

# CITY OF EL PASO DE ROBLES

## **Council Policies & Procedures**

ADOPTED DECEMBER 18, 2001

REVISION NO. 1 – 03/2003

REVISION NO. 2 - 02/2007

REVISION NO. 3 - 08/2010

1000 Spring Street, Paso Robles, California 93446

**TABLE OF CONTENTS**  
**COUNCIL POLICIES & PROCEDURES**

**COUNCIL POLICIES & PROCEDURES REVISION INDEX ..... I**

**CHAPTER 1 - COUNCIL POWERS & RESPONSIBILITIES.....1**

1.1 CITY COUNCIL GENERALLY .....1

1.2 MAYOR – POWER & DUTIES.....1

1.3 MAYOR PRO TEMPORE – APPOINTMENT & POWERS.....2

1.4 COUNCIL ACTIONS .....2

1.5 ESTABLISHMENT OF COMMISSIONS, BOARDS, & ADVISORY COMMITTEES .....2

**CHAPTER 2 - CODE OF ETHICS .....3**

2.1 PREAMBLE .....3

2.2 PUBLIC INTEREST.....3

2.3 CONDUCT .....3

2.4 CONFLICT OF INTEREST .....4

2.5 POLICY ROLE.....5

2.6 COMPLIANCE & ENFORCEMENT .....5

**CHAPTER 3 - COMMISSIONS, BOARDS, & ADVISORY COMMITTEES .....6**

3.1 COMMITTEES GENERALLY .....6

3.2 COMMITTEE ORGANIZATION & CONDUCT.....6

3.3 COMMITTEE APPOINTMENTS.....6

**CHAPTER 4 COMMUNICATIONS.....7**

4.1 COMMUNICATION GENERALLY .....7

4.2 CORRESPONDENCE.....7

4.3 SPEAKING ENGAGEMENTS .....7

4.4 MEDIA RELATIONS .....8

4.5 COMMITTEE RELATIONS.....8

4.6 STAFF RELATIONS.....9

4.7 REMOTE ACCESS TO COMMUNICATIONS/INFORMATION.....9

**CHAPTER 5 CITY COUNCIL MEETINGS .....10**

5.1 COUNCIL MEETING DEFINED .....10

5.2 MEETING SCHEDULE.....10

5.3 PUBLIC PARTICIPATION .....10

5.4 MEETING DISCUSSION RULES .....11

5.5 MEETING AGENDAS .....11

**CHAPTER 6 COUNCIL FINANCIAL MATTERS.....13**

6.1 COMPENSATION .....13

6.2 BENEFITS.....13

6.3 EXPENSES.....13

**CHAPTER 7 COUNCIL POLICIES & PROCEDURES .....15**

7.1 REVIEW OF POLICIES & PROCEDURES .....15

7.2 RESTRICTIONS ON POLICIES & PROCEDURES .....15































