

2. Outside Agencies

From time to time, boards and committees may desire to communicate with outside agencies. Unless specifically authorized by the City Commission, boards, commissions, and committees may not represent policy to outside agencies either on their own behalf or on behalf of the City. Boards function in an advisory capacity and in the absence of an explicit delegation of the role to act on the City's behalf by the City Commission on a particular issue, may not directly communicate with outside agencies. If a board wishes to support or object to a particular policy or program it should frame its action as a motion and a recommendation to the City Commission on whose behalf the letter would be sent. Supporting or opposing legislation need not take the form of a resolution. Action by the City Commission on such a board request would be in the form of a letter. However, should a resolution be requested of the City Commission, such resolution would be attached to the Commission report (in the proper format), ready for City Commission action. If a request for an official policy statement is received from an outside jurisdiction, the board should analyze and study the request. It could then make a recommendation to the City Commission. Furthermore, boards other than Enhancement Grant Program Committee may not endorse grant applications or receive donations and gifts. Boards may not take any action such as approving use of City property, facilities or other resources, which commits or indicates an intention to commit the City without authorization by the City Commission and coordination with the City Manager.

All communications to and from outside agencies shall be transmitted through a City staff person.

3. General Public

The purpose of board, commission and committee meetings is to permit open discussion on specific topics in a setting that is more informal than a City Commission meeting, to hear public expression on issues and to inform the public of what the board is doing. Committee members have the obligation to consider the welfare of the entire City, to be fair, objective and courteous, and to afford due process to all who come before them.

Public opinion must be sought but no member should permit his/her judgment to become subservient to the criticism of those citizens attending the meetings. In order to conduct its business, the board has the authority to limit discussion and public participation on any subject.

All communications from the board to members of the public are transmitted through the staff person. Similarly, arriving communications are received by staff and relayed to the board through the agenda. The staff person is responsible for acknowledging all communications received.