

# Proposed Protocol Manual Amendments

April 22, 2019

Amendment 1

**2A Proclamations, Certificates of Recognition or Appreciation and Keys to the City**

All ~~proclamations certificates of recognition or appreciation and~~ keys to the City shall be requested through the City Commission and, once approved, placed on the next available agenda, or the designated agenda.

~~Recognition of persons or organizations at Commission meetings shall be placed on the agenda only after authorization from the City Commission.~~ Certificates for Board and Committee members received for service do not require approval by the City Commission.

## Amendment 2

### **2E Events Hosted by the City or for which any City Resources are Utilized**

~~City Commissioners may not request any employee of the City to volunteer or engage in any task relating to an event on their personal time. Opportunities for city employees to volunteer at charitable, community or cultural events may be communicated to employees only through the City Manager.~~

## Amendment 3

### **20 Attendance by Phone at Commission Meetings**

~~Members of the Commission may attend by phone only upon a vote by a majority of the commissioners present at any meeting. Members desiring to attend by phone shall notify the City Clerk prior to the Commission meeting. The City Clerk shall notify the commission after Roll Call that a commissioner desires to attend by phone. The commissioner shall state on the record the reason he or she is unable to attend in person and request authorization to attend by phone. No second shall be required. The Commission may vote by Voice count.~~

Attendance by phone is not permitted for Quasi-Judicial items.

## Amendment 4

### **4A Duties of the City Attorney**

To require the drafting of Ordinances that will require more than ~~two (2) hours~~ four (4) hours of research and preparation, or require coordination with Administration, a majority vote or consensus of the Commission is required. All instructions are made by Motion.

NOTE: This provision does not include resolutions. Resolutions are limited like all agenda items per 8A.

## Amendment 5

### **8A Preparation of Agenda Items Initiated by Members of the City Commission**

Agenda items requested by individual City Commissioners and requiring more than two (2) hours to prepare must be requested no later than fourteen (14) days prior to the meeting where the item will be placed on the agenda.

Amendment 6

**11A COMMISSION CODE OF CONDUCT: Inappropriate Behavior**

Commissioners shall refrain from insulting or making personal attacks, including attacks on family members, on fellow Commissioners and shall refrain from belittling or personally attacking staff members. Criticism of individuals' work-related conduct or activities shall not constitute a violation of this provision.

## Amendment 7

### 13B **Enforcement of Protocol Manual**

Any violations of the Protocol Manual shall be presented by a Motion for Censure to the City Commission setting forth the facts of the alleged violation, and if seconded, the Motion shall be heard at the following Commission meeting. At the following meeting, the censure proceedings shall be conducted as a quasi-judicial meeting. The Commissioner who allegedly violated the Protocol Manual shall be given an opportunity to speak. For approval of a Motion to Censure, a super-majority of the Commission must determine that there is sufficient evidence to a finding that the Commissioner intentionally violated the Protocol Manual. If the motion for Censure is approved, the Commissioner subject to the Motion shall forfeit his or her pay for his or her violation of the Protocol Manual in an amount determined by a super-majority of the Commission in a separate and subsequent Motion to set the Amount of Forfeiture, which will not exceed \$500 per occurrence of a violation. Requiring forfeiture is optional and the Commission may determine forfeiture is not warranted.

The City Attorney shall advise the Commission solely with respect to the process for Censure and Forfeiture of pay. Once a Motion for Censure is made the City Attorney may not provide any legal advice with respect to the interpretation of the Protocol Manual, the sufficiency of the evidence or any other substantive issue relating to the alleged violation. The Commission shall appoint outside counsel to provide legal guidance and advice regarding the substantive issues.

Subsequent to a Commissioner's Censure and the setting of a forfeiture amount, the City Clerk must prepare an order instructing the applicable departments to deduct the specified amounts from the Commissioner's pay.