

TOM-2015R-002

A RESOLUTION OF THE TOWN BOARD OF MINDEN ADOPTING THE TOWN BOARD'S NORMS AND PROCEDURES

WHEREAS, it is the intent and desire of the Minden Town Board to conduct its business in an orderly, timely and fair manner;

WHEREAS, the Board desires to adopt norms and procedures in order to accomplish that goal.

NOW, THEREFORE, the Minden Town Board does hereby resolve as follows:

SECTION I: Act in the Public Interest

- A. Board Members will work for the common good of the people of Minden.
- B. Board Members will ensure fair and equal treatment of all persons, claims and transactions coming before the Board.

SECTION II: Advocacy

- A. Board Members shall represent the official policies or positions of the Board when designated as delegates for this purpose.
- B. When representing their individual opinions and positions, Board Members shall explicitly state they do not represent the Minden Town Board, nor will they allow the inference that they do.

SECTION III: Role of the Chair

- A. Authority of the Chair
 - 1. The Chair, subject to the appeal of the full Board, shall have the authority to streamline the business of the Board by either seeking clarification of motions which appear to be out of order or by ruling any such motions out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.
- B. Facilitate Meetings
 - 1. The Chair is the presiding officer at all Board meetings. In the Chair's absence, the Vice-Chair shall be the presiding officer,
 - 2. All questions and remarks shall be addressed to the Chair.

3. The Chair shall decide all questions of order; subject, however, to an appeal to the Board.
4. The Chair shall recognize the Board Members, staff, and citizens desiring to speak.
5. The Chair shall not permit unauthorized remarks from the audience including applause, stamping of feet, whistles, yells or shouting, and/or similar demonstrations.
6. The Chair may designate a time limit for public comment.
7. The Chair may call for a short recess in a Board meeting when deemed necessary. If a speaker becomes willfully disruptive to the extent that orderly conduct of the meeting has been made impractical, an immediate declaration may be made by the Chair that the Board is in recess. Upon reconvening the meeting, if the prior speaker attempts to resume, he or she can either be informed that his or her three (3) minute speaking opportunity has expired or be allowed to complete the balance of the three (3) minute speaking opportunity.
8. The Chair will represent the Town and the majority opinion of the Board on all actions/positions taken by the Board.

SECTION IV: Role of the Board Members

A. Board Member Conduct in General

1. Board Members shall treat everyone with courtesy and respect.
2. Inappropriate behavior is derogatory and damages the perception of the Town.
3. While the Board is in session the Board Members and Town staff shall preserve strict order and decorum. No Board Member shall delay or interrupt the proceedings of the Board or interrupt any other Member while speaking.
4. Board Members should give a signal to the Chair to indicate they want to speak. The Chair will acknowledge them before they begin speaking.
5. Any Board Member shall have the right to express dissent from, or protest to, or comment upon, any action of the Board and have the option to enter the reason into the minutes, such as, "I would like the minutes to show that I am opposed to this action for the following reasons..."

6. Once a vote is taken on an issue, Board Members will support the decision made by the Board. When possible, the Board Members should attempt to reach consensus on an issue. When this is not possible, the majority vote shall prevail.
7. Board Members shall publicly share substantive information, which they may have received from sources outside the public decision-making process that is relevant to a matter under consideration by the Board.
8. When a rumor is involved, it is that Board Member's responsibility to not validate the rumor or repeat it to others. If a rumor affects the Town, then the issue should be brought to the attention of the Chair and the Town Manager.
9. Allow for everyone's opinion to be heard and respected, even if they do not win the vote or prevail on the issue.
10. When discussing an agenda item, Board Members will allow the opportunity to dialogue with each other to build consensus on an item.
11. Any member of the Board may move for an affirmative vote of a majority of Board Members present to require the Chair to enforce these norms and procedures.
12. Board Members will honor the role of the Chair in maintaining order.

C. Board Member Conduct with Staff

1. Board Members should always feel free to speak directly with the Town Manager on matters of interest or concern to them.
2. Board Members shall respect and adhere to the Town's form of government, which is a Town, operating under a Board-Manager form of government, with the Town Board acting as the legislative body of the Town. The Board is the visionary policy maker and staff is responsible for implementation of Board policies.
3. The Board, through a majority vote, directs the Town Manager to implement Board policy decisions through the administrative functions of the Town.
4. Board Members shall treat staff professionally and be respectful of their time. Board Members are encouraged to talk with staff, ask questions, and receive information, but will neither direct staff nor advocate staff support for the goals of individual Board Members.

5. Town Board Members shall not get involved in administrative functions.
6. When possible, Board Members shall seek answers to questions on an item on the agenda from the Town Manager prior to the meeting.
7. Board Members will not get involved in personnel issues except during a closed session where personnel issues may be discussed. The single exception is the Board's annual or performance review of the Town Manager, which may include hiring, firing, changing compensation or benefits, disciplining, and other forms of personnel matters related to that position.
8. If a Board Member has a concern about a Town department, Town Service, staff action, or an employee, he/she should discuss the concern with the Town Manager.

D. Board Member Conduct with the Public

1. Board Members will make the public feel welcome.
2. Board Members shall not be partial, prejudiced, or disrespectful toward the public.
3. Board Members should not make snappy or sarcastic comments to the public or to each other.
4. Board Members shall treat members of the public equally.
5. Board Members shall make no promises to the public on behalf of the Board.
6. Board Members shall listen courteously and attentively to all public comments before the Board and the information presented by staff.

F. Board Member Conduct with Committees

1. The Chair works through the committee chairs.
2. Board Members shall treat all members of the Committees with appreciation and respect.

G. Board Member Conduct with the Media

1. Board Members shall never go "off the record," discuss inside information pertaining to a closed session, personnel matters, litigation, and the

acquisition of property when dealing with the media. Providing background information is acceptable.

SECTION V: **Role of Town Staff**

- A. Town staff will provide written analysis and information on all agenda items prior to meetings.
- B. Staff will be available to answer questions of the Board Members prior to and during Board meetings.
- C. Staff will respond to questions from the public during Board meetings only when requested to do so by the Chair.
- D. Staff will not debate issues with the public or the Board.
- E. During Board meetings, staff shall turn off or switch any electronic equipment such as pagers and cellular telephones to a silent mode.
- F. Board Members and staff who participate in meetings with outsiders should be apprised of any follow up correspondence to that party, particularly if there is some controversy; the Town Manager and all Board Members should get copies on such correspondence.
- G. Staff will remain objective on issues and should promote or assist the efforts of the Board.
- H. Staff will inform Board Members as soon as possible of upcoming issues, particularly issues that will impact the Town significantly and may be coming before the Board on short notice.
- I. If only one or two Board Members feel something is a controversial issue and it may be coming before the Board, the Town Manager will inform the Chair and may inform Board Members on the issue.
- J. The Town Manager will advise supervisors to become more aware of and sensitive to potentially political or controversial issues coming before the Board.
- K. Staff will implement all Board policies as directed by the Town Manager; staff will not implement any actions for the Town without prior approval of the Town Manager.

SECTION VI: **Role of the Public**

- A. Members of the public attending Board meetings shall observe the same rules of decorum applicable to the Board Members and staff.

- B. Members of the public wishing to speak during public comment shall make efforts to provide a presentation of not more than three (3) minutes.
- C. Speakers shall state their name for the record. Applause, stamping of feet, whistles, yells or shouting, and/or similar demonstrations is unacceptable public behavior.
- D. Members of the public shall not make any impertinent and slanderous remarks, or become boisterous while addressing the Board Members or while attending the Board meeting in a manner that impedes the conduct of an orderly meeting.
- E. Members of the public shall turn or switch any electronic equipment such as pagers and cellular telephones to off or a silent mode while attending a Board meeting
- F. Members of the public shall not approach individual Board Members while the meeting is in progress.

SECTION VII: Committee Participation

- A. The Chair may, from time to time, form a committee(s) for a specific purpose or for general purposes.
- B. Any committee formed by the Chair or the Board shall be solely advisory, and shall not have the authority or ability to bind the Town, the Board, or staff in any manner; nor shall any committee have the power to instruct Town staff or re-open matters which the Board has previously decided.
- C. Any committee formed by the Chair or the Board shall serve at the pleasure of the Board, and may be dissolved by the Board at any time.

SECTION VIII: Board Member Requests

- A. All requests from Board Members dealing with policy issues and those requests which may be construed as direction go through the Town Manager, except for general inquiries or questions, in which case Board Members may go to Department Heads or key staff. Board Members will not direct employees.
- B. Any request from Board Members requiring financing or budget must go through the Town Manager.

SECTION IX: Presentations and Events

- A. Board Member presentations during a Board meeting are limited to the item or issue being deliberated. To ensure that the appropriate presentation equipment is

available, Board Members must provide the Town Manager's Office advance notice of the intent to make a presentation.

- B. When there is an accomplishment by one or two Board Members, it is appropriate for them to be at the opening, groundbreaking, ribbon cutting, etc., to accept the recognition and acknowledgment along with Town staff that worked on the project. All Board Members will be informed of events, activities, ground breakings, etc., and given the opportunity to attend; if it is a major event and if it is a Town wide accomplishment, particularly those that are positive and acknowledge the Town's efforts, all Board Members will be invited to be present.
- C. During public presentations, the Chair will be the person representing the Town; however, all Board Members will be consulted prior to the presentation and may be asked to represent the Town at various events and meetings.
- D. Participation in a public event, conferences, and meetings should take into account the cost to the Town compared to the benefit to be derived by the Board Member's participation. Board Members must not incur expenses, including travel costs, that will exceed the annual budget established by the Board unless a specific expense is approved in advance by a majority of the Board Members.

SECTION X: Board Agenda

- A. Any Board Member or the Chair may request items on the agenda, but the Chair has final say to set the agenda. However, any two members of the Board may require an item to be placed on an agenda.
- B. Either staff or Board Members can present agenda topics.
- C. Items on the consent calendar shall only be those that are:
 - a. Administrative in nature (follows existing rules, procedures, ordinances, regulations, or Board policy direction)
 - b. Do not require a public hearing
 - c. Are not second readings of ordinances
 - d. Are items already approved in the budget
 - e. Are traditional and/or routine items
- E. The Town Manager will try to research ahead of time any controversial agenda item, what the issues might be, and try to avoid any "surprise" conflicts. In a democratic process it should be recognized that sometimes this is unavoidable.
- F. Board Members will be given sufficient lead and preparation time for reviewing agenda materials.

SECTION XI: **Closed Session Confidentiality**

- A. All proper matters discussed during Closed Sessions shall be private and confidential, and the disclosure by any person of the topics or details of such matters is expressly prohibited.
- B. If a Board Member feels it is necessary, then preliminary notes should be taken which should not be kept as the Board's permanent records. All Closed Session information, verbal or written, is confidential and private.

SECTION XII: **Compliance and Enforcement**

- A. Board Members have the primary responsibility to ensure that ethical standards are understood and met by every Board Member, and that the public can continue to have full confidence in the integrity of government. Board Members shall abide by the terms of Nevada Revised Statutes Section 281A.
- B. The Chair and the Board Members have the responsibility to intervene when actions of members are in violation of these norms and procedures.

Adopted this 4th day of February, 2015, by the following vote:

Unanimously approved.

Attest:


Roxanne Stangle, Chair


Trish Koepnick, Town Clerk