

EXHIBIT "A"

1. Conduct in Public Meetings

Practice civility and decorum in all discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, council members to make belligerent personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Therefore, the council will:

- Avoid personal comments that could offend other council members.
- Honor the role of the mayor in maintaining order.
- Be respectful of other members of the city council, boards, commissions, committees, city staff, and the public by refraining from abusive conduct, personal charges, or verbal attacks.
- Treat fellow council members with the respect you expect to receive in return.
- Always address citizens, employees, committee members, and fellow council members with respect.
- Request the opportunity to speak and address the council through the mayor or other person conducting the meeting.
- Recognize fellow council members and guest speakers by their formal names and appropriate titles; after initial acknowledgement, the terms "Mr." or "Ms." may be used.
- Be respectful of others' time and be brief and prepared in making remarks.
- Be prompt in attending public meetings so that they may begin at the publicly posted time.

2. Conduct with the Public

Be polite and professional to speakers and treat them with care and gentleness. Because personal concerns are often the reason citizens come before the council to speak, council members should remember that their behavior will either relax the speaker or push their emotions to a higher level of intensity. Therefore, the council will:

- Limit comments to issues and avoid personal attacks.
- Remain seated when someone is speaking at the podium.
- Give the appearance of active listening.
- Ask for clarification, but avoid debate and argument with the public.
- Not engage in personal attacks of any kind under any circumstance.
- Make no promises on behalf of the council or staff.
- Make no personal comments about other council members.