

5. Individual Members

Unless authorized by the board as a whole, an individual member may not represent the board before any other board, outside agency, to the press, or the general public. When an individual member is appearing in a private capacity before other boards, outside agencies, or the general public, the member must clearly indicate that he/she is speaking as a private individual, not as an official representative of the City. Official City stationery may be used only for official communications authorized by the City Commission or City Manager.

Each member also has the obligation to work cooperatively with other members on that board. Members should exercise self-discipline and always strive to be objective, fair and courteous with each other as well as with staff and the public. A healthy respect for the time of other commissioners, staff and the public is of critical importance.

6. Press and Other Media

In order to inform the public as much as possible of board activities, the designated City staff person, with the approval of the board, should provide the media with pertinent information as noted below. Press releases should be sent to local media. From time to time, it may be appropriate to provide press releases to other newspapers, radio and television stations.

- Notices of Meetings and Agenda - The staff person should routinely send meeting notices and agenda to the media, City Hall, Pioneer Center, City Library, and post the agenda on the City's website. Copies should be sent to the City Recorder and City Manager.
- Items of Public Interest and Policy Statements - Information concerning items of particular interest to be discussed at future meetings as well as recent newsworthy actions of the board should be regularly provided to the media. Press releases which state the City's policy should be cleared through the City Manager's Office prior to release to the press. Copies of all press releases and other notices that are provided to the media should also be sent to the City Manager's Office.