

BLACK DIAMOND CITY COUNCIL MINUTES
Work Session of September 14, 2023
Hybrid Meeting Via Zoom and In-Person
Council Chamber, 25510 Lawson Street, Black Diamond, Washington

CALL TO ORDER, FLAG SALUTE:

Mayor Pro-Tem Deady called the regular work session to order at 6:00 p.m. and led us all in the Flag Salute.

ROLL CALL:

PRESENT: Councilmembers Deady, Douglass, Smith (Zoom), Mulvihill, Jones, Page

ABSENT: Councilmember de Leon (excused)

Staff present: Jake Kapsandy, IT Department; and Brenda L. Martinez, City Clerk/HR Manager.

WORK SESSION:

1) Discussion Regarding Council Ethics and Code of Conduct

Mayor Pro-Tem Deady announced that her and Councilmember Page met yesterday to go over this and shared that our current Council Procedures do not have language on this.

Councilmember Page shared that this conversation has been in the works since last year. She noted that one area that has become evident is that we need to present an expectation that we hold ourselves and each other to the standards that our community expects so it doesn't diminish the integrity of the body as a whole. She discussed creating a document of our guiding principles, a code of conduct with best practices. She distributed two examples, one from the city of Sammamish and the other from the City of Yakima that she felt were good documents to borrow from to elevate the standards of what we do on the council, other boards, and commissions. She shared an email from Councilmember de Leon regarding tonight's meeting.

Points of Discussion

- Update code of conduct that also includes a one-page cheat sheet of our guiding principles to make expectations clear.
- Update the onboarding binder for new members and have each council member contribute things they have learned through our processes and their experiences.
- Plan to have the code of conduct signed by new members as well as by all members at the 1st meeting of each new year.
- Review Section 5, relating to attendance, remarks and speaking to a motion.
- Police ourselves and each other to make sure we are keeping to those standards.

- Council members should raise their hand and wait to be called on by the presiding officer, even if they are not called on first.
- Allow whoever is talking to finish what they have to say.
- When called on, make your statement, your question and then end it.
- Limit questions to the department heads to one per member until each member has had a turn. If there are still more questions, they can be asked in the second round.
- Residents expect members of the council to physically be at the meetings so they can talk with them in person, and they want to know they are being heard.
- If a council member can't make the meeting or they are going to listen in but not be able to participate, they need to let the other members know.
- Demonstrate the Roberts Rules of Order using principles of professionalism, respect civility in working for the greater good of the city and inspire public confidence in the government.

There was consensus to meet again on this topic at the October 12 work session with each member bringing their list for the code of conduct document to further discuss and move forward.

ADJOURNMENT

Councilmember Mulvihill **moved** to adjourn the meeting; **second** Councilmember Deady. Motion **passed** with all voting in favor (6-0). The meeting ended at 6:38 p.m.

ATTEST:

Carol Benson, Mayor

Brenda L. Martinez, City Clerk