

City Council
Chairs Meeting
Monday, October 7, 2024
6:30 pm



The City Council will hold this meeting as a Hybrid meeting, virtual and in Room 205 on Monday, October 7 at 6:30 pm. To view this meeting use this link at the above date and time:

<https://newtonma-gov.zoom.us/j/84872226951>

Or One tap mobile : +13126266799,,86576831295# or +16465588656,,
86576831295# Or Dial: +1 301 715 8592 Webinar ID: 848 7222 6951

Agenda:

1. Discussion and Review of draft policy on Council communications and posting on City website best practices.
2. Discussion and Review of draft policy on how Councilors on working/task force groups convey information to full City Council.
3. Other topics that may be raised by Councilors.

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.

City Council Policy on Posting Non-Docket Related Communications from Councilors on the City Website and in the Friday Packet

Introduction: The City Council often write letters or engage in other communications on non-docket related items. There has been discussion on what letters will be shared on the Friday Packet.

Purpose: The purpose of this policy is to set forth guidelines for posting non-docket related communications on the City Website and in the Friday Packet that comply with Open Meeting Laws.

Policy Statements: Non-docket related communication from Councilors will be posted on the City website and/or included in the Friday Packet and remain posted for (select number) week(s) when the communication is signed onto:

Below are choices to vote on

1. by a (majority (*most City Council Votes*)),
2. 2/3 (*standard for suspension of the rules*) of councilors,
3. all (*ensures what is posted on the City Council website speaks for the whole City Council*)
4. singular (*Councilor can share their communication without meeting a threshold*)
5. No postings of any non-docketed items (*no other city researched puts non-docketed communication on their webpage, docket related business only*),

Guidelines Each communications must meet the following standards:

- Relevant to city residents.
- Not contain personal attacks or inflammatory language.
- Promote civility and respect towards all groups.
- Not include any discussion of ongoing investigations, legal matters, or personal issues.
- Not contain personal campaign messaging or material.
- A communication that is not signed by a (whatever is chosen above) of councilors cannot be put on City Council letterhead but may be put on an individual City Councilor's letterhead.
- Any communication that violates these standard may be removed at the discretion of Council leadership.

DRAFT

Reporting on Working Group Activity

Introduction: City Councilors serve on several working groups regarding specific community interest or topics. Councilors often gain valuable insight and updates that could be shared with the full City Council.

Purpose: The purpose of this memorandum is to set forth best practices for Councilors to communicate their activities and findings from working groups back to the full City Council. for councilors to communicate their activities and findings from working groups back to the full council. With the reporting of activities and findings councilors will remain informed and engaged in the work that their colleagues are doing.

Policy Statements: Councilors should provide a (oral or written) report to the full City Council on updates from working groups they are members of on a (Quarterly, Bi-monthly, monthly) basis at (chair meetings, council meeting, written to be included in email update, written to be included on the Friday packet). If there is no essential information to update the Council, then a report is not needed. In order to promote consistency, Councilors should submit the draft to the President before it is provided to the Clerk for distribution. The Clerk and their staff will post written updates as prepared by the Councilors in the Friday Packet or by email.

Guidelines: Reports from working groups should follow the guidelines below:

- Information should be summarized into a brief update (no more than one page).
- Information should be regarding specific facts from the working group (date/timeline, cost, issues/challenges, milestones)
- Provide the group's next meeting date and/or next steps.
- Councilors' personal opinions on the information should not be shared.