



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	02/21/2024	Department	City Council
Agenda Item	4h Approval of the 2024 Gardiner City Council Meeting Guidelines		
Est. Cost			

Background Information	Please see the attached documentation		
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Requested Action	"I move to approve the 2024 City Council Meeting Guidelines"		
City Manager and/or Finance Review	City Manager Approves		
Council Vote/ Action Taken			
Departmental Follow-Up			

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Gardiner City Council

Meeting Guidelines

Revised on February 3, 2024 by Gardiner City Council

Meeting Format

- From now on all Council meetings and meetings of City Committees will be in-person
- Council members will no longer participate as Council members by Zoom
- Council meetings will continue to be live-streamed on video so anyone can watch

Honor Roberts Rules of Order

Since we are a small group, we can be informal yet honor the spirit, especially:

- Everyone understands the process and has equal access
- Deal with one thing at a time
- Put motions in writing
- Make sure there is a motion on the floor before beginning discussion
- Discussion should be limited to the motion on the floor

Clear and swift agendas

- The Chair should move deliberately through the planned agenda with support from all Council members.
- At the Mayor's discretion, we might not take up new agenda items after 9pm.
 - Agenda items started before 9pm are completed no matter how long they take.
 - Such agenda items that we don't get to are taken up at a meeting the following week.
- If any Council Member thinks that a past issue or conversation has not been completed or has been dropped, you can request that it be put on a future Agenda.
- Clarified that when roll call votes are taken the Mayor decides the order and will often go last so as not to influence others.
- Come prepared by reviewing materials before the meeting.

Each view heard, once

- Hearing the same fundamental point of view, even if expressed differently each time, is inefficient. If you develop a new view, share it, but no need for repetition.
- Be self-restrained.
- Signify agreement with a point of view with nods, thumbs, and "hear-hear."
- When it's clear that points of view are being repeated, call for a vote or otherwise move on.

Public participation expectations clear

- Verbally clarify for the public:
 - That their input is encouraged regardless of what others say
 - What topics are appropriate at what times in the meeting
 - How long they should expect to speak for
 - That public input is not a time for discussion with Council members. Don't expect an immediate response.
 - Public comments should be not more than 4 minutes and should not be repetitive.
- Provide Guidelines for Speakers on the back of every Council Meeting Agenda.
- Council members should show gratitude and validation of public comments but not respond or engage in discussion during a Council Meeting.

- If/when councilors ask questions or respond to public comments, such responses or questions should stay to the topic brought by the person.
- Clarified that Councilors can make comments on any topic at the end of each meeting.

Handle conflict professionally

- If you feel attacked it's okay to say so. Best not to attack back in a public setting but rather offer to talk privately.
- Have private conversations to resolve conflicts and always start with a question. Work to clear up misunderstandings first.
- Don't take or make things personal.

Open-minded attitudes

- Withhold judgment until you have worked to understand all information and opinions.
- Ask questions with genuine interest in hearing the answer, not as a means to make your point or intimidate.
- It's okay to change your mind based on changing circumstances or new information.

Committees Too

- We expect Committees to follow these guidelines.
 - The Mayor will provide guidance to Committee Chairs, especially with regard to public participation in meetings.
- Consider holding a parliamentary rules training for all volunteer boards in the city