

MEETING CODE OF CONDUCT FOR COUNCIL MEMBERS

As member of a legislative governing body, an alderperson's role is to create new or modify existing laws, adopt policies, and approve budgets for future application. Keeping this in mind, below is the Council Member Code of Conduct determined by the Council for the Council a set of rules outlining the expected practices of individual members.

MEETING CODE OF CONDUCT FOR COUNCIL MEMBERS:

1. Robert Rule of Order is the meeting format for all City of Neenah Meetings.
2. Know and comply with the Rules of Order of the Common Council of the City of Neenah as approved and published after each April's organizational meeting.
3. To avoid potential quorum issues, contact the Mayor and the City Clerk if you are going to be late or miss for a meeting. Meetings are scheduled a minimum of 24 hours in advance.
4. Meetings should be as efficient as possible. Come to the meeting prepared to take action by studying the packet and asking staff appropriate questions **before** the meeting. Use and trust city staff's subject matter expertise and assistance.
5. Formal name etiquette is expected during meetings. The Mayor is always addressed formally as "Mayor Lang" or "Your Honor." Addressing colleagues and citizens by using professional titles such as "Alderperson Jones", "Director Jones", "Police Chief Jones," or by a surname such as "Mr. Jones".
6. Listen intently during the meeting; side conversations are rude and disruptive. REMEMBER, THE MICROPHONES ARE ALWAYS ON. Side conversations are heard by everyone in Council Chambers.
7. Silence cell phones or other electronic devices before meetings.
8. Speak only after being recognized by the Mayor.
9. It's ok to AGREE TO DISAGREE in a civil manner. Try to keep an open mind to all viewpoints before casting a vote, and no personal attacks. Meetings are not the time nor the place for personal conflicts. We are all on the same team.
10. Potential conflicts of interest should be discussed with the City Attorney. If it is determined a conflict of interest exists, abstain from both the discussion and the vote on the item. Best practice is to recuse yourself at the item read out to sit in the audience.
11. Alderpersons are encouraged to meet with staff to understand the role of each department and how the department fits into the overall checks and balances of local government. Ride-a-longs are a quick and engaging way of acclimating new Council members.
12. Individual Council members do not have supervisory authority over staff members, therefore should refrain from directing staff members. Council Directives are instructions issued by the Council typically to Department Heads (or Committee, Boards, Commissions, Staff groups or other sections of the Cities' government) who is directed to develop, establish and/or modify municipal programs or policies. Council Directives are introduced at a regular Council meeting but NOT acted on. This delay is for two purposes:
 - a. To allow other alderpersons to familiarize themselves with the issues involved.
 - b. To allow for development a timeline and a reporting schedule by the Department Head.Upon receiving an affirmative vote at the following regular Council meeting, the next Directive number is assigned. The timeline and review schedule is tracked by the Clerk to assure progress is being made. Status updates are given by the Department Head or Committee/Commission Chair as requested.
13. Requests for information from Department Heads (and others in city staff members) for

the study of issues of general interest, for reviews of existing ordinances, statutes or regulations or to monitor progress on city topics and actions may be made by any alderperson.

14. Alderpersons are responsible to check their lobby mail for confidential correspondence from city staff, correspondence from constituents and incoming mail. Best practice is to check your mailbox when at City Hall for meetings.
15. Treat everyone with respect, just as you would want to be treated.
16. Always be honest with your fellow Alderpersons.