

**RESOLUTION NO. 5703-21**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF UNION CITY  
ADOPTING COUNCIL NORMS**

**WHEREAS**, during the City Council's retreat on August 13, 2020, the City Council agreed to seven Council Norms to help them to be most effective as a policy group and to set the tone for future City Councils; and,

**WHEREAS**, it is the intent and desire of the City Council to conduct its business in an orderly and fair manner; and,

**WHEREAS**, there are certain basic rights of due process and opportunity to address issues with equity, fairness and equal protection of the law; and,

**WHEREAS**, certain parliamentary procedures have been found to be useful in order to assure that the communication and process of government are fair, reasonable and just; and,

**WHEREAS**, the City has a duty to proceed with the business of government in an efficient and orderly fashion; and,

**WHEREAS**, the City Council desires to establish uniform norms in order to accomplish these goals; and,

**WHEREAS**, the City Council recognizes that these norms are guidelines intended to reflect common sense; and,

**WHEREAS**, the City Council desires to conduct itself consistent with these norms during City Council meetings, at public events, on social media, and in other similar venues.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Union City comply with the following norms:

- 1) We conduct ourselves in a professional manner, treat everyone with respect, and act with high integrity, always putting the interests of the City of Union City ahead of self-interests in accordance with our code of ethics.
- 2) We respect the Council-Manager form of government, and do not interfere with the City Manager's role or any professional duties of City staff.
- 3) We keep confidential matters confidential.
- 4) We respect each other's opinions and ensure that all voices are heard. We do not criticize others for having a different point of view, and we agree to disagree respectfully.

- 5) We understand that the Council acts as a body, all members are equal, and policy direction is only given by a majority vote of the Council. Once a decision is made, all members of the City Council must respect the Council's direction.
- 6) We are prepared for Council meetings and ask our questions of the City manager in advance so we can avoid surprising staff at our meetings.
- 7) We do not criticize staff to them or others. We take our concerns to the City Manager.

May these Council Norms be administered and enforced in the following manner:

1. Councilmembers have the primary responsibility to assure that ethical standards are understood and met by the Council, and that the public can continue to have full confidence in the integrity of government.
2. The Mayor and the Council have the responsibility to intervene when actions of its members are in violation of Council Norms.
3. The City Council can review and revise the Council Norms as needed.
4. During City Council discussions, deliberations, and proceedings, the Mayor is designated with the primary responsibility to ensure that Councilmembers adhere to the Council Norms.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Union City at a regular meeting held on the 12<sup>th</sup> day of January 2021, by the following vote:

AYES: Councilmembers Duncan, Patiño, Singh, Vice Mayor Gacoscos, Mayor Dutra-Vernaci  
NOES: None  
ABSENT: None  
ABSTAIN: None

APPROVED:

  
CAROL DUTRA-VERNACI  
Mayor

ATTESTED:

  
ANNA M. BROWN  
City Clerk

APPROVED AS TO FORM:

  
KRISTOPHER J. KOKOTAYLO  
City Attorney