENDA ITEM: 8.a
TITLE: Consider Adoption of Codes of Conduct for Wayzata City Council, Boards and Commissions, and Public Meetings	
PROPOSED MOTION: To Adopt each Code of Conduct for the Wayzata City Council, Boards and Commissions, and Public Meetings	
PREPARED BY: Jeffrey Dahl, City Manager	
REVIEWED BY: N/A	

ACTION REQUESTED:

Staff recommends adoption of all three draft codes of conduct.

FINANCIAL OR BUDGET CONSIDERATION:

There are no budget impacts as a result of this action.

BACKGROUND:

Last fall, the Council discussed general security and conduct measures to be taken during public meetings in order to ensure that in the future all public meetings are safe, welcoming, and conducted in a professional manner that will allow robust public discourse and policy making.

As a part of that discussion, the Council directed staff to update its Code of Conduct for public meetings so the expectations of behavior are clear to both the public, staff, and the Council.

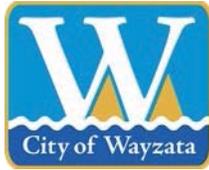
The last component of that discussion was to have some baseline behavioral guidelines for the Council and all of the appointed officials on the various boards, commission, authorities, and committees to ensure everyone understands what their role and responsibilities are as well as the minimum expectation of behavior amongst each other, other City officials, staff, and the public.

The intent of these codes of conduct are to inform and to assist in guiding behavior of public officials. If approved, all members of the Council and appointed officials will be asked to read, acknowledge, and sign off as a part of the on-boarding process.

All three of the drafts were reviewed by the City's leadership team and City Attorney. In addition, the drafts were recently sent out to the Boards and Commissions.

ATTACHMENTS:

1. Code of Conduct for the Public at Meetings
2. Code of Conduct for Wayzata City Council
3. Code of Conduct Policy For Boards and Commissions

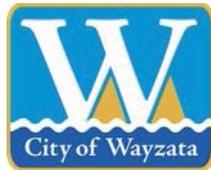


Code of Conduct Policy for the Public at City Meetings
 (Adopted _____, 2022)

This Code of Conduct policy has been adopted by the City Council to establish respectful behavior guidelines for all who attend and participate in public meetings.

Respectful Behavior Guidelines for All Public Meetings <i>Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, including Council Members, board members and commissioners, other members of the public, applicants, guests, and City staff.</i>	
Persons Participating in Meetings Should Strive To...	Persons Participating in Meetings Should Avoid...
<ul style="list-style-type: none"> ● Treat people with respect, courtesy, and kindness ● Speak in turn and only when recognized by the Mayor or Chair of the meeting ● Adhere to the rules of the Council Chambers or other meeting room, including the safety and health protocols of the City ● Adhere to time limits for speaking (typically 3 minutes) ● Focus comments on the subject matter of the agenda item ● Highlight information that will be relevant and helpful to the deliberation of Council, or the Board or Commission ● Recognize and respect differences of opinions 	<ul style="list-style-type: none"> ● Speaking over or cutting off another person's comments ● Speaking out of turn or shouting from the audience ● Insulting, disparaging comments, or putting down staff, Council/board members or others in public ● Using or displaying belittling, demeaning, judging or patronizing comments or body language ● Questioning motivations of others, even when there is a difference of opinion ● Violence or the threat of violence, which will not be tolerated ● Distracting or disruptive behavior, including moving around Council Chambers, not adhering to safety or health protocols, cheering/shouting

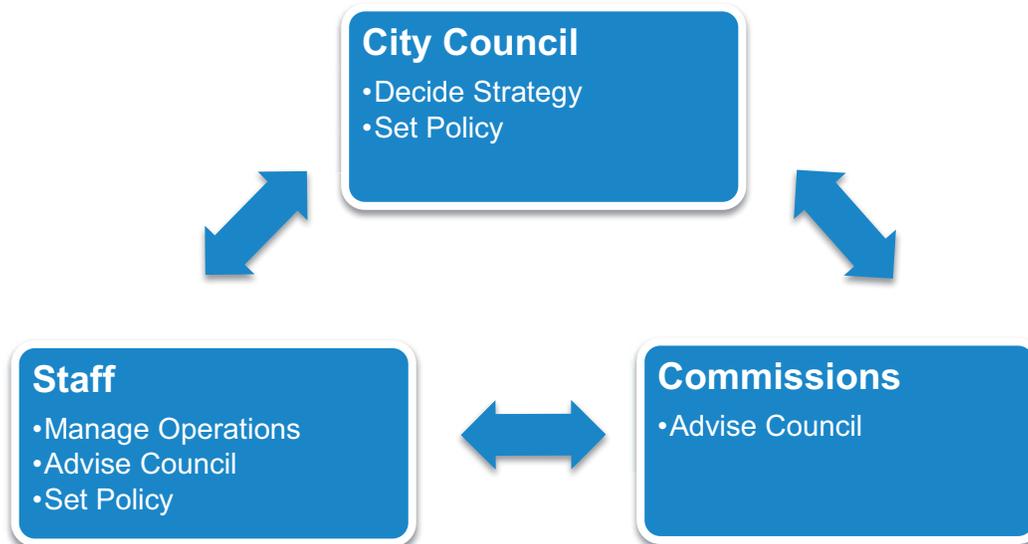
***Individuals who fail to honor these respectful behavior guidelines may be asked to leave the meeting, and the meeting may be recessed until such time as the individual/s have left the meeting and order has been restored by the Mayor, Chair, City Manager, and/or Staff Liaison.**



Code of Conduct for Wayzata City Council

(Adopted _____, 2022)

This Code of Conduct policy has been adopted by the City Council to both (i) highlight the roles and responsibilities of Council members, City staff, and Boards and Commissions, and (ii) establish respectful behavior guidelines for working with each other, staff, and boards and commissions.



City Council	City Manager & Staff	Advisory Boards, Commissions, Task Forces
<ul style="list-style-type: none"> ● Adopts City policies ● Makes policy-level decisions ● Hires & supervises City Manager ● Reviews and Approves <ul style="list-style-type: none"> ○ City Budget, CIPs, and work plans ○ Ordinances ○ Developments and Land Use applications ○ City's Strategic Plan ○ Other requests/proposals under City Code ● Appoints members of advisory boards and commissions 	<ul style="list-style-type: none"> ● Carries out City policies and decisions ● Manages City operations and staff ● Provides advice to Council ● Proposes budget and policies ● Delivers City services ● Enforces City codes & policies 	<ul style="list-style-type: none"> ● Advises Council on areas within the board, commission, or task force's purview, as established in City Code, Council directive or Work Plan ● Helps gather and provide community perspective ● Proposes Work Plan items and recommended Council action ● Holds hearings as directed by Council and required by City Code

Working with Each Other and the Public

Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, including Council Members, members of the public, applicants, and City staff.

Council Members Should Strive To...	Council Members Should Avoid...
<ul style="list-style-type: none"> ● Treat people with respect, courtesy, and kindness ● Adhere to “Rules of Order” for all Meetings ● Respect and support the Mayor’s role as Chair of meetings, and Staff’s supportive and advisory role. ● Encourage others to express their opinions and ideas, and actively listen to what others have to say ● Consider the ideas of others to improve decisions and outcomes ● Recognize and respect differences ● Prepare in advance for meetings ● Focus on the business of the Council, and the items on the agenda ● Consider only relevant facts and legal standards in decisions ● Accept decisions of the majority of Council once made while also respecting the opinions of the minority 	<ul style="list-style-type: none"> ● Speaking over or cutting off another person ● Undermining or putting down Staff, other Council members, Applicants, or members of the public ● Belittling, demeaning, or patronizing comments or body language ● Questioning motivations of others ● Speaking or writing for other Council members, the Council as a whole, or the City unless specifically authorized to do so ● Acting individually to try to direct the activities of boards, commissions or resident groups ● Acting individually to try to commit City resources or staff, or enforce City policies or Code ● Commenting during public hearings ● Advocating for or against items that will come before Council ● Violence or the threat of violence, which will not be tolerated

Working with Staff

City Council Members pledge to City Staff that they will:

- Respect the City Manager’s role, and provide clear and constructive direction to the City Manager, not attempting to direct the work of any individual staff member
- Respect staff as professionals and valued resources and members of the City’s team
- Support a positive and constructive workplace environment for City employees where staff are encouraged to work to their full potential
- When possible, notify the City Manager in advance of a Council Meeting of any new information related to an agenda item, as well as anticipated questions and requests to pull agenda items from the consent agenda, so the appropriate staff can compile the information needed
- Understand their role as public officials, and the need for transparency and openness in conducting the City’s business, and in communication with each other and with staff
- Direct all staff-related communications to and through the City Manager. In exceptional circumstances when that is not possible, copy the City Manager.

Working with Boards and Commissions

Wayzata's Boards and Commissions are established by the City Council, and their function is to advise the Council. They are to:

- Investigate matters within the scope of their bylaws, City Code provisions, and as directed by the Council
- Advise the Council by making findings and recommendations, and adopting reports
- At the direction of the Council or as required in City Code, hold public hearings, receive evidence, conduct research, and factor that into their decisions and recommendations for the Council

City Council Members pledge to City Boards and Commissions that they will:

- Treat Boards and Commissions as vitally important resources that support the decision-making process
- Communicate effectively with Boards and Commissions to ensure they have the tools needed to do their work
- Give clear direction, and take adequate time to review the reports and recommendations of Boards and Commissions
- Refrain from seeking to influence the deliberations or outcomes of Boards and Commissions
- Not typically attend meetings of Boards and Commissions unless:
 - as an observer (notifying the appropriate staff prior to attending); or
 - as a formally appointed Council liaison or a non-voting member

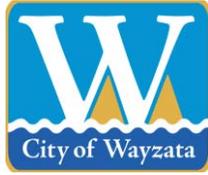
Acknowledgement and Agreement

I have reviewed and understand this Code of Conduct policy. I agree to follow it to the best of my ability.

Name (Please Print)

Signature

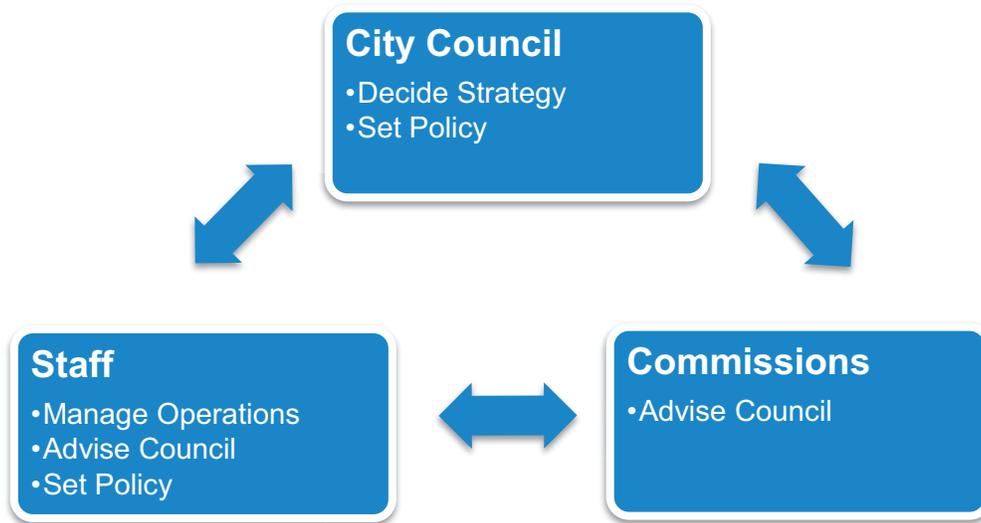
Date



Code of Conduct for Boards and Commissions

(Adopted _____, 2022)

This Code of Conduct policy has been adopted by the City Council to both (i) highlight the roles and responsibilities of Council members, City staff, and Boards and Commissions, and (ii) establish respectful behavior guidelines for working with each other, staff, and boards and commissions.



City Council	City Manager & Staff	Boards and Commissions
<ul style="list-style-type: none"> ● Adopts City policies ● Makes policy-level decisions ● Hires & supervise City Manager ● Reviews and Approves <ul style="list-style-type: none"> ○ City Budget, CIPs, and related work plans ○ Ordinances ○ Developments and Land Use applications ○ City's Strategic Plan ○ Other requests/proposals under City Code ● Appoints members of advisory boards and commissions 	<ul style="list-style-type: none"> ● Carries out Council policies and decisions ● Manages City operations and staff ● Provides advice to Council ● Proposes budget and policies ● Delivers City services ● Enforces City codes & policies 	<ul style="list-style-type: none"> ● Advises Council on areas within their purview as established in City Code, Council directive, or Work Plan ● Helps gather and provide community perspective ● Propose Work Plan items and recommended Council action ● Hold hearings as directed by Council and required by City Code

Working with Each Other and the Public

Our expectation is that we, and all those who participate in our proceedings, will be respectful of each other, members of the public, visitors, and City staff.

Members Should <u>Strive To</u> ...	Members Should <u>Avoid</u> ...
<ul style="list-style-type: none"> ● Treat people with respect, courtesy, and kindness ● Adhere to “Rules of Order” for all Meetings ● Respect and support the Chair’s role in leading meetings and Staff’s supportive and advisory role ● Encourage others to express their opinions and ideas and actively listen to what others have to say ● Consider the ideas of others to improve decisions and outcomes ● Recognize and respect differences ● Prepare in advance for meetings and the items on the agenda ● Focus on the business of the Board and Commission and the items on the agenda ● Consider only factual, impartial, and relevant factors in decisions ● Accept decisions of the majority once made while also respecting the opinions of the minority ● Identifying your role as a Board member if presenting at a public meeting 	<ul style="list-style-type: none"> ● Speaking over or cutting off another person ● Insulting, disparaging ideas, or putting down Staff, other Board members, Applicants, or members of the public ● Belittling, demeaning, or patronizing comments or body language ● Questioning motivations of others ● Speaking for writing for other Board members, the Board as a whole, or the City unless specifically authorized to do so ● Take on topics that are outside of the scope of the board ● Making promises to applicants or community members ● Violence or the threat of violence

Working with Staff

Board and Commission Members pledge to City Staff that they will:

- Respect staff as professionals and valued resources and members of the City’s team and not direct their work
- Support a positive and constructive workplace environment for City employees where staff are encouraged to work to their full potential
- When possible, notify the staff liaison in advance of a Board Meeting of any new information related to an agenda item, as well as anticipated questions and requests to pull agenda items from the consent agenda, so the appropriate staff can compile the information needed
- Acknowledge and understand their role as public officials, and the need for transparency and openness in conducting the City’s business and in communication with each other and with staff

Acknowledgement and Agreement

I have reviewed and understand this Code of Conduct policy. I agree to follow it to the best of my ability.

Name (Please Print)

Signature

Date
