

# CITY COUNCIL PROTOCOLS

Adopted by the Solvang City Council



City of Solvang  
1644 Oak Street  
Solvang, CA  
93463

Adopted  
Amended 11.1.17  
Amended 11.12.19

**A. PLACING ITEMS ON THE AGENDA**

1. Following each Council meeting, preferably within one week thereafter, the Mayor will meet with the City Manager, City Attorney and City Clerk to set the agenda for the next upcoming regularly scheduled City Council meeting.
2. If a Council member wants to put an item on the agenda, he/she goes to the Mayor or raises the item during the "Future Agenda Item" section of the regularly scheduled City Council meeting.
3. By consensus, or majority vote, if necessary, an item can be put on a future City Council agenda on a date to be determined by the Mayor working with the City Manager unless otherwise specifically directed by a majority of the Council.
4. The agenda packet for each regularly scheduled Council meeting will include a projection of the future items scheduled for consideration by the Council for a rolling 2 month time period.
5. If a member of the public ask for an item to be put on the agenda during Public Comment time, the Council can direct staff to put it on a future agenda when there is consensus by the Council, or defer discussion of that item to the "Advanced Agenda Item" section of the City Council meeting.

**B. GIVING DIRECTION TO THE CITY MANAGER**

The City Council collectively gives direction to the City Manager, either at Council meeting or through the Mayor.

**C. WORKING WITH THE CITY MANAGER IN COMMUNICATIONS WITH THE STAFF**

1. Routine requests for information can be asked directly of staff without going through the City Manager.
2. If staff would be put in an awkward position or feel that they were being given direction, go through the City Manager for information.
3. If you have a question of staff about an item on the agenda, when possible ask the staff person ahead of time (before the meeting) so that he/she can be prepared with the answer.

**D. GIVING DIRECTION TO THE CITY ATTORNEY**

1. The Council collectively gives direction to the City Attorney, either at Council meeting or through the Mayor.
2. Council members individually may request information of the City Attorney.
3. If significant, the Council by consensus or majority vote must support the request.
4. Decisions regarding City Attorney attendance at other than City Council and Planning Commission meetings are determined by the City Manager with the City Attorney.

**E. RESPONDING INDIVIDUALLY, AS A COUNCIL MEMBER, TO PUBLIC COMPLAINTS OR INQUIRIES [Policy being developed as part of Public Information Officer Communications Plan.]**

**F. RESPONDING TO PRESS**

1. When contacted by the press, clarify whether you are speaking on behalf of the Council or yourself.

2. If you do not feel knowledgeable about an issue, refer matters to the Mayor, an appropriate Council member or the City Manager.
3. All press calls need to be answered as quickly as possible.
4. Confidential issues (personnel issues and anything discussed on closed session) cannot be talked about with anyone.

#### **G. ACTION OF COUNCIL SUBCOMMITTEES**

1. Council subcommittees cannot take action on behalf of the Council; they can only make recommendation to the City Council for action.
2. Standing Council subcommittees operate under the Brown Act. Ad hoc (short term, single purpose subcommittees) are not subject to the Brown Act.
3. Minutes of Council subcommittee meetings and Boards/Commissions on which a Council member participates as a member of the Board/Commission will be placed on the Council's consent calendar at the regular meeting of the Council following preparation of the minutes.

#### **H. MEETING MANAGEMENT**

In order to facilitate efficient and effective meetings and to optimize the City's resources and the public's time, the Council will utilize the following tools during Council meetings:

1. Council meetings will be run utilizing Rosenberg's Rules of Order, Simple Parliamentary Procedures for the 21st Century Revised 2011 (attached).
2. Speaker cards will be utilized for agenda items to allow members of the public to identify the item(s) on the agenda on which they wish to participate.
3. Speakers will be limited to 3 minutes. The Mayor may otherwise set a reasonable time limit based on the number of speakers or allow speakers more time at the Mayor's discretion.
4. Following each presentation, the Chair of the meeting will give each Councilmember an opportunity to ask any questions. City Council members will then each be given an opportunity to discuss the item. After a motion has been made, each member will be given an additional opportunity to discuss the pending motion or make an alternative motion.
5. If meeting goes for more than 3 hours, formal approval of a majority of the Council is required or the meeting shall be adjourned.

#### **I. NEPOTISM**

The Mayor of City Council shall not appoint as an employee or officer, to receive any compensation from the City, any person who is relative by blood or marriage within the third degree of the Mayor or any one or more of the members of the Council, nor shall the City Manager or any other appointing authority appoint to any such position any relative of his or of the Mayor or any member of the Council within such degree of kinship. Relatives to the third degree include parents, children, siblings, aunts, uncles, nieces, nephews, grandparents and first cousins. Further, it is the intent of this anti-nepotism provision that no family members or relatives to the third degree of the current Mayor or members of the City Council shall be appointed to serve on any of the City's Boards, Commissions or Committees.