CITY OF ATASCADERO

COMMISSION NORMS AND PROCEDURES (2007)

GENERAL

- All Commission Members get the same information concerning upcoming issues, training opportunities, etc.

- Return unwanted reports and documents to staff for distributing to the public or for recycling.

- Commission chairs meet quarterly with the Mayor and Mayor Pro Tem to provide feedback and be kept informed.

- Commission needs:
  - To know Council vision, community vision, and General Plan 2025
  - Understanding of their roles and authority.
  - To know annual prioritized goals of the City Council.
  - All commissioners should receive annual training.

- Criteria for commissioner for re-appointment (and in extreme cases, removal) shall include:
  - Issues of conflicts of interest.
  - Attendance (Absence from 3 consecutive meetings, or from 4 meetings during a calendar year without formal consent of the Commission).
  - Support of General Plan.
  - Respect for staff/public.
  - Working for community versus personal purposes.
COMMISSION VALUES

- The Commission values active participation and open mindedness.
- Commission Members will have respect for each other as individuals.
- Commission Members will be apolitical, and straightforward; with no hidden agendas.
- The Commission Members value humor.
- Traditions are respected, but not binding.

COMMISSION INTERACTION AND COMMUNICATION

- Individuals are responsible to initiate resolution of problems A.S.A.P. and not let them build up.
- Commission Members will not direct personal attacks at each other during public meetings, in the press, or any other place/time.
- Relationships should be professional and courteous [beware of impact on, and perception of, public].
- Substantive Commission / Department Director items are to receive advance notice and public notification.

COMMISSION INTERACTION AND COMMUNICATION WITH STAFF

**Department Director**

- Staff will provide essential information to all Commission Members. Staff will support the Commission to make the best decision or recommendation possible.

**Staff in General**

- The Commission and staff will not blind side each other in public; if there is an issue or a question a Commission Member has on an agenda item, that member will contact staff prior to the meeting.
COMMISSION OPTIONS FOR KEEPING INFORMED

- Read Council Minutes in order to keep up to date on current issues facing the City. (Available on City website)

- Read documents pertaining to agenda items.

- Commission Members will do their homework (Read agenda packets prior to meetings, make site visits, etc.

CHAIR AND VICE-CHAIR SELECTION

- Each Commission shall elect a Chair and Vice-Chair to serve a one-year term at its first meeting in February.

CHAIRPERSON’S ROLE

- Each Chairperson is unique; the role is defined by the person, based on that person’s style.

- The Chairperson is the spokesperson for the Commission on actions approved by the Commission as a whole. The Chairperson shall not share his or her personal views while representing the Commission.

- The Chairperson shall ensure fairness, and strive to expedite the meetings in an efficient and professional manner.

- The Commission Chairs communicate with the Mayor at quarterly meetings and at other times as necessary.

PUBLIC MEETINGS

- Department Director sets the Agenda for regular Commission meetings, with direction from the City Manager.

- Public comment shall be received on all action items.
• Any Commission Member can place an item on the agenda under Commission Announcements and Reports. No action will be taken on the item unless it is placed on a future agenda by a majority of the Commission.

• Commission Members will treat everyone equally and with courtesy.

• Corrections to minutes are passed to the Commission Secretary before the meeting.

• Each Commission Member may share his/her views about the issue and the reasons for his/her vote.

• Consent Calendar
  
  - The Consent Calendar should be used for minutes, routine Commission business, and items already approved in the budget.

  - If a Commission Member has a personal question on a Consent Calendar, they are to ask staff ahead of time, rather than having it pulled off for discussion during the meeting.

  - Staff is prepared to report on every agenda item.

• Public Comment

  - Hearing items will be organized as follows:
    1. Staff Report
    2. Questions from Commission
    3. Open public comment
    4. Applicant’s report (may exceed 5 minutes)
    5. Public comment (limited to 5 minutes)
    6. Close public comment
    7. Staff response
    8. Commission deliberations
    9. Motion and vote

  - Once public comment is closed, further public input will not be allowed unless re-opened by Chair.

  - Applicant’s comments shall be limited to a reasonable time.

  - Public comments shall be limited to 5 minutes per speaker; per Municipal Code.
- It is acceptable to ask questions of a speaker for clarification.

- Each speaker will be thanked.

- Commission will not respond until all public comment has been received.

- Chair allows other members to speak first and then gives his/her views and summarizes.

- **Voting**

  - Each Commissioner has an opportunity to speak before a motion.

  - Attempts will be made to get consensus on significant issues.

  - Commission Member discussions will not be redundant.