



## **KEIZER CITY COUNCIL COMMITTEE PROTOCOL**

Committees appointed by the Keizer City Council will follow the following protocol:

1. Committee decisions are to be made during scheduled meetings.
2. All Committee meetings are open to the public and are required to receive public testimony.
3. Keizer City Council and the Keizer City Manager must be given a full copy of all Committee meeting minutes.
4. All Committee projects and/or recommendations must be approved by Keizer City Council manner, unless pre-approved limits have been set by the City Council:
  - a. A plan, project, or recommendation will be formulated with information regarding any fiscal impact, neighborhood impact, etc. This information should include possible resources and or solutions.
  - b. This information will then be presented at a Keizer City Council meeting.
  - c. Keizer City Council will determine if the plan, project, or recommendation is feasible and will direct the Keizer City Manager to implement.
  - d. The Keizer City Manager will in turn direct the appropriate staff to work on a recommendation to be returned to Keizer City Council in a timely manner.