CITY OF ATASCADERO

COMMISSION NORMS AND PROCEDURES (2007)

GENERAL

- All Commission Members receive 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 and vice-chairs meet quarterly with the Mayor and Mayor Pro Tem to exchange feedback and be kept informed. The Council will receive information and provide direction.

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

- Criteria for commissioner for re-appointment (and in extreme cases, removal) shall include:
  - Attendance (Absence from 3 consecutive meetings, or from 4 meetings during a calendar year without formal consent of the Council).
  - Support of General Plan.
  - Treat staff and public with respect.
  - Working for the greater good of the 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 have a responsibility to do what is in the public’s best interest.
- Commission Members will subordinate political considerations to the good of the entire community, while being straightforward about the philosophy behind their decisions, with no hidden agendas.
- The Commission Members value humor.
- Traditions are respected, but not binding.

COMMISSION INTERACTION AND COMMUNICATION

- Commission Members are responsible for initiating the resolution of problems as they arise.
- Commission Members will not direct personal attacks at each other during public meetings or in the press. Difference of opinion should be about issues and not personalities.
- 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.
- Commissioners that are the Complainant on an issue before the Commission must declare their involvement in the issue before the item is reviewed by the Commission.

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**

- Whenever possible, if there is a significant issue or question a Commission Member has on an agenda item, then the member should contact staff prior to the meeting so staff can be adequately prepared to address such issues during the public 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)

- Commission Members will do their homework by reading the agenda packets prior to meetings and making site visits when possible.

**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, as representatives of the Commission, 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 request an item be placed on a future 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 with respect and 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.