

Policy 7.4.3 Council Activity Calendar and Meeting Scheduling

POLICY PURPOSE:

It is the purpose of this policy to establish guidelines and standards regarding the availability and updating of the Council Activity Calendar (CAC) and support to Council for the scheduling of meetings.

POLICY STATEMENT:

- I. Council Activity Calendar (CAC).
A calendar of general Council activities that are of either City, legislative, or local import is maintained for Council by the Executive Assistant to the City Council. Councilmembers are notified of upcoming City events to determine their respective interests and arrangements are made accordingly. This calendar is not comprehensive of every individual activity of each Councilmember. The CAC is available to Council and key City staff online at all times and is updated generally each business day.

- II. Meetings: Scheduling and Use of City Hall Facilities.
The Executive Assistant shall provide assistance to Councilmembers in making arrangements for meetings held in City facilities. Normal scheduling methods shall be used. This provision does not apply to regular or special City Council meetings (which are coordinated through the City Clerk's Office). Neither Councilmembers or City staff shall use any City resources for political campaigns.

(Adopted: Council Policy Update, RTC #14-0061 (November 25, 2014); Amended RTC #15-0317 (April 7, 2015))

Lead Department: Office of the City Manager

For reference, see also:

- Council Policy Manual 7.4.1, Section II, *Implementation*
- City Charter, Section 807, *Prohibition Against Councilmanic Interference*
- Code of Ethics and Conduct for Elected Officials