

# CITY COUNCIL MEMBER HANDBOOK UPDATE



City of San Leandro  
**City Clerk**

Rules Committee Presentation  
February 26, 2025



# DECEMBER 18, 2024

## RULES COMMITTEE RECAP

### COMMITTEE AGREED TO MOVE FORWARD TO COUNCIL

P7: Consequences for violating the handbook

P9: Council Code of Ethics

P18: Language that Staff may facilitate the purchase of flights, only after the Councilmember submits a detailed flight request

All other redlines are existing language that was moved to for better flow and clarity.





## GENERAL CLEAN UP

Reorganization of sections for better flow.

Added information about Facilities & Transportation, Finance and Rules Committees.

Removed reference to Human Relations Committee, now Rules Committee.

Added an acknowledgement page.



## Question

### Does the Committee have any edits to the language for Selection of Vice Mayor

p. 14 Selection and Role of the Vice Mayor

At its first regular meeting in January of each year, the Council must designate one of its members as Vice Mayor to serve for one year and until a successor is elected and qualified. The Vice Mayor shall be the most senior Councilmember who has not previously served as Vice Mayor. In the absence of the Mayor, the Vice Mayor shall possess and perform the powers and duties of the Mayor. (Sec. 310, City Charter)

Action Needed

Approve suggested language





## Question

**How does the Council want to decide who goes to strategic organizational training?**

### P. 17 SUGGESTED LANGUAGE

#### STRATEGIC ORGANIZATIONAL TRAINING ACCOUNT

The City manager has an account set aside for Strategic Organization Training, in which \$17,400 in funding is available for the Mayor or Councilmember use. The intended purpose of the fund is to allocate up to \$17,400 in funding annually for education opportunities. Examples of such programs are the the 3-week Senior Executives in State and Local Government executive education program at the Harvard Kennedy Business School or to join the WELL UnTapped Fellowship Program. Refer to City Council resolution 2024-047.



## Action Needed

**Approve suggested language**



## Question

**How does the Council want to decide who goes to strategic organizational training?**

### **P. 17 SUGGESTED LANGUAGE**

#### **Selection of Councilmember for Strategic Organizational Training**

In order to ensure a diverse and comprehensive representation from the Council, a councilmember will be selected to attend strategic organizational training. The following criteria apply for the selection:

- 1.The councilmember selected must not have previously attended the strategic organizational training.
- 2.The selection will be made based on a fair and transparent process, taking into account factors such as current involvement in relevant initiatives, leadership potential, and a demonstrated commitment to professional development.
- 3.The Council will make the final selection at a regularly scheduled meeting, with the opportunity for nominations and discussion before the vote.
- 4.In the event that no councilmembers qualify under this rule, an exception may be considered upon request and with prior Council approval.



**Action Needed**

**Approve suggested language**



THANK  
YOU!



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