



Oberlin City Council

Work Session Agenda

AGENDA:

Monday, May 21, 2012 – 6:30 p.m.

1. Discuss and consider City Council Procedures and Practices:
 - a. Notification procedures regarding Councilmember absences
 - b. Meeting operation
 - Political candidates or issue advocates at meetings
 - Three minute rule
 - Proclamations
 - c. Proposed future Agenda items
 - Discuss during Council Communications for possible referral
 - Must be reviewed at Agenda Meeting
 - Referrals from Boards and Commissions – Liaison role
 - Written document for packet should be provided
 - d. Open Meeting Requirements
 - Informal meetings or gatherings
 - Avoid serial communicate via e-mail.
 - e. Councilmember Obligations
 - Board/Commission Liaison (attendance and communications)
 - Be thoroughly familiar with agenda materials and ask questions in advance (if possible)
 - NIMS and other training – required vs. optional
 - Retreat participation
 - Attendance and participation in community events
 - f. Councilmember contact with City staff
 - Questions, not direction
 - Keep City Manager (and/or other appointee) informed
 - Avoid involvement in personnel matters (inform City Manager)
2. Discuss and consider forming a City Council Subcommittee to review Council Rules and draft proposed revisions
3. Wrap-up