

**MAYOR AND CITY COUNCIL
ADMINISTRATIVE DIRECTIVE**

SUBJECT: Town Hall Meetings

A.D. No. 2.0

Effective Date: 7/14/2014

PURPOSE:

To provide guidelines for the use of Mayor and City Council Town Hall Meetings

POLICY:

1. *A "town hall meeting" is defined as "Any meeting with constituents called by or on behalf of one or more councilmembers on more than one topic with City staff assistance or support at the meeting."*
2. The town hall meetings will be used:
 - a. to gather citizen input about community concerns; and
 - b. to provide general information that will be of interest to the community.
3. *For Councilmembers currently running for reelection, town hall meetings cannot be held between January 1 and the election date or run-off election date if called.*
4. Town hall meetings will be limited to two meetings per council member each calendar year.
5. Any deviations from this policy must be approved by a majority vote of the City Council.