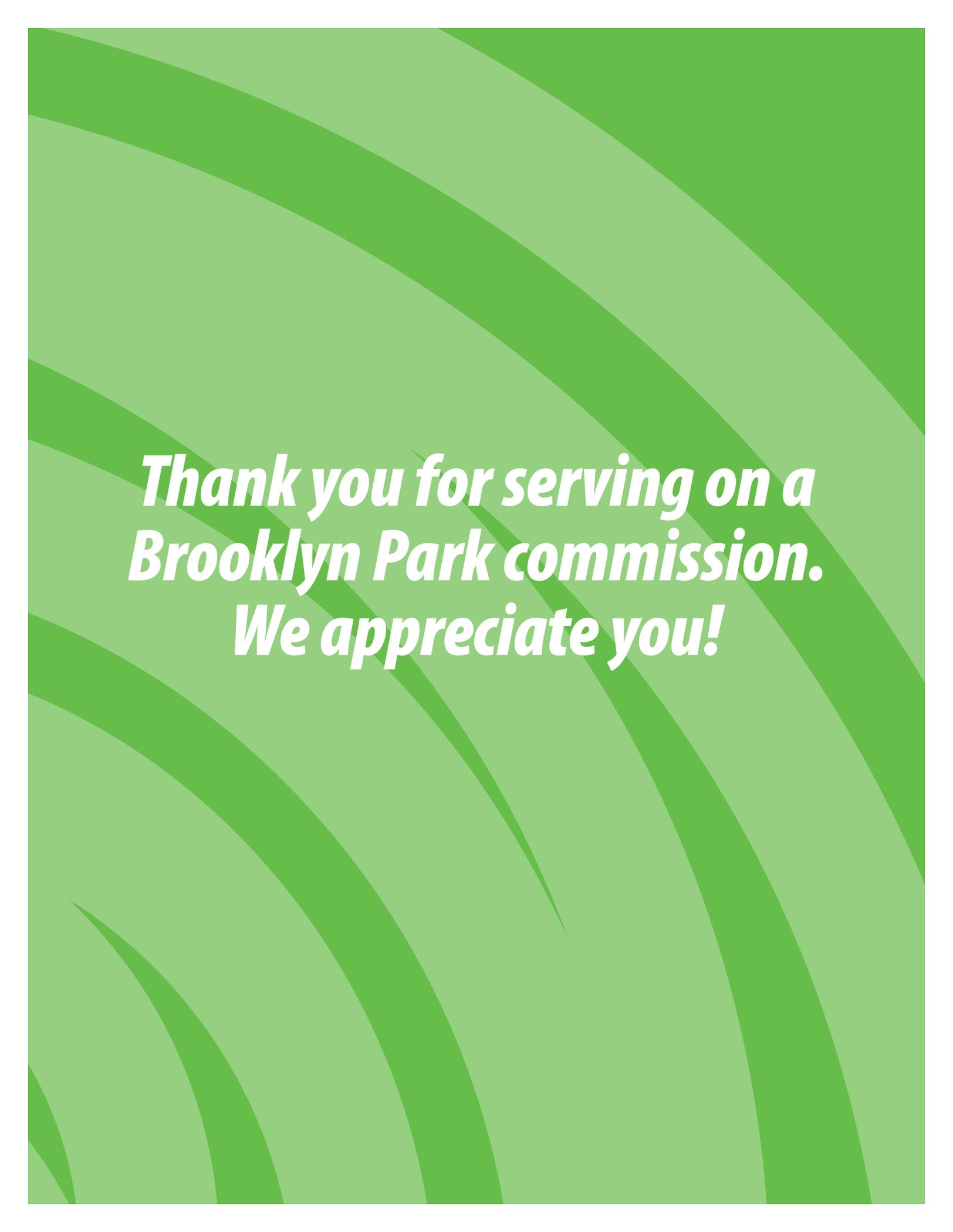


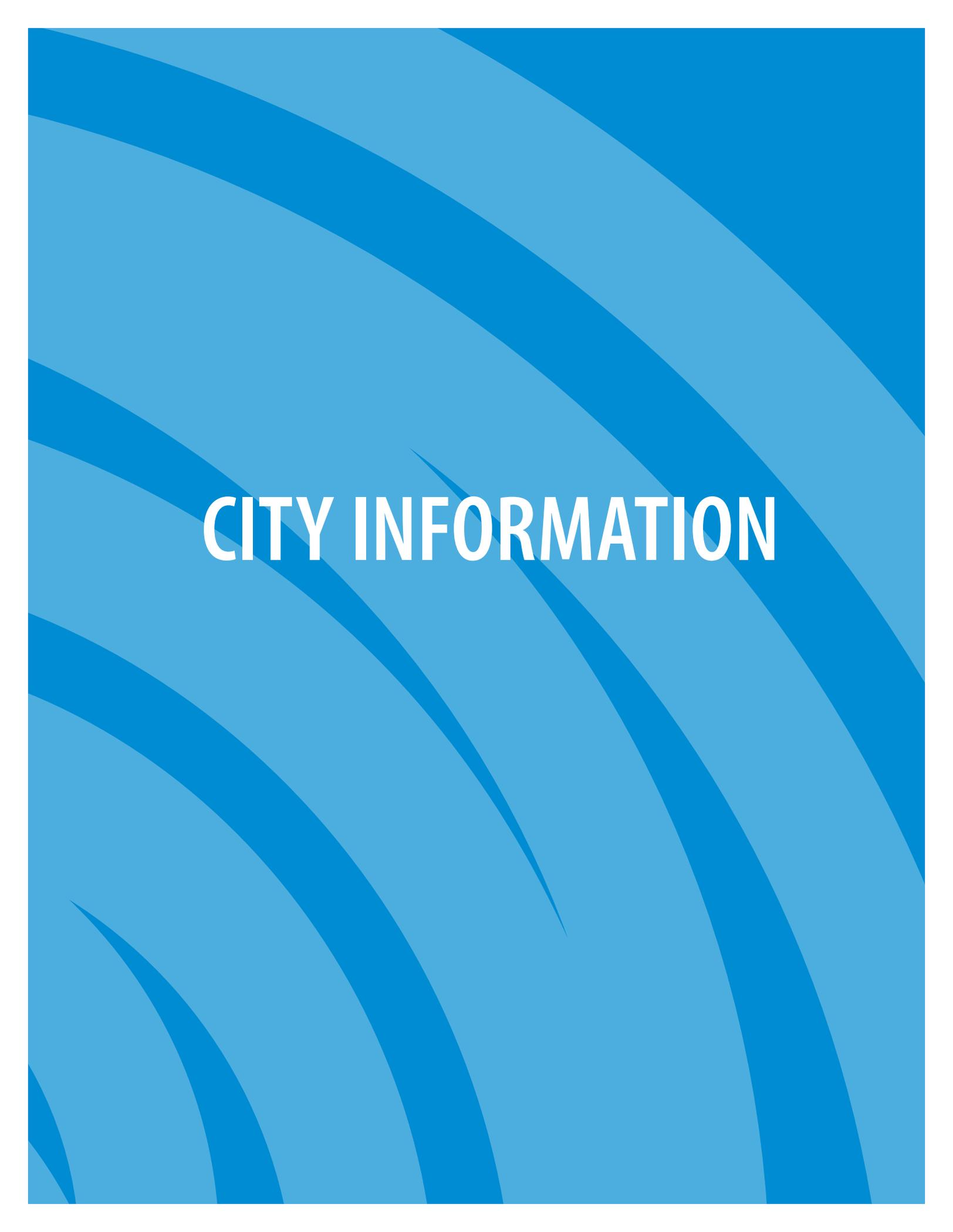
Commissions GUIDEBOOK

Brooklyn Park 
Unique. United. Undiscovered.

The background is a solid green color with several curved, overlapping stripes of varying shades of green, creating a sense of movement and depth. The stripes curve from the top left towards the bottom right.

***Thank you for serving on a
Brooklyn Park commission.
We appreciate you!***

City Information	5	Council Policy for Boards and Commissions Appointments	29
Vision	7	Resolution-Commission Standards	31
Brooklyn Park 2025 Community Goals	8	Recognition	38
Organizational Chart	9	Roberts Rules of Order "Cheat Sheet"	39
Administration Department	10	Parliamentary Procedure Overview	40
Community Development Department	11	City Communication	44
Finance Department	12	Budget Advisory Commission	45
Fire Department	13	Charter Commission	45
Operations and Maintenance Department	14	Community Long-range Improvement Commission	45
Police Department	15	Human Rights Commission	46
Recreation and Parks Department	16	Planning Commission	46
Polling Places, Districts and Precincts	17	Recreation and Parks Advisory Commission	46
Neighborhoods	18		
Demographics	19		
About Boards and Commissions	23	Code of Conduct	47
Duties	25	Ethical and Respectful Conduct	49
Special Positions	26	Social Media	51
What commissions do	27	Legal Issues	52
Commission work can be initiated by	27	City Attorney's Office	52
Agendas	27	Open Meeting Law	52
Minutes	27	Data Practices Law	53
Attendance	27	Conflict of Interest	53
Quorum	27	Liability	53
Annual Calendar for Commissions	27	Gifts	53
Workplan	28	Accountability/Consequences	54
		Procedures for Reporting	54
		Acknowledgement	56

The background of the page consists of several thick, curved, parallel stripes in various shades of blue, ranging from a light sky blue to a deep cerulean. These stripes sweep across the page from the top-left towards the bottom-right, creating a sense of movement and depth. The stripes are set against a solid, slightly darker blue background.

CITY INFORMATION



Vision

Brooklyn Park,
a thriving community
inspiring pride
where opportunities
exist for all!

Brooklyn Park 2025 Community Goals

Goals adopted by City Council on February 27, 2017

A united and welcoming community, strengthened by our diversity

- We have connected neighbors who understand and celebrate our unique cultures
- Brooklyn Park is unified with a strong positive identity and image
- Our community's activities, events and services are inclusive, multi-cultural, and accessible
- We have places and spaces for diverse communities to gather
- Residents of every age contribute to our community

Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination

- Modern transportation options (drive, ride, walk, bike) connect people to education, jobs, and recreation
- Quality recreation and park amenities inspire activity for all ages and interests
- Our rich diversity is showcased through our vibrant music, art, food, entertainment, and cultural scene
- Attractive key corridors, corners, and city centers create destinations that meet community needs
- Neighborhoods are well-maintained with quality housing for all ages and incomes integrated throughout the community

A balanced economic environment that empowers businesses and people to thrive

- People of all ages and backgrounds enjoy financial stability
- Residents and visitors support an abundance of retail stores, restaurants, and entertainment venues
- Our business environment inspires private investment and job growth
- Business and organizations of all types, sizes and specialties start, stay and grow here
- We are a leader in environmental sustainability, benefiting our economy and community

People of all ages have what they need to feel healthy and safe

- Neighborhoods are empowered and supported by strengthened positive relationships with police
- Youth are engaged in positive and quality experiences
- Aging adults have services and amenities to thrive and age in place
- Everyone has access to quality healthy food options
- People have access to quality medical and emergency care

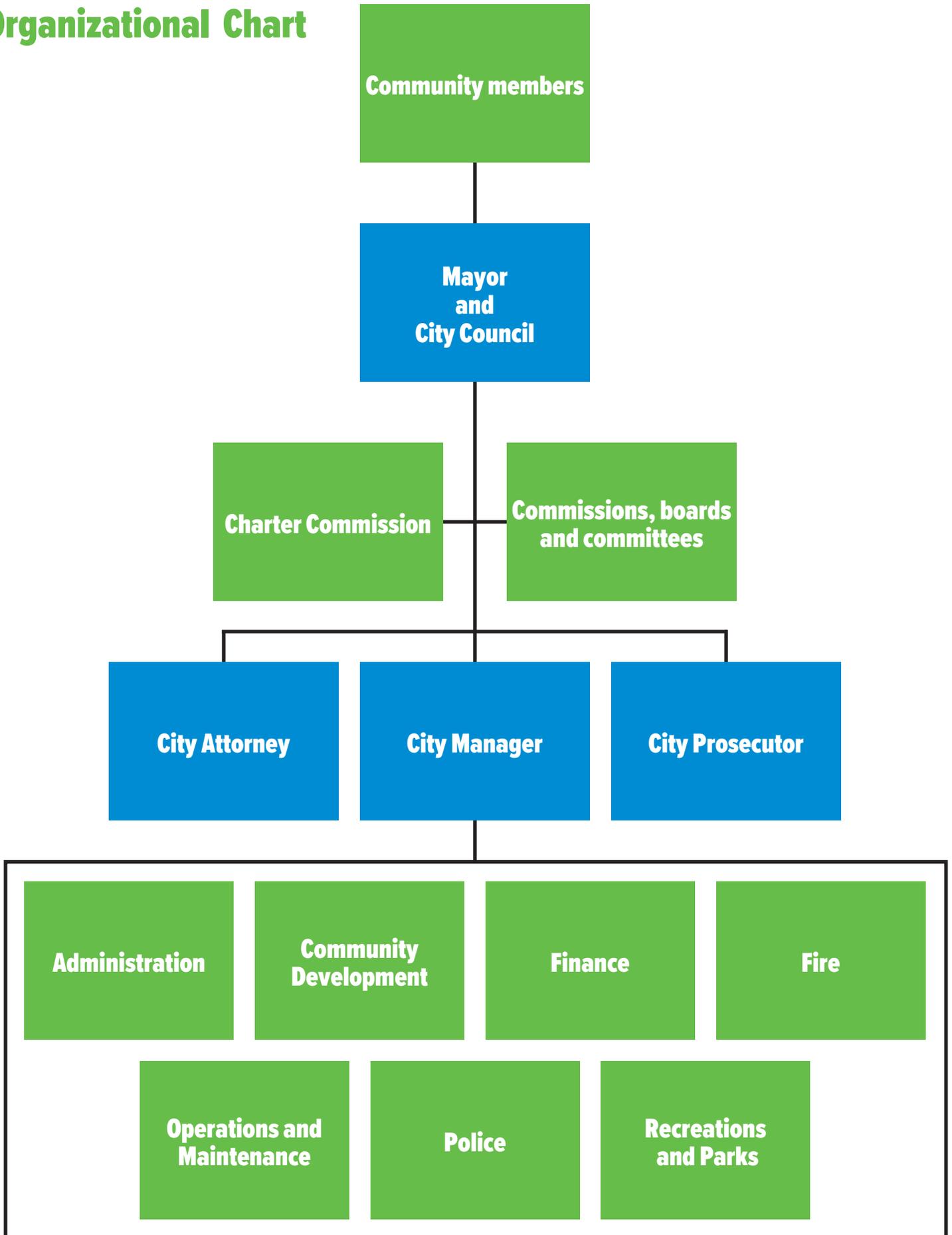
Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper

- Each resident has access to the training and support needed to get and keep a living wage job
- Each student graduates high school with a pathway to college or career
- Aging neighborhoods and commercial centers are revitalized through continuous investment
- The community provides necessary supports and services for community members to overcome life challenges such as hunger, mental illness, and homelessness

Effective and engaging government recognized as a leader

- The City provides quality services at a reasonable cost
- Elected officials, commissions, and City staff reflect the diversity of the community and are culturally competent
- City information is clear, accessible, and delivered in ways that meet the community's needs
- City laws are understandable, equitably enforced, and relevant to the community
- The City is well-managed and recognized as a great place to work

Organizational Chart



Administration Department

Department overview

The City Council and Administration Department implement policy and develop procedures to ensure our city government operates within the boundaries of prudence and ethics as set forth in the City Charter and the Code of Ordinances.

As the sole employee of the City Council, the City Manager oversees the day-to-day operations of the city and provides oversight to the seven (7) departments of the city.

The Assistant City Manager serves as the department director of the Administration Department.

The Administration Department consists of the following divisions, which provide strategic services across the organization:

City Manager's Office

- City commissions
- City manager support
- Council agendas/reports
- Special projects

City Clerk's Office

- Charter
- City Council support
- Elections
- Data practices
- Records management

Human Resources

- Benefits
- Employee relations
- Payroll
- Recruitment and hiring
- Risk management
- Training programs
- Wellness

Communications

- Graphic design
- Email Communications
- Media relations
- Park Pages city newsletter
- Social media
- Video and photography
- Mail room/copy services

Community Engagement

- Community partnerships
- Neighborhood and community relations
- Programs and events
- Public participation

Information Systems Management

- Cybersecurity
- Geographic Information System (GIS)
- Phone, computers and hardware
- Service desk
- Software and applications

Community Development Department

Department overview

The Community Development Department helps the community thrive by improving the physical, social and economic health of the community. Staff works with the community to promote and preserve residential and commercial areas, administer health and safety programs, promote sound development and reinvestment projects and manage long range planning and forecasting for the community.

The Community Development Department consists of the following divisions:

Economic Development and Housing

- Business assistance
- Business development
- Economic development
- Housing
- Multi-family housing liaison/coordination
- Redevelopment

Planning

- Bond and escrow management
- Comprehensive Plan
- Current planning
- Land uses
- Long range planning
- New subdivisions
- Site plans
- Variances
- Zoning

Building Permits and Inspections

- Building codes/ADA standards
- Building inspections
- Building officials
- Building permits
- Certificate of Occupancy
- Contractor licensing
- Plan review

Business Licensing and Rental Inspections

- Administrative citations
- Alcohol/tobacco licenses
- Business licensing
- Preventative maintenance inspection
- Rental housing inspection
- Rental licenses

Code Enforcement and Public Health

- Code enforcement inspections
- Environmental hazard mitigation
- Food/pool/lodging establishment inspections
- Garbage/house investigations
- Neighborhood Action Program
- Problem property mitigation
- Public health
- Resident engagement initiatives
- "Spruce Up the Park" initiatives

Finance Department

Department overview

The Finance Department is committed to providing quality support services to other departments in the city and excellent customer service to residents and various customer groups. In addition, the department is committed to the goal of being good stewards of the city's financial resources.

The Finance Department is made up of the following divisions:

Financial Services

- Accounts payable/accounts receivable
- Audit
- Budget coordination
- Cash receipts
- Debt and investment management
- Financial reporting and accounting
- Investments

Assessing

- Defend valuations in tax court
- Homesteading
- Property data services
- Valuation and tax classification of all property in Brooklyn Park

Customer Service

- Pet licensing
- Title searches
- Utility billing
- Vehicle licensing/DNR licensing

Fire Department

Department overview

Established in 1957, the Brooklyn Park Fire Department continues to provide professional fire protection and emergency management services through a combination of 28 career and 25 paid-on-call firefighters and officers operating from four fire stations, which are strategically located across the department's 27 square-mile jurisdiction.

The Fire Department is an all-hazards response organization responsible for fires, accidents, rescues, medicals, hazardous materials and large scale disaster response. The department's current run rate of calls is approximately 9,000 annually or a call for service every 58 minutes.

Fire and Rescue

- Emergency medical response
- Fire suppression
- Rescue services
- Fire/arson investigation
- Training

Emergency Management

- Emergency Operations Center
- Large-scale emergency preparation/coordination
- Outdoor warning sirens
- Severe weather safety programs

Fire Inspections

- Business fire inspections
- Fire code enforcement
- Plan reviews
- School inspections

Public Education

- Community Fire Academy
- Home/business emergency planning advice
- Fire extinguisher demo/training
- Presentations/booths
- School programs
- Station tours and open houses
- Walk-in blood pressure

Operations and Maintenance Department (O&M)

Department Overview

The Operations and Maintenance Department's focus is to ensure safe, long-lived, reliable, and attractive infrastructure systems with quality construction that results in economical operations, low cost maintenance and continual improvement. Each year the department implements numerous infrastructure and maintenance programs to ensure quality public roads and bridges, as well as water main, storm sewer and street light improvements.

The O&M Department consists of the following divisions:

Support Services

- Maintenance divisions general administrative support
- Recycling contracts administration for Brooklyn Park and Hennepin Recycling Group

Engineering Services

- Construction/reconstruction of public improvements
- Traffic engineering
- Transportation/right-of-way/curb cut permits
- Public purpose easements

Park/Building Maintenance

- General government buildings (City Hall, Police Facilities, Fire Stations, O&M Facilities) operations, maintenance and improvements
- Forestry system maintenance
- Park buildings and structures maintenance and improvements
- Park grounds maintenance and improvements
- Sport complexes maintenance and improvements

Fleet/Street Maintenance

- Storm sewer system maintenance
- Street and sidewalk snow and ice control
- Street lights/traffic signal system maintenance
- Street surfaces, curbs, sidewalks, signs, traffic markings, etc.
- Vehicle/equipment maintenance, acquisition and disposal

Utility Operations (Enterprise Funds)

- Sanitary sewer collection system maintenance
- Water distribution system maintenance
- Water treatment plant, wells and reservoirs operations, maintenance and improvements

Police Department

Department Overview

The Police Department delivers public safety through our three standing principles of service, justice and courage. We believe these three words personify our values and represent a fair, professional and knowledgeable organization, delivering high-quality service to those living, working, or visiting Brooklyn Park.

The Police Department consists of 160 employees divided into three divisions:

Support Services

- Customer service
- Document imaging
- Patrol division
- Professional standards and training
- Police clerks/records
- Property and evidence
- Transcription
- Technology specialist

Patrol

- Cadets
- Canine
- COPS
- Community Service Officers (CSO)
- Crime analysis
- Crime prevention/public safety awareness
- Police Explorers
- Police Reserves
- SWAT
- Traffic

Investigations

- Adult/Juvenile
- Community outreach
- Detention
- Drug Abuse Resistance Education (DARE)
- Drug Task Force
- Recruitment
- Safe Streets
- School Resource Officers
- Violent Offender Task Force

Recreation and Parks Department

Department Overview

Brooklyn Park has a well-established parks and trails system comprised of 53 miles of trails, 60 parks with more than 2,000 acres of land containing more than 400 amenities including park shelters, playgrounds, athletic fields, tennis, pickleball and basketball courts and environmental areas.

The department is responsible for the planning, development and operations of the system that results in a system that ensures all residents have convenient access to parks, as 95% of neighborhoods are within half mile radius (approx. 10-minute walk) of a park. Together the parks, trail system, specialized facilities, regional amenities, and proximity to the Mississippi River add to the unique character and richness of our parks system that exists today.

Special use facilities

- Brookland Golf Park
- Community Activity Center
- Edinburgh USA Golf Course
- Eidem Homestead Historical Farm
- Zanewood Recreation Center

Notable and unique features

- Two off leash dog parks
- Community gardens
- Disc golf course
- Fishing pond
- Skate park facility
- The first and only dedicated competitive wheelchair softball field in the five-state area that includes an adjacent all-inclusive playground

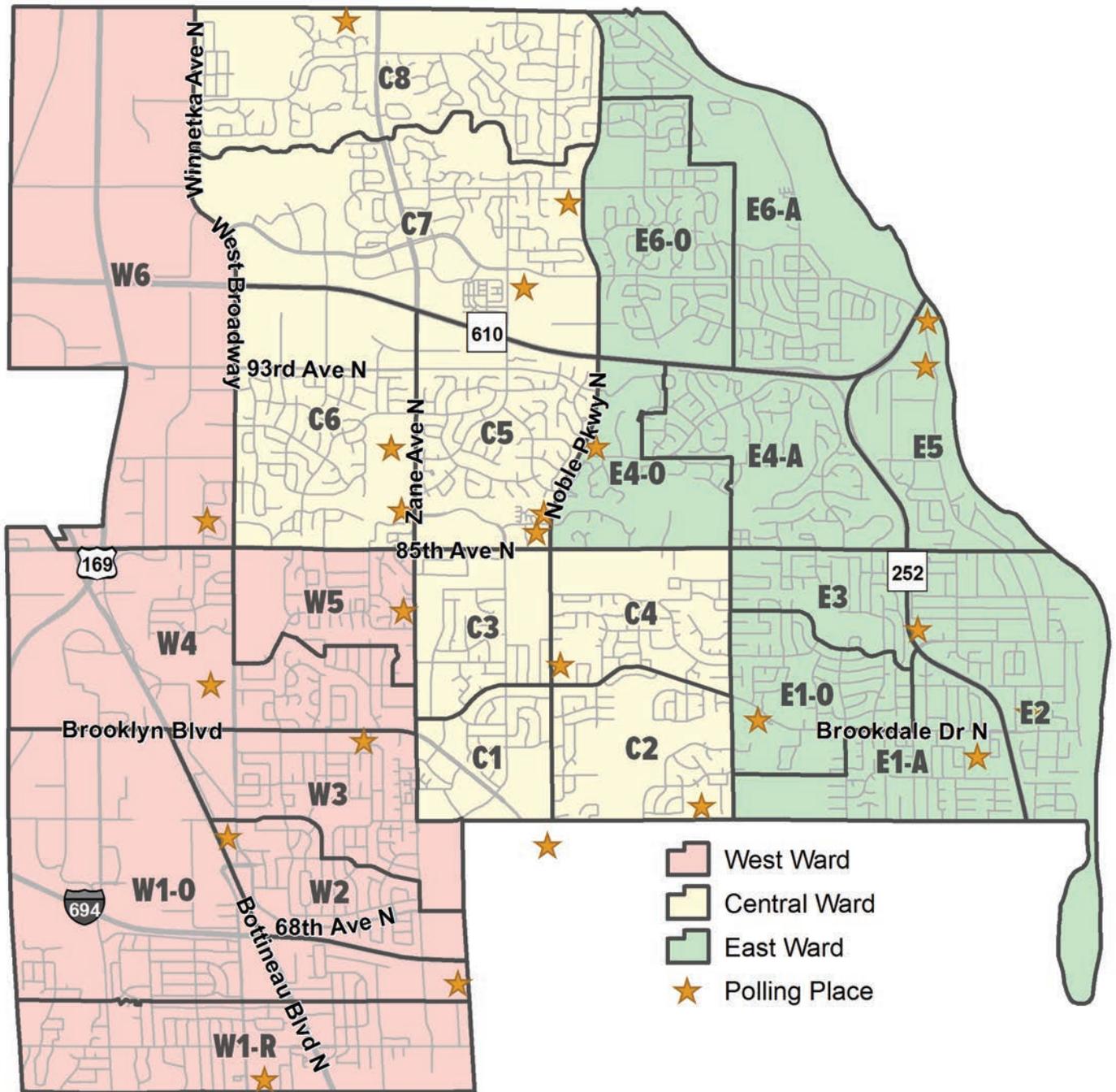
Recreation and Youth Services Divisions

The Recreation and Youth Services Divisions provide over 1,100 programs and services for people of all ages. Program options include:

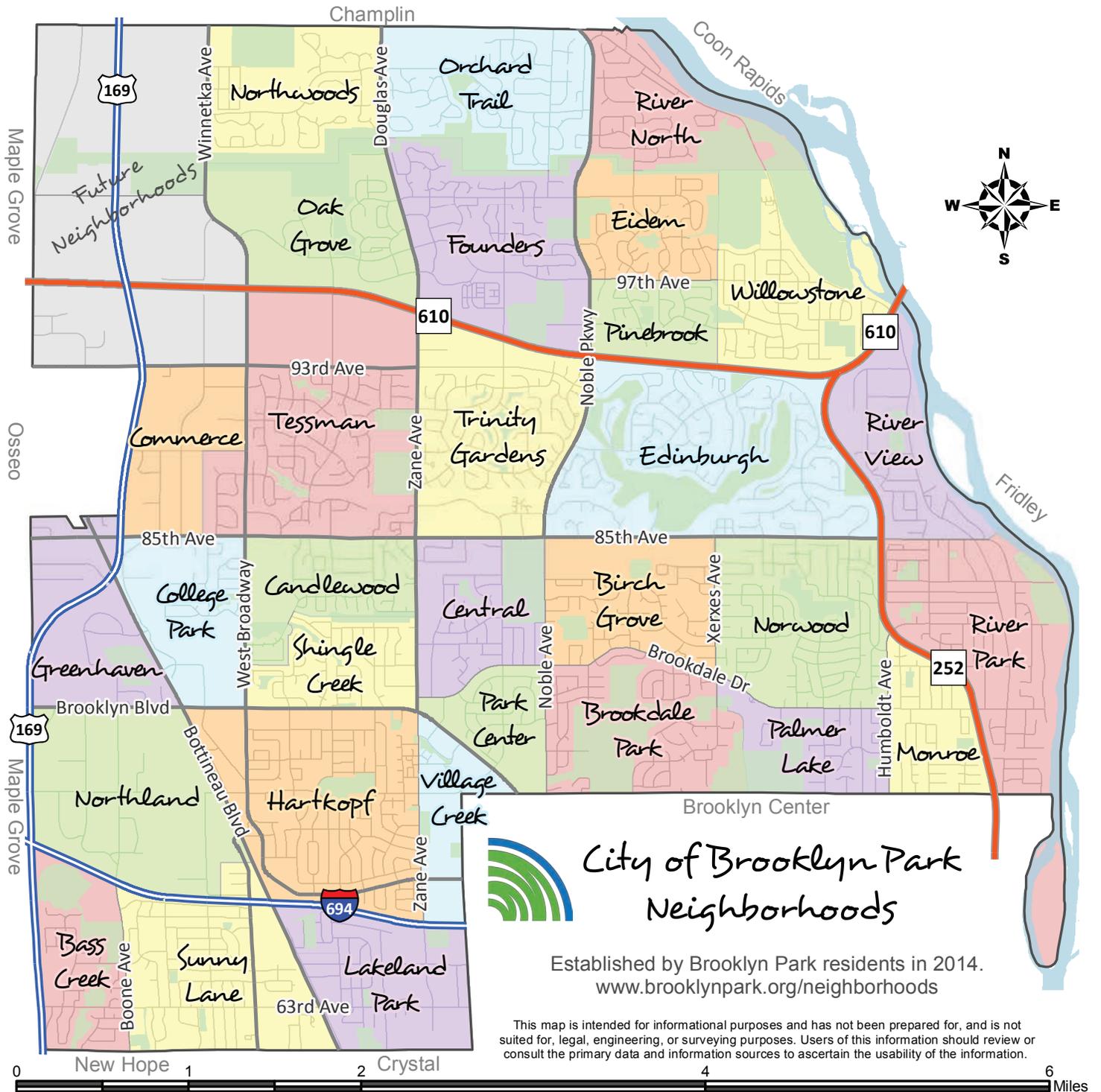
- Adaptive recreation
- Adult athletics and fitness
- Adults on the Move/trips/55+ programs
- Community and special events
- Community park and banquet/room rentals
- Cities United/My Brother's Keeper
- Golf lessons and leagues
- Dance, music and the arts
- Nature preschool
- Rec on the Go!
- Programs on the farm
- Skating and hockey
- Sports skill development (basketball, soccer, gymnastic, volleyball, lacrosse, tennis, baseball, etc.)
- Swimming lessons and aquatics
- Youth Athletic Association Partnerships (multiple youth sports)
- Youth intervention programs
- Summer camps

Polling Places, Districts and Precincts

As of 2019



Neighborhoods



City of Brooklyn Park Neighborhoods

Established by Brooklyn Park residents in 2014.
www.brooklynpark.org/neighborhoods

This map is intended for informational purposes and has not been prepared for, and is not suited for, legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Baseline Demographics

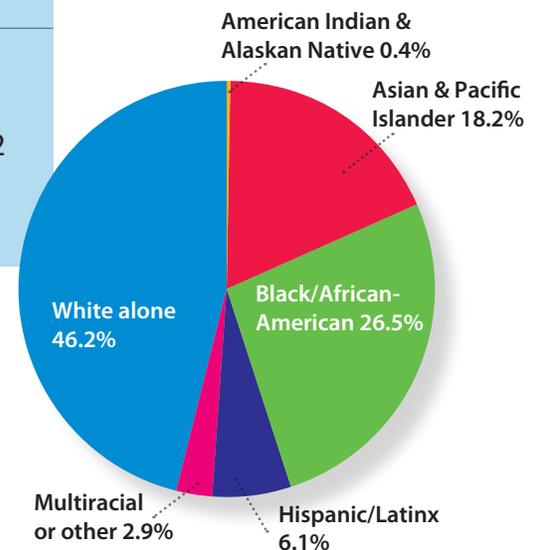
Brooklyn Park, Who We Are

	Brooklyn Park	Minnesota	U.S.
General Population			
Total population	80,581	5,600,000	308,700,000
Median age (years)	33.1	37.8	37.7
Place of Birth			
Born outside the U.S.	21.7%	7.8%	13.2%
Language other than English spoken at home (age 5+)	28.4%*	11.1%	21.1%
Race/Ethnicity			
 American Indian & Alaskan Native	0.4%	1.4%	1.3%
 Asian & Pacific Islander	18.2%	5.2%	6.0%
 Black/African-American	26.5%	6.5%	13.4%
 Hispanic/Latinx	6.1%	5.4%	18.1%
 Multiracial or other	2.9%	2.5%	2.7%
 White alone	46.2%	79.9%	60.7%
Income & Employment			
Median household income	\$65,695	\$63,217	\$55,322
Poverty rate	10.7%	9.9%	12.7%

Our residents were born in more than 70 countries!

Liberia (2,700-4,000 people)
 Laos (2,300-3,200)
 Vietnam (1,700-2,600)
 Mexico (1,000-2,200)
 Kenya (600-1,500)
 Nigeria (600-1,100)
 ...and more!

City Race/Ethnicity by Percentage of Population



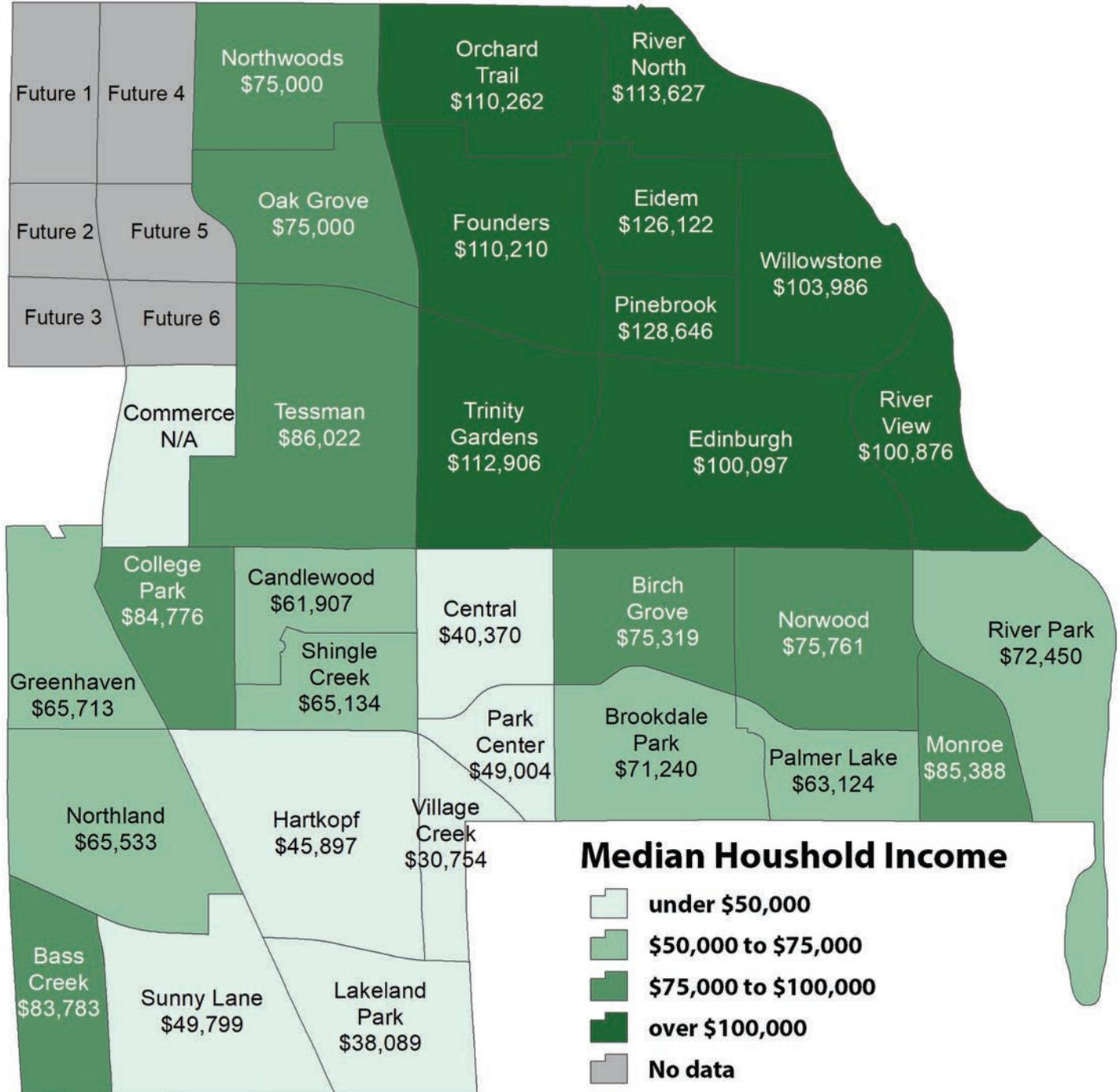
Brooklyn Park's most common languages other than English spoken at home: Hmong, Spanish, Vietnamese and grouped "African languages."*

All figures here are based on American Community Survey (ACS) 2016 5-year estimates, except * (above) which is based on 2011-2015 American Community Survey 5-year estimates

Demographic Maps

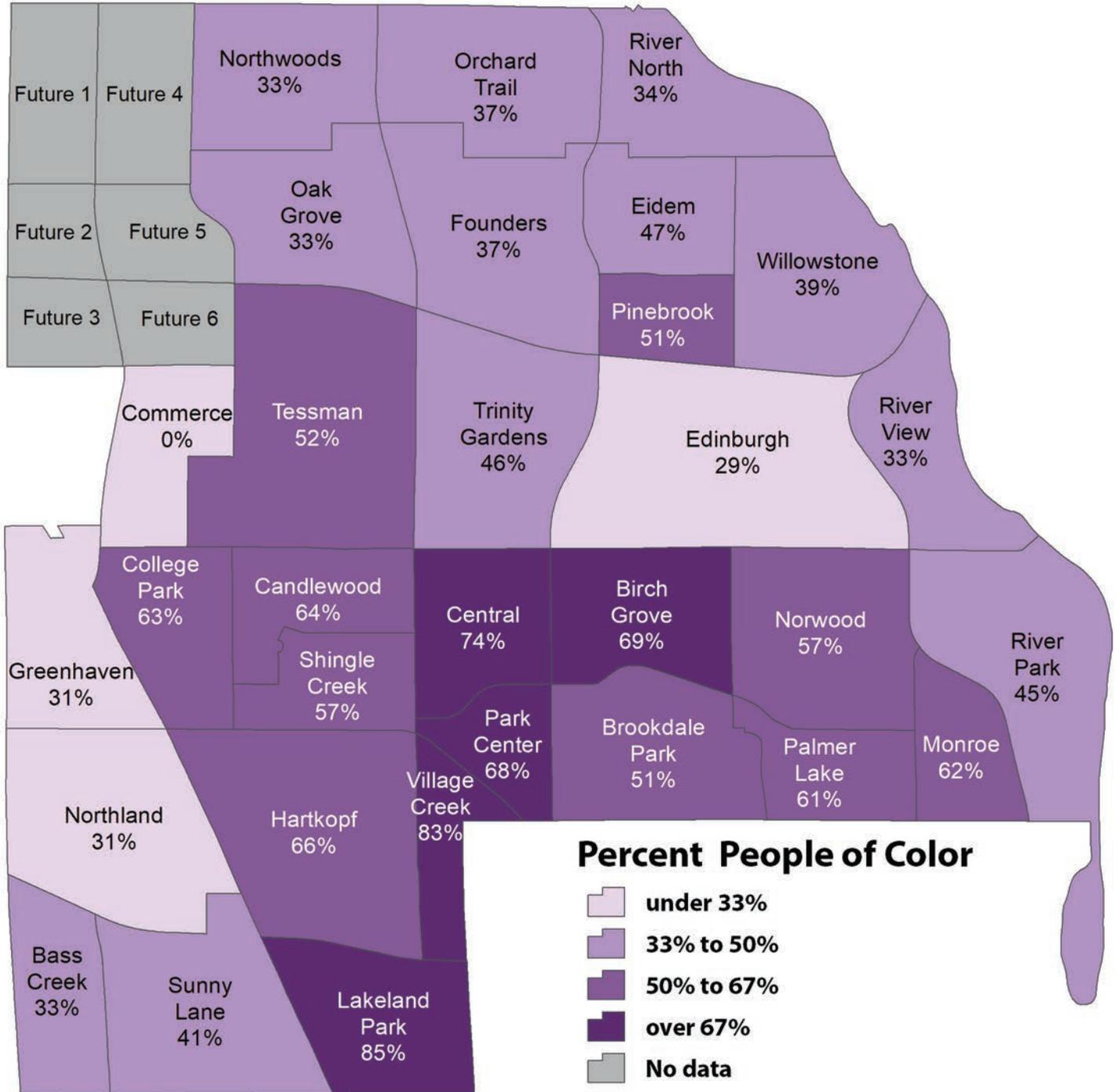
Brooklyn Park

Median Household Income by Neighborhood



This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. Data source: 2018 Esri demographics

Brooklyn Park Percentage of People of Color by Neighborhood



This map is for general reference only. It is not for legal, engineering, or surveying use. Please contact the sources of the information if you desire more details. Data source: 2018 Esri demographics

Demographics

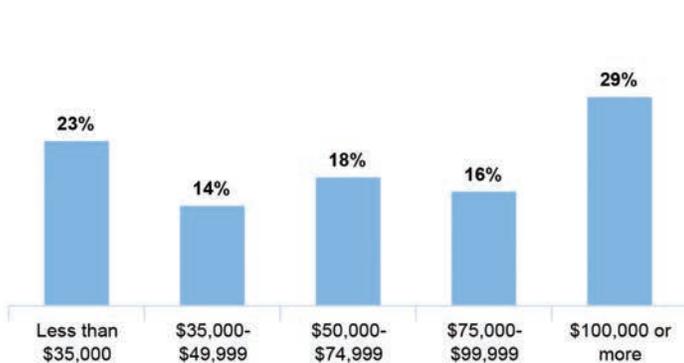
MN Compass Demographic Profile

The City of Brooklyn Park is located in Hennepin County, Twin Cities Region, Minnesota.

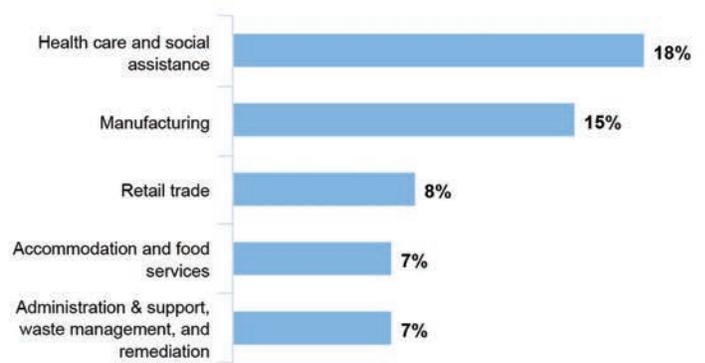
MN Compass provides at-a-glance facts about City residents, households and its workforce. Data are largely derived from the U.S. Census Bureau. Further data points of interest and in-depth detail can be found at www.mncompass.org/profiles/city/brooklyn-park.

Brooklyn Park, Minnesota At-A-Glance

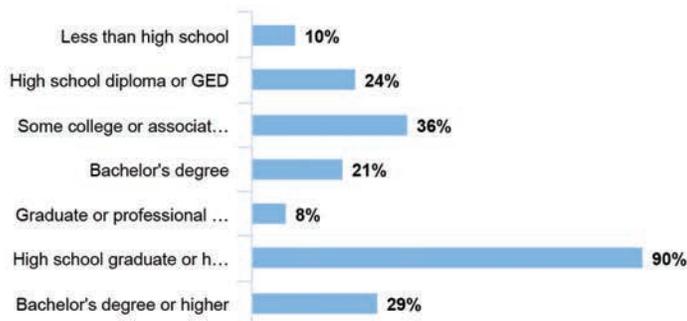
Households by income (2017 dollars)



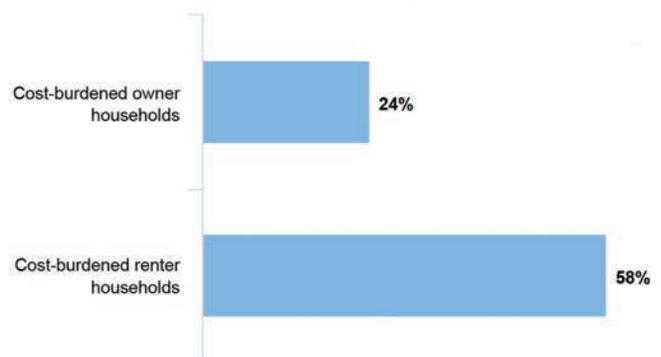
Workers by industry of employment, 2015



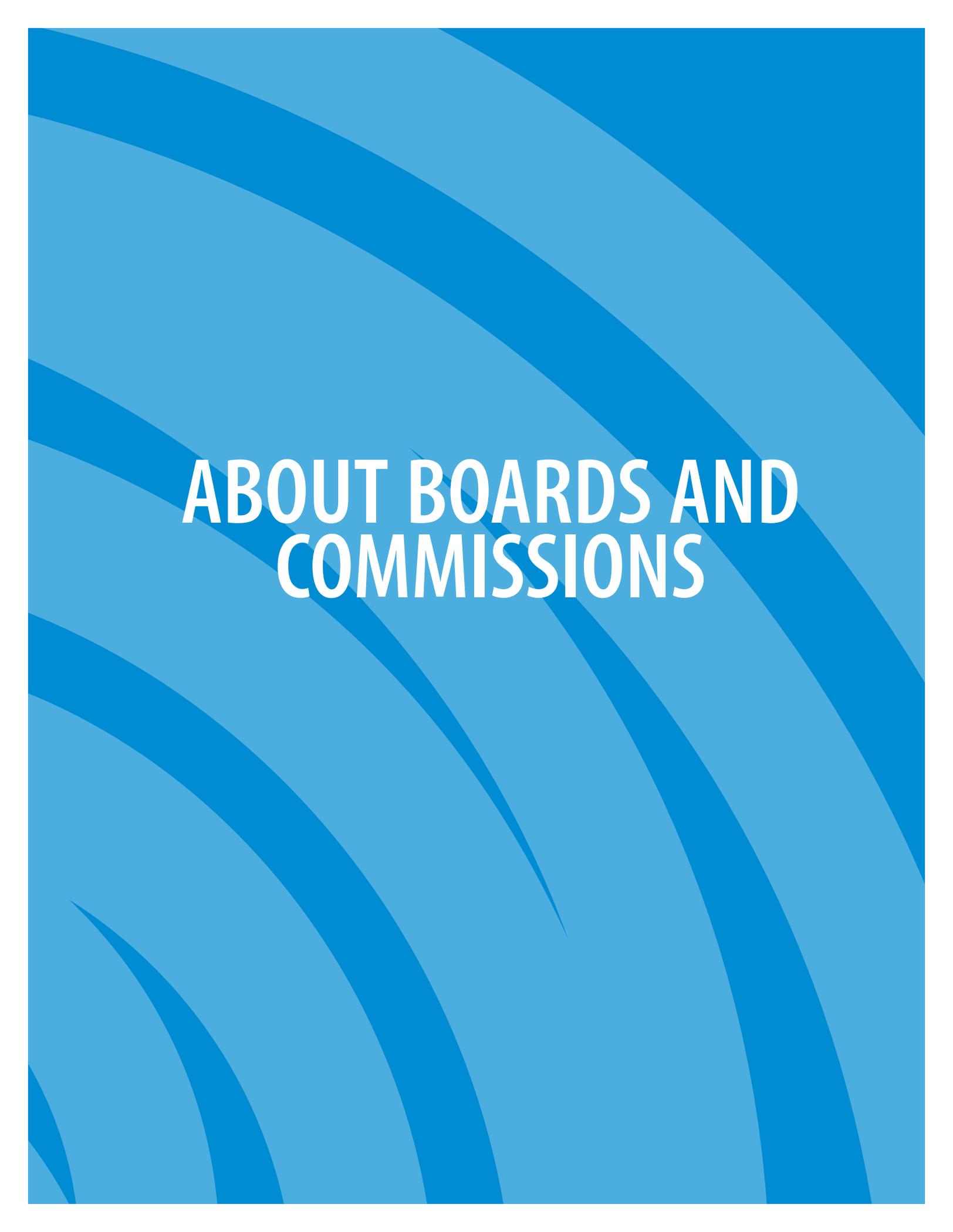
Educational attainment among adults 25 and older, 2013-2017



Cost-burdened households by type, 2013-2017



Source: MN Compass, March 2019

The background of the page features a series of overlapping, curved stripes in various shades of blue, creating a dynamic, wave-like pattern. The stripes curve from the top-left towards the bottom-right.

ABOUT BOARDS AND COMMISSIONS



Duties

What ALL commissioners need to know

The purpose of City of Brooklyn Park Commissions is to give residents the opportunity to give their opinions and recommendations on the work of city government. The boards also serve as advisory groups for the City Council.

Boards and Commissions are expected to support the City Council and serve at the discretion of council members. It is important that every commissioner read your particular board or commissions' bylaws at the beginning of your term.

Your duties as a commissioner are to:

- Investigate matters within the scope of the particular commission you are part of or as directed by the Council
- Advise the Council by communicating the viewpoint or advice of the Commission
- Hold hearings, receive evidence, conduct investigations and make recommendations to the Council about the matters within your commission's scope
- Attend scheduled meetings or let the staff liaison know if you will be absent
- Prepare in advance of meetings (e.g. read agenda packet carefully prior to the meeting) and be familiar with issues on the agenda, and
- Be considerate of fellow members, their opinions and be respectful of other people's time

Commissioners should not:

- Direct the work of city staff
- Speak for the Commission unless authorized by your fellow Commission members or by the City Council, or
- Take responsibility for financial performance of any city facility or program

The City has six commissions. They need people of all talents and skill sets. All commissions operate in an advisory role to the City Council.

City Charter Section 2.02 Boards and commissions (amended by ordinance #2009-1098 effect. 7/30/09)

The Council shall itself be and perform the duties and exercise the powers of all local boards and commissions. The Council may, however, establish by ordinance, boards or commissions to advise the Council with respect to any municipal function or activity, or to investigate any subject of interest to the city. The Council shall determine by ordinance, the size, terms of office, and vacancy procedures of each board and commission.

Members of such boards and commissions shall be appointed by the Council and shall:

1. Select their own officers
2. Establish their own procedural rules
3. Conduct as many meetings as necessary

No more than one of the appointees shall hold any other office or position in the city government. However, the Council may appoint a city officer or employee to a board or commission to serve as a non-voting staff consultant or advisor. In no case shall a city officer or employee be chair of a board or commission.

Special Positions

Council liaison's role

- No voting rights
- Liaison between Council and the commission they're assigned to by the Mayor
- Give monthly reports on commission progress at Council meetings
- Give monthly reports on Council activities at Commission meetings
- Provide meaningful input on topics as needed, but defer to the Commissioners' advisement
- Relay information from City Council
- Do not make assumptions/speculate on behalf of the City Council
- Serve as a Council contact rather than an advocate
- Provide procedural direction
- Individual Council Members should not direct the Commission in its activities or work

Commission chair's role

- Prepare agenda with Commission
- Lead meeting and facilitate discussion
- Ensure bylaws are followed
- Maintain professional meeting decorum
- Facilitate development of annual work plan
 - Give annual verbal report to City Council
- Consult with members regarding attendance issues
- Encourage participation by all members and the public
 - Calls special meetings when needed

Vice chair's role

- Support the Chair as needed
- Perform the Chair duties if the Chair is unavailable

Staff liaison's role

- No voting rights
 - Appointed by City Manager
 - Support Chair in preparing agendas and meeting materials
- Work with Chair to ensure bylaws are followed
- Record and prepare meeting minutes
- Provide technical expertise and access to City resources
- Work with City Clerk to provide official notice of meetings
- Maintain permanent records and post agendas and minutes on the city's website

Annual Calendar for Commissions

Date	Activity
January	Vote for commission officers
January–March	Finalize/present annual work plan and annual report
April	Commissioner orientation and new chairs begin terms
August	Annual Joint Council and Commissions meeting
Fall	Develop annual work plan

Attendance

Attendance is important. You may be removed from your commission if you:

- Miss two (2) consecutive meetings without notification, or
- Miss 25 percent or more meetings in a 12-month period

Quorum

Generally, a quorum is the minimum number of commissioners that must be present to conduct business. The number varies based on the bylaws of each commission.

- Staff and Council liaisons are not included in the quorum
- A quorum is required to vote on business items
- Meetings can be held without a quorum, but members cannot “conduct business” by taking votes on motions

What commissions do

- Report/comment
- Recommend
- Act

Commission work can be initiated by

- Commission
- Council
- City Manager

Agendas

Example Agenda Items

- Call to order
- Approval of meeting agenda
- Approval of meeting minutes
- Special presentations
- Public hearings
- Community comment
- Reports and recommendations
- Chair and member comments
- Staff comments
- Adjournment

Minutes

Record what was done, not what was said, and need to say “respectfully submitted by...”

Key components of minutes:

- Meeting name, date, time, place
- Attendance
- Approval/corrections of previous minutes
- Motions made
- Summary of what happened
- Other actions

Workplan

Workplan Template | Insert Name of Commission Here

Mar. 2019 - Feb. 2020

Time frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	

1: United Community 2: Beautiful Places 3: Thriving Economy 4: Healthy & Safe People 5: Increased Equity 6: Effective & Engaging Gov't

Workplan Template | Insert Name of Commission Here

Mar. 2019 - Feb. 2020

Time frame	Project or Task(s)	BP2025	Purpose (see next page for info)	Outcome (fill in after completed)
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	<input type="checkbox"/> Report/Comment <input type="checkbox"/> Recommend <input type="checkbox"/> Act Initiated by: <input type="checkbox"/> Commission <input type="checkbox"/> Council <input type="checkbox"/> City Manager	

1: United Community 2: Beautiful Places 3: Thriving Economy 4: Healthy & Safe People 5: Increased Equity 6: Effective & Engaging Gov't

Council Policy for Boards and Commissions Appointments

Purpose

The purpose of this policy is to establish guidelines for the City Council to appoint applicants to fill vacancies on boards and commissions in accordance with city charter, city code and resolution

Authority

City Charter, Section 2.02, Boards and Commissions, City Code Chapters 30 and 31 and Resolution #2019-46

Definitions

Commission means all boards, commissions and committees of the city

Boards and Commissions Current Commissions: Budget Advisory Commission, Charter Commission, Community Long-range Improvement Commission, Human Rights Commission, Planning Commission, and Recreation and Parks Advisory Commission

Recruitment

Annual recruitment begins in December with applications due January 31. The commission vacancies that occur during the year (due to resignations, removal, etc.) will be advertised to fill those vacancies for the balance of the term after staff has been notified of the vacancy.

Interviews

- Staff will coordinate with the applicants to attend a Council meeting to be interviewed
- Staff will notify the Council of those applicants who are interested in being appointed, but are not able to attend the Council meeting to be interviewed
- The Mayor and Council will interview each applicant to fill commission vacancies at a Council meeting. The Mayor will call on each applicant attending to address the Council regarding their interest in serving on a commission. The Mayor and Council Members can ask questions of the applicant during the interview process.

Voting

- On the night of the interviews, each Council Member will have a voting sheet for each commission opening to be filled. On that form, they will write down their applicant choice(s)
- After the interviews are conducted, the Mayor will collect the Council Member voting sheets for each commission. The Mayor will use a tally sheet to identify the applicants with the highest vote totals to be recommended for appointment to fill the commission openings. In the event of a tie vote, the Mayor will determine which applicant(s) will be appointed.
- The Mayor will give all voting sheets and tally sheets to staff to prepare the Council action for the appointments at the next Council meeting
- The Council will be notified via email of the proposed commission appointees along with the Mayor's tally sheet prior to the official appointment at the Council meeting

Appointments

- The applicants receiving the highest vote totals (or tie determined by the Mayor) by the Council for a commission will be appointed or reappointed at the next regular Council meeting
- The Mayor will make the motion to appoint applicants to a commission with the approval of the Council
- After the appointment is made, a letter from the Mayor will be sent to the applicant that states the commission they were appointed to and the length of term. Staff will notify the staff liaison of the commission so they can prepare items for that commissioner.
- Those commission applicants who were not appointed will receive a letter stating they weren't appointed at this time. Those not appointed will remain in the applicant pool for one year from the date of receipt of application.
- When a commission appointment is made between December and March to fill the balance of a term that expires in April of that year, the appointment will be for the balance of the term plus a three year term

Resignations

- Once a resignation is received by staff, staff will advertise to fill the vacancy
- If a resignation occurs before applicants have been officially appointed to a commission, but after interviews have taken place, the Council has the discretion to appoint the applicant receiving the next highest vote total for that commission
- If a resignation occurs after appointments have been made, the Council has the discretion to appoint from the most recent interview group using the Mayor's tally sheet if it is within 90 days of those interviews, without readvertising

Standards

RESOLUTION #2019-46

RESOLUTION REPLACING RESOLUTION #2018-20 SETTING STANDARDS FOR CITY BOARDS AND COMMISSIONS

WHEREAS, the City Council believes that it is appropriate to the extent possible to adopt a uniform set of guidelines under which City Boards and Commissions operate; and

WHEREAS, the purpose of this Resolution is to address the administrative matters relating to the functioning of City Boards and Commissions and not to interfere with legislative matters; and

WHEREAS, in late 2015, city staff conducted a survey and focus groups to solicit feedback from commissioners and liaisons on their commission experiences; and

WHEREAS, a Commissions Improvement Steering Committee was formed in 2016-2017 to formulate suggested improvements to present to the Council for consideration.

NOW, THEREFORE, BE IT RESOLVED by the City Council, the City of Brooklyn Park approves this resolution setting standards for City Boards and Commissions:

1. Purpose. The purpose of this Resolution is to establish a uniform set of guidelines for City Boards and Commissions to follow so that the administrative work of the Boards and Commissions can be conducted in an efficient manner. Nothing in this Resolution is intended to supersede any provision in State Law, City Charter, or City Code. To the extent that there is any conflict between State Law, City Charter, or City Code with the provisions of this Resolution, State Law, City Charter, or City Code shall prevail. Nothing in this Resolution is intended to limit, expand, or otherwise modify the authority given to City Boards and Commissions by City Charter, State Law, or City Code.
2. Definitions. As used in this Resolution, the following words will mean:
 - a. "Advisory" means to advise the Council with respect to municipal concerns.
 - b. "Commission" means all Boards, Committees and Commissions of the City.
 - c. "Council" means the Mayor and six elected City Council Members.
 - d. "Staff" means the City Manager and designated administrative employees who assist Commissions in the administration of their duties.
 - e. "Liaison" means non-voting member of a Commission who shall speak on behalf of the Council (or staff) as a whole, not as an individual, thus providing a communication link between the commission and Council (or staff).
3. Authority. Section 2.02 of the City Charter authorizes the Council to create Commissions, as the Council deems necessary. The Commissions are created pursuant to that authority and pursuant to applicable state law. The Authority, which established each Commission, is as follows:

- a. Charter Commission, Charter Section 14.18 and State Statute 410.05 - 410.06
 - b. Community Long-range Improvement Commission, Charter Section 9.
 - c. Human Rights Commission, City Code Section 31.75
 - d. Recreation and Parks Advisory Commission, City Code Section 31.45
 - e. Planning Commission, City Code Section 31.60 and State Statutes "Municipal Planning": 462.351 through 462.365
 - f. Budget Advisory Commission, City Code Section 31.90
4. Advisory Nature. Except as otherwise provided by law or City Charter, the Commissions created are advisory to the Council and to the City Manager in all matters pertinent to the duties of the Council and the City Manager, but the Commissions have no other official status or independent authority.
 5. Compensation. Unless otherwise provided by law or City Charter, members of Advisory Commissions serve without compensation, but may be reimbursed for actual and necessary expenses if funds for that purpose are identified in the adopted city budget.
 6. Membership and terms of office.
 - a. Eligibility. Members of commissions must lawfully reside in the City of Brooklyn Park and, if required, reside in the council district from which they are appointed.
 - b. Terms. Members of commissions shall be appointed for a term of three (3) years. Terms commence on April 1 of the year in which they are appointed for the Budget Advisory Commission (BAC), Community Long-range Improvement Commission (CLIC), Human Rights Commission (HRC), Recreation and Parks Advisory Commission (RPAC), and Planning Commission. This section is not applicable to the Charter Commission or other non-city commissions to which Brooklyn Park has an appointed representative.
 - c. Term Limits. Appointments to a Commission shall be limited to two full consecutive terms on each Commission (the appointment may also include an initial balance of a term served). Residents who have previously served two full consecutive terms on a Commission are eligible for reappointment to that Commission one year after the expiration of their last full term.
 - d. Commission Representation.
 1. All commissions will be represented by members from each district and at-large members. All commissions with the exception of the CLIC will have six seats by district and the remainder at-large. The CLIC will have nine seats by district and six at-large. (The Charter Commission is excluded from district representation.)
 2. The Council will consider appointments to be geographically balanced as practicable to the districts established under Section 2.04 of the City Charter.

3. An individual who is serving on a board or commission and who does not reside in the appropriate district is eligible for reappointment to the same seat even if other individuals who reside in the appropriate district apply for the seat.
7. Notification; Application; Appointment/Reappointment.
 - a. Notification. The City Manager must cause to be publicized in the official newspaper and by posting on the principal bulletin board in the entryway of City Hall a notification of vacancies and impending expiration of terms of members of various advisory commissions together with an invitation to interested residents of Brooklyn Park to apply for appointment.

If a vacancy occurs within 90 days of applicant interviews, the Council may appoint a commissioner from that applicant pool without providing notification of the vacancy. Staff would notify the City Council and contact the applicants to confirm their interest, availability and eligibility.

- b. Application.
 1. Applications for appointment or reappointment to a Commission must be submitted on an official "application for appointment to a city commission" form and forwarded to the City Manager. City staff schedules the applicant interviews and notifies the City Council. Applications for the Charter Commission are forwarded by City staff to the Hennepin County Chief Judge. Applications for all commissions are held for one year from date of receipt.
- c. Appointment/Reappointment. Members of Commissions are appointed by the Council (with the exception of the Charter Commission, who are appointed by the Hennepin County Chief Judge). When a vacancy currently exists, appointments shall be effective immediately upon appointment; otherwise, appointments shall commence at the beginning of the term year. Commission appointments made by the Council shall be for three-year terms unless the appointment is to fill a vacancy for an unexpired term, in which case the appointment is for the balance of the term. If an appointment is made in January for the balance of a term to end April 1 of the same year (or appointment is made in December of the preceding year), the appointment will be for the balance of the term and for a three-year term.
- d. In the case of a new commission, appointments may be made for less than three (3) year terms in order to achieve a system of staggered expiration of terms. No person shall be appointed to serve on more than one city commission at the same time with the exception of the Budget Advisory Commission.
- e. Council may request that staff re-advertise to create a larger applicant pool for a specific district on a commission or the commission as a whole.
- f. Orientation. Orientation of newly appointed commission members whose terms start April 1 shall take place during the months of April or May. Commission members with mid-term appointments (filling vacancies) will receive individual

orientations.

8. Meetings.

- a. Open Meeting. Meetings of Commissions are subject to the Open Meeting Law. Dates, times and places of meetings shall be posted on the City's principal bulletin board located in the entryway of City Hall three days in advance of the meeting and on the City's website.
- b. Regular Meetings. Meetings of commissions are held at such date, time and place as are set forth in their respective bylaws, and they meet as necessary to fulfill the objectives of the commission. The procedure at meetings is governed by Robert's Rules of Order, Revised, and the bylaws of the commission.
- c. Special Meetings. Meetings of commissions held for a specific purpose outside of their regularly scheduled meetings must have a special meeting notice posted on the City's principal bulletin board in the entryway of City Hall and on the City's website three days in advance of such special meeting, in accordance with state law. Special meetings may be called in accordance with the bylaws established by each commission.
- d. Joint Meeting. Council and each commission will have at least one joint meeting annually to discuss goals, major items/issues and miscellaneous items.

9. Attendance; Vacancies; Resignations; Removal from office; Recognition.

a. Attendance.

1. Members of the commissions are expected to faithfully participate in the meetings or other activities of the commission to which they have been appointed. A commission member shall notify his/her staff liaison, commission chair, or designated officer if he/she is unable to attend a commission meeting. A Commission Attendance Form shall be used by all commissions for the Commission Secretary or Staff Liaison to record attendance. The City Manager's office staff shall forward the attendance records to the City Council each quarter ending March, June, September and December. The Council shall conduct a quarterly review of the attendance of members of city commissions.
2. If a Commissioner misses 25% or more of meetings in a 12-month period or is absent for two consecutive meetings without notification (unexcused absence) to the Staff Liaison, the Staff Liaison will contact the City Manager's office. Staff will create a Request for Council Action for the Council to remove the Commissioner. Staff will notify the Commissioner of the removal by mail.

b. Vacancies. Vacancies in commissions are filled for the remainder of the unexpired term.

c. Resignations. Resignation from any commission member who elects not to complete his/her appointed term shall be in writing to the Staff Liaison and/or City Manager 30 days in advance of the date the resignation shall take effect. The Staff Liaison shall send a copy of the letter of resignation to the Chair of the

Commission and to the City Manager's office. Staff will provide the resignation letter to the Council.

- d. Removal from commissions. Commission members appointed by the Council may be removed from a commission by a majority vote of the Council. Cause for removal includes, but is not limited to, missing two consecutive meetings without notification (unexcused absence), missing 25% or more meetings in a 12-month period, violation of the Code of Conduct for the Brooklyn Park Boards, Commissions and Committees, etc.
- e. City Manager staff will advertise as appropriate to fill vacancies due to terms ending, resignations or removals from the commissions.
- f. Recognition. Commissioners are recognized for their contributions to the City as outlined in a recognition policy adopted by the Council.

10. Organization; Bylaws.

- a. Organization. Within thirty (30) days after the first appointment of its members, each Commission shall meet to adopt bylaws for the conduct of its affairs.
- b. Annual Work Plan. Each Commission shall develop an annual work plan and present it to the City Council for acceptance in the first quarter of each year and report on the previous year's work.
- c. Bylaws. Each Commission shall endeavor to adopt uniform bylaws by including all of the items listed below. The bylaws of each Commission shall be forwarded to the City Council immediately upon their adoption.
 - Election of Officers. Officers elected from its membership in January shall include a Chair, Vice-Chair and such other officers as it deems necessary. Bylaws must specify:
 - Terms of officers and duties
 - Composition of task forces and subcommittees
 - Date and meeting times
 - Number of members to constitute a quorum
 - Order of business
 - Attendance requirements
 - Other matters necessary to define bylaws and provide for the conduct of the business of the advisory commission.
- d. Chair. The Chair of each Commission shall conduct the meeting in such a manner that provides all members a fair and equal opportunity to express themselves.

- e. Secretary. The Commission Secretary is appointed by the Chair; provided, however, that the City Manager may assign members of the City Administrative staff to serve as secretary to a Commission as deemed necessary. The secretary performs the clerical duties of the commission. State Statutes authorize the Charter Commission to budget for secretarial expenses; other Commissions may budget for secretarial expenses as appropriate.

11. Minutes; Reports; Budget; Liaison.

- a. Minutes. The proceedings of Commission meetings must be recorded in minute form and transmitted to the City Clerk, who must furnish copies to the City Manager and Council. A Commission shall make copies of its minutes available to other advisory commissions and individuals as requested. In addition to minutes, other commission-related information (written, audio and visual) is public record and city property, and is to be transmitted to the City Clerk, who is charged with maintaining the City's official records. Minutes are permanent records; audio/video media is retained for three months after the minutes are approved (state record retention requirements).
- b. Reports. Commissions shall make an annual verbal report to the Council containing a summary of the commission's activities, conclusions and recommendations. Other commission reports shall be made from time to time to the Council as may be requested by the Council or as the Commission deems appropriate.
- c. Requests for Budget. Advisory commissions who have activities requiring the expenditures of funds must submit an itemized budget request to the staff liaison by July 1 of each year to be included in the appropriate departmental budget.
- d. Liaison. The Mayor must annually appoint one Council Member as an ex-officio member without voting rights to each advisory commission who shall serve as liaison between the Council and the Commission. The City Manager shall appoint a staff liaison without voting rights from the department most closely associated with the activities of that particular commission who shall arrange for meeting space and provide technical and/or clerical assistance.

The foregoing resolution was introduced by Mayor Lunde and duly seconded by Council Member West-Hafner.

The following voted in favor of the resolution: Mata, Russell, West-Hafner, Pha, and Lunde.

The following voted against: None.

The following was absent: Parks and Jacobson.

Where upon the resolution was adopted.

ADOPTED: March 11, 2019

JEFFREY JONEAL LUNDE, MAYOR
#2019-46

CERTIFICATE

STATE OF MINNESOTA
COUNTY OF HENNEPIN
CITY OF BROOKLYN PARK

I, the undersigned, being the duly qualified City Clerk of the City of Brooklyn Park, Minnesota, hereby certify that the above resolution is a true and correct copy of the resolution as adopted by the City Council of the City of Brooklyn Park on March 11, 2019.

WITNESS my hand officially as such Clerk and the corporate seal of the City this 12th day of March 2019.

DEVIN MONTERO, CITY CLERK

(SEAL)

Recognition

RECOGNITION OF OUTGOING COMMISSIONERS MEMORANDUM

On November 11, 1996, the City Council adopted the policy for recognition of outgoing members of city boards and commissions. This policy was adopted prior to the change in term expiration dates for city commissions from year-end to April 1.

At the Council meeting of August 9, 1999, the Council discussed and unanimously agreed to amend the policy as indicated below:

- One year or less - Mail out a letter of appreciation from the Mayor on behalf of the Council.
- More than one year and less than a full term of service - Mail out letter and Certificate of Appreciation from Mayor and Council.
- A full term or more years of service - For commissioners who have served a full term, whose term expires year-end and who are not reappointed, Council shall present a wooden appreciation-of-service plaque at a designated meeting of each year. For Commissioners whose term expires mid-year (such as the Charter Commission, whose terms normally expire in June), and who have completed a full term or more years of service, Council recognition shall occur at a Regular Council meeting as soon as possible following vacation of the position.

The City's Annual Volunteer appreciation event is also a form of recognizing commissioners.
(Added at Council Meeting 3-3-03)

Roberts Rules of Order "Cheat Sheet"

Order	To do this	You say this	May you interrupt speaker?	Must you be seconded?	Is the motion debatable?	Is the motion amendable?	What vote is required?
1	Adjourn the meeting	"I move we adjourn"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority voted required
2	Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority voted required
3	Complain about noise, room temperature, etc.	"Point of privilege"	May interrupt speaker	No second needed	Not debatable (in this case, any resulting motion is debatable)	Not amendable	No vote required (chair decides)
4	Suspend further consideration of something	"I move we table it"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority voted required
5	End debate	"I move the previous question"	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
6	Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority voted required
7	Have something studied further	"I move we refer this matter to a committee/attorney"	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority voted required
8	Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority voted required
9	Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority voted required
no order	Object to a procedure or to a personal affront	"Point of order"	May interrupt speaker	No second needed	Not debatable	Not amendable	No vote required, chair decides
no order	Request information	"Point of information"	If urgent may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
no order	As for a vote by actual count to verify a voice vote	"I call for a division of the house"	May not interrupt speaker (but division must be called before another motion is started)	No second needed	Not debatable	Not amendable	No vote required unless someone objects (then majority vote required)
no order	Object to considering some undiplomatic or improper matter	"I object to consideration of this question:	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
no order	Take up matter previously tabled	"I move we take from table"	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority voted required
no order	Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority voted required
no order	Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
no order	Vote on a ruling by the chair	"I appeal the chairs decision"	May not interrupt speaker	Must be seconded	Debatable	Not amendable	Majority voted required

The motions or points numbered are listed in established order of precedence. When one of them is pending, you may not introduce another that's listed below it, but you may introduce another that's listed above it. The motion or points that have no established order of precedence may be introduced at any time, except when the meeting is considering 1, 2 or 3.

Parliamentary Procedure Overview

Excerpted from the *Handbook for Cities* provided by the League of Minnesota Cities, this overview is meant for City Council Members, but gives a helpful overview for commissioners.

Parliamentary procedure is a system of rules that aid in transacting business. The rules are designed to preserve order, expedite business, and protect the rights of those involved in making decisions. The mayor, as presiding officer, is responsible for guarding against abuse of the procedures. The effective use of parliamentary procedures is the joint responsibility of the mayor and all councilmembers. Parliamentary rules can be very simple or very complex. The complexity of rules should vary in direct ratio to the size of the group. As the number of people in the group increases, the complexity of the rules should increase. Accordingly, the rules for city councils should be simple. Any attempt to introduce a high degree of formality into the proceedings of a city council will probably reduce its ability to operate effectively.

The rules of parliamentary procedure apply to council proceedings only if the council formally adopts such rules in its bylaws. The Roberts Rules of Order, Newly Revised is designed for meetings of large bodies. Rather than adopt these rules as a formal procedure to always follow, a council can agree to informally follow the rules while conducting meetings. An informal application of the rules, together with the common sense of councilmembers, may be the only guidelines many councils need in order to conduct their business in an orderly manner. If a controversial discussion is about to occur, the mayor or a councilmember could move to adopt more formal rules for that particular discussion.

The following discussion introduces a few rules of parliamentary procedure that can simplify the work of the council. The rules are contained in The New Roberts Rules of Order, Revised. The council can adopt them by inserting the following clause in the bylaws: "In all points not covered by these rules, the council shall be governed in its procedure by The New Roberts Rules of Order, Revised (or some other similar code of parliamentary procedure)."

1. Motions

The council transacts business through motions made by councilmembers. These motions are seconded, at times, and subsequently passed or rejected by council vote. Each motion has different rules. For example, councils can debate some motions while they must vote on others immediately. Some motions require a simple majority for passage; others need a two-thirds majority.

These are the typical steps to make and act on a motion:

- A member of the council addresses the presiding officer
- The presiding officer recognizes the member
- The councilmember states his or her motion. (Usually in the following form: "I move . . . text of the motion.")
A motion should always be in positive, rather than negative, terms. For example, if the motion is to deny X a permit, and the council defeats the motion, there may be some confusion as to whether or not X has been granted a permit. Even if the consensus of the council is to deny the permit, the motion should be to grant the permit and the council should then vote it down. The councilmember making a motion does not need to favor it or vote for it. The councilmember may wish to put the issue before the council so a decision can be made.

- If necessary, another councilmember then seconds the motion by saying: “I second the motion.” (Seconds are not needed for meetings of small bodies like city councils unless required in the bylaws.) Neither making a motion nor seconding a motion places it before the council. Only the presiding officer can place the motion before the council by stating the motion.
- The presiding officer repeats the motion or states the question to the council (When the presiding officer has stated the question, the motion is pending, and it is then open to debate.)
- A discussion follows, if the motion can be debated
- A councilmember may make subsidiary motions in the same form as the original motion
- The council votes on the original motion or on any of the subsidiary motions
- The presiding officer announces the result of the vote on each motion immediately after the vote count is complete
- A councilmember may not make a second main motion while the council is discussing the first one
- Any councilmember may, however, make a privileged motion even if a main motion is currently before the council. A privileged motion is one to adjourn, to recess, or to ask a question of privilege—such as to restate the motion or ask for order. In this case, a vote on the privileged motion precedes the one on the main motion.

2. Role of the presiding officer

In any group or assembly, the presiding officer has an extra measure of power. As the chair of the meeting, the presiding officer is responsible for guiding the group toward the conclusion of pending business in good time, while also giving major issues enough consideration.

To accomplish this, the presiding officer has two special powers:

The first power is to interpret and apply the rules of procedure

The presiding officer must decide whether motions are proper and in order, whether the body should grant questions of special privilege, and what procedure is proper in any given instance. The presiding officer should maintain order and expel disorderly individuals from the meeting. The presiding officer does not have complete freedom in exercising this authority. Any member of the council may appeal the decision of the chair. To do this, a councilmember must say, “I appeal the decision of the chair,” immediately after the chair announces the decision. (Recognition from the presiding officer is not necessary when making an appeal.) The appeal must be seconded, is debatable, and cannot be amended. After the debate, the assembly votes on the chair’s decision. A majority of “yes” votes upholds the decision of the presiding officer and a majority of “no” votes overrules the decision. A tie vote sustains the ruling. The presiding officer may vote to uphold his or her own ruling. If no one appeals a ruling as soon as the presiding officer makes it, it becomes the rule of the council.

The presiding officer’s second power is to recognize speakers

The presiding officer may not, however, refuse to receive a motion after recognizing the maker, nor refuse to call for a vote on any motion that has been properly made and seconded. The power to recognize speakers still gives the presiding officer considerable influence over the course of the discussion and, consequently, over the

Parliamentary Procedure Overview continued...

eventual decision on any matter. When the council invites comments from the audience, the presiding officer continues to recognize speakers.

In statutory cities, the mayor, who is the presiding officer, plays a dual role. The mayor presides, makes and seconds motions, and votes on all questions before the council. The mayor usually steps down from the position as chair in order to make a motion. To do this, the mayor turns over the duties of presiding officer to a councilmember. The mayor may then make a motion, and should not assume the duties as presiding officer until the council has taken a final vote or postponed the motion until another time.

3. Special motions

Several motions deserve special consideration. They include the following:

a. The motion to reconsider

This motion enables a council to set aside a vote it previously took, and to reconsider the matter as though it had not voted on the issue. If the council uses Roberts Rules of Order, Newly Revised, only a person who originally voted on the prevailing side may move to reconsider. Otherwise, any member may make the motion by saying, "I move to reconsider . . . stating the motion to be reconsidered . . ." The council may debate the motion. If the council passes the motion to reconsider, it must then reconsider the original motion and take another vote. If the council defeats a motion to reconsider, no further action is necessary.

b. A motion to postpone indefinitely

There is an important difference between the motion to postpone indefinitely and the motion to postpone temporarily. The motion to postpone temporarily is more commonly called a motion to "lay on the table" or "to table." The motion to postpone temporarily postpones consideration of the motion until some undetermined, future time. The council may consider a tabled motion whenever a majority of the members decide to do so. A motion to postpone indefinitely, however, is the equivalent to a negative vote on the main motion. An affirmative vote on it may be reconsidered, but not a negative vote. A motion to permanently suppress any future consideration of an issue is not binding on a future council.

c. A motion to limit debate

A council may limit debate by placing a reasonable time limit on it, such as a limit of 15 minutes to consider a particular motion; or limiting the number of people who may speak for and against a certain motion, such as a limit of three speakers in favor and three speakers opposed.

d. The motion to amend

Councilmembers may offer amendments to a main motion at any time. In addition, it is possible to amend an amendment currently under consideration. Beyond this, councilmembers can offer no further amendments. When a member has made a motion to amend, the vote on the amendment must precede

the vote on the original motion. After the council has accepted or rejected the amendment, another vote on the original motion is necessary.

e. The motion to substitute

This is a motion to replace one motion with another on the same subject. A councilmember may move to substitute a main motion or an amendment to a main motion. One form for making a substitute motion is to say, "I wish to introduce the following substitute motion . . . present the substitute motion . . ." When a substitute motion is before the council, the council must decide which of the two motions, the original motion or the substitute motion, to consider. The council must vote on the question. A "yes" vote favors considering the substitute motion. A "no" vote favors considering the original motion. The council must then discuss and vote on the selected motion.

City Communication



brooklynpark.org



[/brooklynparkmn](https://www.facebook.com/brooklynparkmn)



[/user/brooklynparkmn](https://www.youtube.com/user/brooklynparkmn)



[@brooklynpark](https://twitter.com/brooklynpark)



[/cityofbrooklynpark](https://www.instagram.com/cityofbrooklynpark)



brooklynpark.org/subscribe



nextdoor.com

Media policy and communication guidelines

The staff liaison works with Communications staff to coordinate and approve any:

- Press releases/public announcements
- Articles for city publication
- Media inquiries and interviews
- Social media posts
- Website
- Marketing/graphic design needs

Commissioners should not speak with the media on the City of Brooklyn Park's or Commission's behalf without contacting the Communications Manager. All media inquiries should be directed to the Commission's Staff Liaison, who will contact the Communications Manager.

Social media policy

The Communications team creates and posts content, promotes city events and happenings, and monitors all of the city's social media pages or sites.

No commission is allowed to create any social media pages or sites on its behalf, as representatives of the City of Brooklyn Park. All requests to post information should be directed to the Commission's Staff Liaison, who will contact the Communications Manager.

Follow the City of Brooklyn Park on social media.

- Facebook
- Twitter
- YouTube
- Instagram
- Nextdoor

Sign up for emails

Sign up for City of Brooklyn Park emails to keep up with community and city events and happenings!

www.brooklynpark.org/subscribe

Commissions communicate with the City Council via

- Meeting minutes
- Annual work plan
- Annual joint meeting
- Council liaison updates at Commission and Council meetings

Non-City Events and Initiatives Promotions Policy

City Commissions must also abide by this city's policy in their promotion and sponsorship of events and initiatives.

The city can promote events, activities and initiatives of non-city entities if what is being promoted:

- Is open to the public
- Supports one or more city goals and/or values
- Is free or low cost or if it is a fundraiser, proceeds benefit the Brooklyn Park community
- Is located in or near Brooklyn Park or benefits Brooklyn Park community members
- Is not political
- Does not promote any religion

Events and initiatives that are not sponsored by the city must include a disclaimer that makes that clear.

- The city can promote through our website calendar of events, allowing flyers at city buildings, social media, and through emails. The appropriate mode is up to the discretion of Communications staff.
- The city reserves the right to refuse to promote events by non-city entities that do not align with city goals and/or values

Budget Advisory Commission

The Budget Advisory Commission is for you if you like numbers and like to analyze things. Here is what you do:

- Review all budgets of the city and long range plans and recommend solutions during challenging years
- Review results of city surveys, goals
- Help the City Council prioritize city services when Brooklyn Park stakeholders have competing demands
- Review historical and future trends of city revenues and expenditures, and
- Help assess if the city leadership is efficiently managing and allocating the community's resources

The Budget Commission meets the fourth Tuesday of every month at 7 p.m. The group does not meet in July and December. If you're interested in joining this commission you're urged to attend a meeting before-hand to see if you would like it. All meetings are open to the public.

For additional information, see City Code sections §31.90–§31.93

Charter Commission

In 1969, the city became one of 107 cities governed by a Home Rule Charter. The Charter is like the Constitution for Municipal Governments. The Charter Commission is for you if you think the law is interesting and you love detail.

As a member of this commission you will:

- Study the City of Brooklyn Park's charter and make recommendations to the City Council if improvements are needed
- Determine if the city's charter guidelines are keeping up with the needs of the community
- Periodically review the Charter and recommends necessary amendments to the city council that does not conflict with state law
- Submit proposed amendments to the voters, and
- Address election issues, Mayor and Council powers and procedures, taxation and finance procedures; and miscellaneous provisions related to the officials newspaper, acquisition and sale of property and other general provisions

The Charter Commission meets the second Wednesday of every month at 7 p.m. If you're interested in joining this commission you're urged to attend a meeting before-hand to see if you would like it. All meetings are open to the public.

For additional information, see City Charter section 14.18

Community Long-Range Improvement Commission

The Community Long-Range Improvement Commission studies city departments, initiatives and processes to see if anything can be improved. This committee works with all departments. It's perfect to get an overview of what the city does for its residents and business owners.

As a member of this commission you will:

- Make recommendations to the City Council if there are improvements that should be made to better meet the needs of the community, and
- Help the City Council determine which improvements are done first

The Community Long-Range Improvement Commission meets the second Thursday of every month at 7 p.m. If you're interested in joining this commission you're urged to attend a meeting before-hand to see if you would like it. All meetings are open to the public.

For additional information, see City Charter section 9.04

Human Rights Commission

The Human Rights Commission promotes equity and inclusion in the community and works to ensure equal opportunity in employment, housing, public accommodations and services, education and full participation in the affairs of the city for all members of the community. Some of the important duties include:

- Receive discrimination complaints and decide if the complaint should be forwarded to the Minnesota Department of Human Rights for further action or to Community Mediation and Restorative Services for conflict resolution
- Partner with organizations and individuals to educate the community and end discrimination and inequities
- Advise the Mayor, City Council and city staff on civil and human rights issues, and
- Help in planning to protect the human rights of all members of the community

The Human Rights Commission meets the third Thursday of every month at 6 p.m. If you're interested in joining this commission you're urged to attend a meeting before-hand to see if you would like it. All meetings are open to the public.

For more information, see City Code sections §31.75–§31.79

Planning Commission

The Planning Commission has an important role in reviewing new developments to be sure they meet the zoning and land use regulations of the City. Planning commission members are often the first to see details on new businesses, new buildings, and projects proposed for development.

The commission:

- Holds public hearings
- Reviews development items, new housing projects and the comprehensive plan, and
- Makes recommendations to the City Council on whether or not to approve projects or plans

The Planning Commission meets the second and fourth Wednesday of every month at 7 p.m. All meetings are televised on Comcast Cable Channel 16 in Brooklyn Park. If you're interested in joining this commission you're urged to attend or watch a meeting before-hand to see if you would like it. All meetings are open to the public.

For more information, see City Code section §31.60–§31.62

Recreation and Parks Advisory Commission

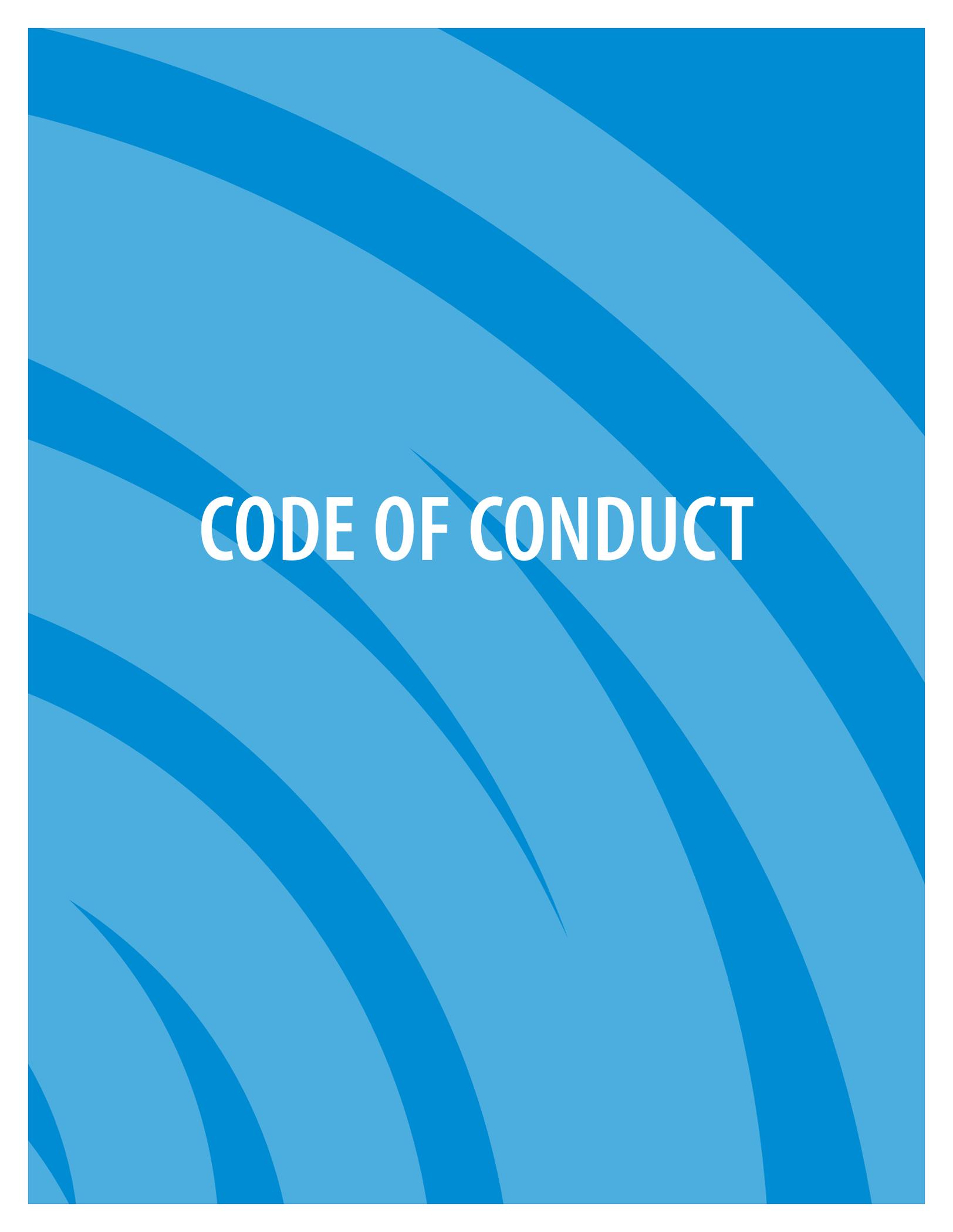
The Recreation and Parks Advisory Commission helps determine and plan the future of the park system and recreational opportunities. The commission is great for those who want to ensure there are fun places to go and things to do in Brooklyn Park.

As a member of this commission, you will:

- Give input on parks issues, everything from replacement of playground equipment to noise ordinances
- Give input on recreational activities to ensure they are affordable and equitable for all
- Assist in the future planning of the park system, and
- Serve as ambassadors for the parks and recreation department

The Recreation and Parks Advisory Commission meets the third Wednesday of every month at 6:30 p.m. If you're interested in joining this commission you're urged to attend a meeting before-hand to see if you would like it. All meetings are open to the public.

For more information, see City Code sections §31.45–§31.47

The background of the page consists of several thick, curved, parallel stripes in various shades of blue, ranging from a light sky blue to a deep cerulean. These stripes sweep across the page from the top-left towards the bottom-right, creating a sense of movement and depth. The stripes are evenly spaced and cover the entire area.

CODE OF CONDUCT



Code of Conduct for Brooklyn Park Boards, Commissions, and Committees

The purpose of City of Brooklyn Park Commissions is to give residents the opportunity to give their opinions and recommendations on the work of city government. The commissions also serve as advisory groups for the City Council.

- **“Commission”** means all Boards, Committees and Commissions of the City.
- **“Commissioner”** means a member serving on Boards, Committees, and Commissions of the City.

This Code of Conduct applies to Boards, Commissions, Committees, and Task Forces. Commissions are expected to support the City Council and serve at the discretion of council members. It is important that every commissioner read their particular board or commission’s bylaws at the beginning of their term.

Duties as a Commissioner

To investigate matters within the scope of the particular commission or as directed by the council and/or city manager.

- To advise the council by communicating the viewpoint or advice of the commission
- To hold hearings, receive information, research and make recommendations to the Council about the matters within the commission’s scope
- To attend scheduled meetings or let the staff liaison know if you will be absent
- To prepare in advance of meetings (e.g., read agenda packet carefully prior to the meeting) and be familiar with issues on the agenda, and
- To be considerate of fellow members, their opinions and be respectful of other people’s time

Commissioners should not

- Direct the work of city staff
- Speak for the commission unless authorized by your fellow commission members or by the City Council, or
- Take responsibility for financial performance of any city facility or program

Ethical and respectful conduct

Avoid:

- Speaking over or cutting off another individual
- Insulting, disparaging, or putting down people or their ideas
- Bullying other members by displaying a pattern of belittling, or
- Making demeaning or patronizing comments

Strive to:

- Use Robert’s Rules of Order
- Treat people with courtesy, politeness and kindness
- Encourage others to express their opinions and ideas
- Listen to what others have to say, and
- Recognize differences

Respectful workplace

The City Council will not tolerate or condone acts of harassment by members of City commissions, based upon race, religion, color, sex, national origin, sexual orientation, age, disability, or political affiliation.

Violators of this Code of Conduct will be subject to appropriate disciplinary action as set forth in the Code of Conduct. This Code of Conduct is applicable to members serving on advisory boards, committees or commissions.

Definitions

Harassment is verbal or non-verbal conduct or physical acts which are unwelcome or offensive to or retaliatory against an employee, group of employees, or members serving on commissions based on their race, religion, color, sex, national origin, sexual orientation, age, disability, or political affiliation.

Sexual Harassment is unwelcomed verbal, non-verbal or physical advances of a sexual nature or non-sexual hostile or physically aggressive behavior directed to an employee or members serving on commissions because of such sex. Sexual harassment can consist of a wide range of unwanted and unwelcome sexually-directed

behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's appointment
- Submitting to or rejecting the conduct is used as the basis for an appointment decision affecting an individual's appointment, or
- Such conduct has the purpose or result of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment

Sexual harassment includes, but is not limited to, the following:

- Unwelcomed or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's appointment in the commission.
- The harassment applies to social media posts, tweets, etc., that are about or may be seen by fellow commissioners, council members, employees, customers, etc.

Sexual harassment and inappropriate conduct is strictly prohibited and will not be tolerated. Inappropriate conduct in violation of this Code of Conduct constitutes just cause for discipline which may include removal.

Hostile Environment means an environment that has become intimidating or offensive due to conduct of a member of commissions, which is threatening in nature.

Types of disrespectful behavior

The following types of behaviors cause a disruption in the meeting place and are, in many instances, unlawful:

- **Violent behavior** includes the use of physical force, harassment, or intimidation
- **Discriminatory behavior** includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance
- **Offensive behavior** may include such actions as rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person. It is not possible to anticipate in this Code of Conduct every example of offensive behavior.

Accordingly, commissioners are encouraged to discuss with their fellow commissioners and officers what is regarded as offensive, taking into account the sensibilities of commissioners and the possibility of public reaction. Although the standard for how commissioners treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate. If a commissioner is unsure if a particular behavior is appropriate, the commissioner should request clarification from the Staff Liaison or City Manager.

Social Media

Social media has changed the way we work, connect and communicate. At the City of Brooklyn Park, the city understands that social media can be a way to share information with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities.

To assist members serving on boards, committees or commissions with making responsible decisions about use of social media, the city has established guidelines for appropriate use of social media. This Code of Conduct applies to members serving on commissions for the City of Brooklyn Park.

Guidelines

Social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, whether or not associated or affiliated with the City of Brooklyn Park. Social media tools may include:

- Social media networking sites such as Facebook, LinkedIn and MySpace
- Blogs
- Microblogs such as Twitter
- Video sharing sites such as YouTube and iReport
- Photo sharing sites such as TwitPic and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- RSS feeds
- Mobile phone content uploaded to the Internet
- Any other form of electronic communication and technology

Members serving on commissions are solely responsible for what they post online. Before creating online content, consider the risks and rewards that are involved. Keep in mind that any commissioner conduct that adversely affects their performance as a commissioner, the performance of employees or otherwise adversely affects residents, suppliers, or people who work on behalf of the City of Brooklyn Park may result in removal from the commission.

Know and follow the rules

Carefully read the guidelines, to ensure postings are consistent with those guidelines. Inappropriate postings that may include bias, discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject a commissioner to be removed from the commission.

Be respectful

A commissioner should always be fair and courteous to fellow commissioners, employees, residents, or people who work on behalf of the City of Brooklyn Park. Also, keep in mind that a commissioner is more likely to resolve commissioner-related complaints by speaking directly with the commissioner, fellow commissioners, or officers of the commission than by posting complaints to a social media outlet.

Nevertheless, if a commissioner decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage commissioners, council members, employees, residents or business associates, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile meeting environment on the basis of race, sex, disability, religion or any other status protected by law or city policy.

Be honest and accurate

A commissioner must always be honest and accurate when posting information or news, and if a mistake is made, the mistake must be corrected quickly. A commissioner should be open about any previous posts the commissioner altered.

Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never upload, post or transmit any information or rumors that are false, fraudulent or misleading about the City of Brooklyn Park, fellow commissioners, council members, employees, residents, business associates, or people working on behalf of the City of Brooklyn Park.

A commissioner should express only personal opinions. A commissioner may never represent themselves as a spokesperson for the City of Brooklyn Park.

If the City of Brooklyn Park is a subject of the content the commissioner is creating, the commissioner must be clear and open about the fact that they are a commissioner and must make it clear that the commissioner's views do not represent those of the City of Brooklyn Park, fellow commissioners, council members, employees, residents, business associates or people working on behalf of the City of Brooklyn Park.

If the commissioner publishes a blog or post online related to the work or subjects associated with the City of Brooklyn Park, the commissioner must make it clear that the commissioner is not speaking on behalf of the City of Brooklyn Park. It is best to include a disclaimer such as *"The postings on this site are personal and do not necessarily reflect the views of the City of Brooklyn Park."*

Legal Issues

City Attorney's Office

The City Attorney's office is available to all commissions. Their retainer includes commission legal services. The City Attorney attends all Regular and Special Council meetings, and with few exceptions, does not attend commission meetings. It is recommended that the Staff Liaison and/or the Commission Chair communicate on behalf of the commission directly with the City Attorney.

Open Meeting Law

Why It Exists

- Prohibits actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies or to detect improper influences
- Ensures the public's right to be informed
- Affords the public an opportunity to present its views to the public body

To Comply

Provide public notice of the meeting of minimum of three days in advance. Hold meetings in public places.

Violation of Open Meeting Law

There is a violation of open meeting law if there is discussion of business between quorums of members outside of a publicly noticed meeting. Serial communication defined below is an open meeting law violation.

Serial Communication

Serial communication is communication between Board and Commission members that lead to a concurrence among the majority of the members. Serial communication may involve a series of communications (example: email, face-to-face, text) with each communication involving less than a quorum of the Board or Commission, but when taken as a whole, involve a majority of the board or commission.

Ensure Compliance

- Email communication intended for the group to the Staff Liaison for distribution
- Members should not “reply all” to group messages
- Members should not blind copy other members

Committees and Working Groups

Some Committee or Working Group meetings may be designated as public meetings by the City Council or the Commission based on potential public interest on the topic.

If Committee or Working Group meetings are designated public, the following items are required:

- Notice of the meeting 3 days in advance
- Written agenda
- Meeting Minutes
- Public meeting location

Data Practices Law

The Data Practices Law governs all data maintained by a public entity. There are three classifications of data:

- **Public:** accessible to anyone
- **Private/Non-public:** accessible to the person who is the subject of the data and to the governmental entity
- **Confidential/protected non-public:** accessible only to the governmental entity

The identity of individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real estate/real property is confidential data. Data pertaining to members of the boards and commissions is governmental data:

- Names and home addresses of board and commission members are public
- The telephone number or email address where the member can be reached, or both, at the request of the member, are public. Any email address or telephone number provided for the member by the city is also public, and the member may use that email address or telephone number as the member’s designated contact information.

Conflict of Interest

Definition: any member who has a financial interest in, or who may receive a financial benefit as a result of, any commission action or if there is potential for the appearance of conflict of interest.

Members who have a conflict of interest must:

- Disclose the conflict of interest to the group, and
- Abstain from discussing or voting on the matter

Liability

State law requires municipalities to defend and indemnify, or secure against harm or loss, both elective and appointive officials for damages so long as the commissioner is acting in the performance of duties of his or her position and is not guilty of malfeasance, willful neglect of duty, or bad faith.

Likewise, the Brooklyn Park City Code requires the city to defend and indemnify all its members of the advisory commissions arising out of an alleged act or omission occurring in the performance of their duty, except in cases of malfeasance in office or willful neglect of duty.

Gifts

Members may not receive gifts from any “interested person” in conjunction with their commission duties. Commissions can recommend acceptance of general gifts through the city’s donation policy.

Gift Law

“Local official” means “an elected or appointed official of a county or city or of an agency, authority, or instrumentality of a county or city.”

An interested person may not give a gift or request another to give a gift to a commissioner. A commissioner may not accept a gift from an “interested person.” A “gift” includes money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.” An “interested person” is “someone, or a representative of a person or association, that has a direct financial interest in a decision that a local official is authorized to make.” The term “local official” includes members of boards and commissions.

There are a few limited exceptions where you can accept a gift.

- Services or mementos of insignificant monetary value
- Plaques or mementos recognizing service
- Food or beverage given in connection to a speech
- Gifts given to members of a group, the majority of whose members are not local officials
- Gifts given by family members

In conclusion, be cautious. The city's local officials, including commissioners, are in the eye of the public and it is public opinion and political opponents, which will be the ultimate enforcer of this law.

Accountability/Consequences

A potential action for failing to comply with this code of conduct may include the following:

- **Warning**

A warning shall be verbal or written non-public statement made by the Mayor and City Manager to the commission member

- **Removal**

Removal from a commission requires an action from the City Council

Commission Members' Behavior and Conduct:

- Depending on the offense, commission members who violate the code of conduct are subject to

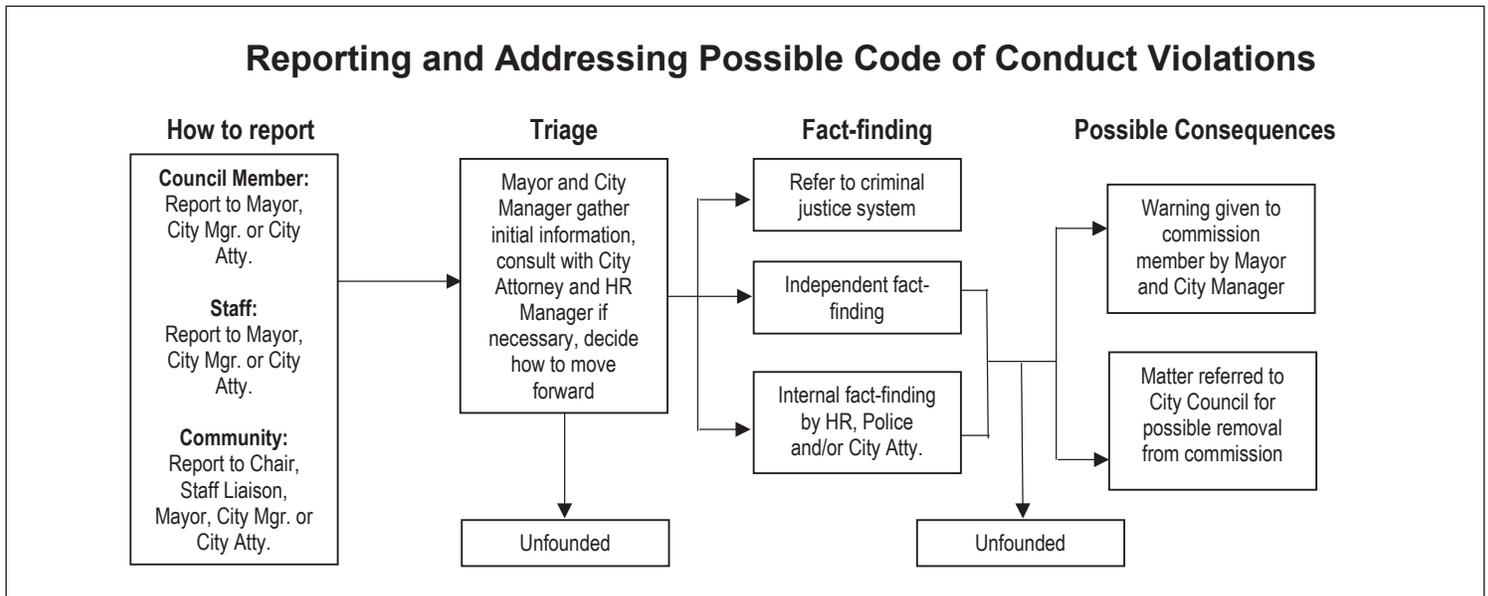
warning or removal. Any violations that potentially constitute criminal conduct shall be handled by the criminal justice system

- Factors that will be considered in determining the appropriate consequence include but are not limited to the following: seriousness of the violation and number of preceding violations

Procedures for reporting:

- A member of the Brooklyn Park City Council may report a potential code of conduct violation by a commission member by bringing the matter to the attention of the Mayor, City Manager, or City Attorney
- A Brooklyn Park staff member may report a potential code of conduct violation by a commission member by bringing the matter to the attention of the Mayor, City Manager, or City Attorney
- A community member, including commission and committee members, may report potential code of conduct violations by a commission member by bringing the matter to the attention of the commission chair, staff liaison, Mayor, City Manager, or City Attorney

Upon receipt of a complaint, the following diagram (below) highlights the process that will be used:



For inappropriate statements or conduct by commission members during a commission meeting:

- A verbal correction by the Chair or other members of the commission will normally be the first step to address the matter during the meeting
- Further incidents may be addressed by subsequent verbal corrections or, if necessary, bringing the meeting to a close and reporting the behavior
- A commission member can request that the Chair take any of these actions against an offending commission member if the chair has not done so on his/her own

Acknowledgement of Receipt of Code of Conduct

Acknowledgement of Receipt of the Code of Conduct for Brooklyn Park Boards, Commissions, and Committees

On the date written below, I received the Code of Conduct for Brooklyn Park Boards, Commissions, and Committees. I acknowledge this contains information related to serving as a volunteer on a commission as well as specific items as shown below:

- Duties as a Commissioner
- Ethical and Respectful Conduct
- Respectful Workplace
- Social Media
- Legal Issues
- Accountability/Consequences

I understand that I am responsible for reviewing the contents of this Code of Conduct and asking questions if I do not understand any part of it.

Name: _____

Commission: _____

Signature: _____ Date: _____

A signed copy of this form will be maintained in the City Manager's Office.



