EXECUTIVE SUMMARY

City Administration

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Golden Valley City Council Work Session

April 10, 2024

Agenda Item

3. Discussion Regarding Council Meeting Structure, Guidelines, and Policies

Prepared By

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Summary

In support of good governance and clarity for all, after conversations with the Mayor, the Interim City Manager directed staff to review council guiding principles, rules and procedures. These were last reviewed and approved in 2019, pre-COVID and pre-virtual meetings.

The Interim City Manager requests the council review the recommended edits, which have been done to modernize and streamline the existing documents. This council has not adopted the document, so this is an opportunity for the body to set a baseline. Additionally, this draft includes a Robert's Rules of Order cheat sheet proposed for adoption. This cheat sheet is based on best practices found from a review of similar documents from nearby cities. Utilizing, even in a limited way, some adherence to Robert's Rules of Order enhances clarity and transparency for members, staff and the public.

Regular review of these items is important for consistency, clear expectations, common understanding of roles and responsibilities. Staff recommends these documents be reviewed and approved at the beginning of each new council term (every two years), particularly given the ethical and behavioral expectations that are a part of the document. For example, the next review would happen at the first meeting in January 2026.

At this time, there are no known behavioral or ethical issues, so reviewing and adopting this document is a proactive step toward providing expectations for the future, including future members.

Supporting Documents

- Current City Council Guiding Principles
- Proposed City Council Guide