

**CITY OF FLORENCE  
RESOLUTION NO. 3, SERIES 2024**

**A RESOLUTION REAFFIRMING THE CITY COUNCIL NORMS DOCUMENT**

RECITALS:

1. The Norms document was created during a consultant-led training and retreat on February 9 and 10, 2023. A take away from this training was a creation of a City Council Norms document.
2. The City Council adopted these norms at the February 27, 2023 City Council meeting to establish a set of guidelines and procedures to govern the interactions of City Council members during Council meetings and other official Council business.
3. During the 2024 City Council retreat held on February 12 and 13, 2024, the City Council reviewed the impacts of their Norms. An outcome of this retreat was to reaffirm the City Council Norms document, emphasizing the importance of adhering to these norms for the efficiency and effectiveness of local government.
4. The purpose of these norms is to promote a culture of respect, professionalism, and transparency within the Council, and to ensure that all members have the opportunity to participate fully in the Council's decision-making processes. By promoting a culture of respect and accountability, the Council can build public trust, facilitate productive dialogue, and ensure that decisions are made in the best interests of the community.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:


1. The City Council reaffirms the norms adopted at the February 27, 2023 City Council meeting as presented in Exhibit A.
2. It is the City Council's continued expectation for the City Committees and Commissions to adhere to the City Council Norms document.
3. This Resolution takes effect immediately upon adoption.

ADOPTION:

This Resolution is passed and adopted on the 4<sup>th</sup> day of March, 2024.

  
\_\_\_\_\_  
Rob Ward, Mayor

Attest:

  
\_\_\_\_\_  
Lindsey White, City Recorder

# CITY OF FLORENCE

## CITY COUNCIL NORMS

### Interpersonal and Behavioral Norms:

- ◆ We assume good intentions.
  - ◆ When we disagree, we will do so without being disagreeable.
  - ◆ We will make space for everyone to speak.
  - ◆ We will be respectful, open, and honest in our work and communications with each other.
  - ◆ We will exercise humility.
  - ◆ When we have concerns with a council colleague, we will address those concerns in a timely, respectful, and constructive manner.
  - ◆ We will check ourselves in adherence to our norms and practice self-regulation; however
- the mayor may nudge us when we need nudging.
  - ◆ Don't personalize policy disagreements, or take offense to what someone says as their truth .
  - ◆ We will not criticize one another in public.
  - ◆ We will seek to build relationships with our council colleagues outside of official duties.
  - ◆ We respect each other by minimizing side conversations in our meetings.

### Procedural and Process Norms:

- ◆ We will wait to be recognized by the mayor before speaking.
  - ◆ We will pay attention to each other; listen and don't interrupt.
  - ◆ We don't undermine the decisions made by the council (for example, if you voted against a policy that passed, you will still support the effective implementation of the policy despite not supporting the policy itself).
  - ◆ We will address each other using titles during council meetings.
  - ◆ In public, staff will use titles when speaking to the council and council uses first names for staff.
  - ◆ When past or present elected officials are at council meetings, the mayor will publicly acknowledge their attendance.
  - ◆ As a rule, we will notify staff of media requests
- and/or appearances to avoid surprises and staff will support with messaging and coordination.
  - ◆ The mayor represents the council to the media on issues of "ends" and will consult with council colleagues as appropriate and staff answer questions on the "means".
  - ◆ We will share/repost/link to official city social media but will not engage in debate or dialogue with the public via social media.
  - ◆ Council members may reply directly to emails/calls to acknowledge the message was received; however, they should take the appropriate time to reflect and coordinate with staff and council on an answer before responding.

