



## TOWN COUNCIL WORKING AGREEMENTS

We establish these working agreements in order to have a shared understanding of how we will move forward with the work that we do for the community, how we will treat one another, what we expect from one another, and to emphasize that we have a shared commitment to civility, compassion, and service as a privilege, not a career.

### ▪ Discussion

#### *We agree to:*

- ✓ Avoid grandstanding.
- ✓ Minimize repetition.
- ✓ Refrain from back and forth debate.

### ▪ Consensus & Voting

#### *We agree to:*

- ✓ Express our opinion and vote.
- ✓ Work towards consensus when appropriate.
- ✓ Understand that a split vote is not personal.

### ▪ Respect

#### *We agree to:*

- ✓ Not surprise each other or staff at meetings.
- ✓ Ask our questions of staff in advance of the meeting and notify Mayor and Town Manager of major concerns.
- ✓ Act professionally.
- ✓ Treat our constituents with respect at and away from the lectern.

### ▪ Intentionality

#### *We agree to:*

- ✓ Trust each other to have positive intentions.
- ✓ Thank each other.
- ✓ Celebrate successes.

### ▪ Fairness and Equity

#### *We agree to:*

- ✓ Give equal time and equal information.
- ✓ Be consistent.
- ✓ Transparency in our words and deeds.

### ▪ The Body Politic

#### *We agree to:*

- ✓ Support the decision and Council even if we voted in opposition.
- ✓ Not undermine decisions already made.
- ✓ Refrain from belaboring or lobbying issues with each other or with staff after action has been taken.



# Roles and Responsibilities of Elected Officials & Staff

## OFFICIAL ROLES

### 1. Mayor

- a. Chief Elected Official
- b. Chief Executive of the Municipal Corporation
- c. Presides Over Council Meetings
- d. Symbolic Head of Town Government (ribbon cutting, baby kissing, etc.)
- e. Member of the Town Council (one vote, no veto)
- f. Provides Community Leadership

### 2. Individual Councilmembers

- a. Member of the Board of Directors for the Municipal Corporation
- b. One Vote

### 3. Town Council (As a Body)

- a. Fiduciary Responsibility (budget/finance)
- b. Legislative Responsibility (passes ordinances, resolutions, etc.)
- c. Appoints Town Manager, Town Attorney and Municipal Judge
- d. Sets Policy, Establishes Priorities, Adopts Guiding Documents
- e. Provides Community Leadership

### 4. Town Manager

- a. Serves at the pleasure of the Town Council
- b. Is the Chief Administrative Officer
- c. Manages the day-to-day affairs of the Town government
- d. Provides policy advice to Town Council
- e. Implements policy and enforces municipal ordinances
- f. Hires and fires all Town employees except for Town Attorney and Municipal Judge

### 5. Town Attorney

- a. Serves at the pleasure of the Town Council
- b. Provides legal and policy advice to Town Council and Planning Commission
- c. Provides legal advice to Town Staff

### 6. Town Staff

- a. Serve at the pleasure of the Town Manager
- b. Provide support, research, and professional opinions

### 7. Council Liaisons

- a. Attend meetings of assigned groups and remains informed of issues affecting that group
- b. Share pertinent information with Council
- c. Do not represent Council's opinion or position unless a vote of Council has been taken



## GOVERNANCE ROLES

### 1. Mayor

- a. Pays attention to the proceedings
- b. Keeps discussion focused on the issue
- c. Allows participation by all interested parties
- d. Enforces meeting protocol and ground rules
- e. Keeps the meeting moving forward, without getting “bogged down” in minutia
- f. Uses gavel effectively
- g. Moves the discussion – provides guidance and “nudging”
- h. Checks with the Council for agreement and/or concerns
- i. Monitors for repetition –asks for a vote when discussion begins to repeat itself
- j. Gives everyone a chance to be heard
- k. Serves as sidetrack monitor “That’s a good idea, but the issue is....”
- l. Serves as the “Policy Reminder” and “Micromanagement Monitor” - asks the Council if discussion is becoming too detailed and task should be delegated to management
- m. Enforces Council ground rules including: no personal attacks, don’t be redundant, don’t twist the facts, don’t attack staff, maintain civility
- n. Trust the Council and staff – assume positive intent
- o. Be the summarizer – help define the question

### 2. Town Council

- a. Does their homework
- b. Stands for something
- c. Is willing to engage in meaningful debate, even if it feels like conflict
- d. Acts businesslike
- e. Shows respect to other Councilmembers
- f. Shows respect to the Staff and is fair in dealings with them
- g. Does not confuse their role as policymakers with that of staff’s job
- h. Works in the best interest of the community (vs. agenda for personal gain)
- i. Stays focused on the discussion
- j. Follows meeting protocol and ground rules
- k. Supports the Mayor and helps them with their job
- l. Considers all information
- m. Expresses political opinion
- n. Is politically involved
- o. Makes ‘big picture’ decisions
- p. Does not engage in debate with the public at meetings

### 3. Staff

- a. Town Manager is Chief Administrative Officer
- b. Provides professional research, information, tools and options
- c. Stays objective and does not lobby or take sides
- d. Implements policy effectively
- e. Is politically informed
- f. Figures out the details