



CITY COUNCIL PLANNING MEETING GOALS

- You have approximately 15 minutes for your planning session. Use it well.
- Council members should meet as a small group in a separate space away from the advocacy groups.
- Review the *Meeting Procedures* E-Doc carefully to understand how the meeting should be run. Meeting procedures are based on Robert's Rules of Order. Your facilitator can answer any questions you may have.
- Council members should select a "Weak Mayor" to run the meeting. A weak mayor simply conducts the meeting but has no other formal power or authority over other council members. Preferably, your Mayor should have some existing level of familiarity with Roberts Rules of Order.
- In 15 minutes, council members will hold 'office hours' during which you will be lobbied by advocacy groups seeking a sponsor for an ordinance proposal.
- Council members should rigorously question the advocacy group members to be sure they understand the proposal and why they are being asked to sponsor or support it.
- Remember that as a council member, you are under no obligation to sponsor or support any proposal brought before you.
- Sponsors will be asked to make a motion to introduce the policy on the agenda of the council meeting.

LOBBYING

- Council Members should take separate seats in separate corners, areas, or parts of the room. This is your makeshift 'office'.
- Group members will visit with different council members in pairs or small groups by 'knocking' and politely requesting a few minutes of your time.
- Explain that you are busy and have other people to meet with and can only offer a few minutes to listen to basic information about their policy proposals.
- Be sure and question the group member you are meeting with to clarify any concerns you may have.
- Group members will attempt to persuade you to sponsor their proposal or at least support it if it comes up for a vote. You are under no obligation to sponsor or support any proposal you hear about.

Determine Decision Makers: Ordinance Adoption Game