



Consent Business

4. F. 6.

TO: Mayor and City Council
FROM: William H. Reynolds, City Administrator
DATE: 02/16/2016
SUBJECT: *Adoption of City Council Norms of Behavior (D,F)

Action Sought

To adopt the following Norms of Behavior for the operation of the City Council and its members:

1. Speak only for yourself, not on behalf of another councilmember unless specifically tasked by your colleagues to speak for the group.
2. Don't question motives. Assume others have positive intentions even if you disagree.
3. Always be respectful of one another and the public process. Do not criticize staff or others in public.
4. Aim for consensus, but accept the the decision of the majority once one is made.
5. Stay focused on the role of an elected official -- policy, prioritization and citizen representation.
6. Work through the city administrator and never through line staff. Do not attend staff meetings, trainings, or group staff functions unless specifically invited or scheduled through Administration. Do not loiter in work areas.
7. Respect staff and the fact that they work for the council as a whole. Do not expect or ask them to engage in the fray (secrets, gossip, triangulate), make your individual case (to take sides), or to be your "insider" (informant). Such activity by individual councilmembers undermines the leadership of departments and of the the organization as a whole.
8. Members should come to meetings prepared and willing to take part in discussions with their ideas and viewpoints as part of the process to make the best decisions. This also helps to build consensus and strengthens the council's actions as a public body.

Requested Action

To adopt the above Norms of Behavior for Shakopee elected officials.
