

BOARD OF DIRECTORS/STAFF RELATIONS

I. PURPOSE:

The purpose of this guideline is to establish policies and procedures regarding the appropriate relationship between the elected members of the Little Rock City Board of Directors and the Administrative Staff of the City.

II. RESPONSIBILITY:

- A. The City Manager is responsible for the day-to-day operations of the City governmental organization, through policy implementation, budget development, personnel matters, etc.
- B. The Little Rock City Board of Directors will act as the policy making entity and issue all directives through the City Manager.

III. PROCEDURES:

A. City Staff:

- 1. The City Manager will act as the Administrative Head of the City and is responsible for communication to the Board of Directors all administrative positions of the City.
- 2. The City Manager will issue all requests for services, and/or citizen complaints from members of the Board of Directors to the appropriate staff member in a timely and efficient manner.
- 3. The City Manager and/or City Staff are responsible for conducting all negotiations that the City is involved in.
- 4. The City Attorney is responsible for preparing all ordinances and resolutions for Board consideration, within two (2) weeks of the request.
- 5. The City Manager is responsible for adequately evaluating and reporting on the effects of any ordinance or resolution by the Board of Directors.
- 6. The City Manager and each member of the City Staff are responsible for maintaining the delicate balance of the relationships essential to the proper functioning of the Council-Manager form of government.
- 7. The City Manager will ensure that all members of the Board of Directors receive the same information regarding a matter, particularly as it relates to business items for consideration by the Board.

8. The City Manager and City Staff will not provide different or special information to any member of the Board of Directors that would put that Board Member at an advantage over other members of the Board.
9. The City Manager and City Staff will treat all members of the Board of Directors equally and not favoritism will be demonstrated.
10. Department Directors and City Staff will not lobby individual Board Members for support of their projects, programs, budget requests or other matters regarding their Departments.
11. City Staff will not become involved in an individual Board Member's campaign for local office.

B. Board of Directors:

Note: The following is for informational purposes, and was adopted by in Board Resolution #9,302.

1. The Board of Directors, as a body, and individual Board Members, will make all requests for service through the City Manager and not individual Department Directors and/or City Staff.
2. The Board of Directors, as a body, and individual Board Members will not conduct negotiations, nor will they intercede in negotiations, except in policy making formats.
3. Individual Board Members will not commit the City to positions on issues without vote or consent of the Board of Directors as a whole.
4. Members of the Board will make all requests for ordinances and resolutions to the City Attorney at least two (2) weeks prior to the Board's discussion on the respective issues.
5. The Board of Directors will be responsible for policing and correcting any internal problems among its members.
6. Each member of the Board is responsible for maintaining the delicate balance of the relationship essential to the proper functioning of the Council-Manager form of government.
7. Individual Board Members will not request non-routine information or actions from Department Directors or City Staff.
8. Board Members will immediately refer all citizen complaints to the City Manager for investigation and resolution.
9. Board Members will notify staff in advance of any impending visit, to ensure adequate staff preparation for the visit.
10. Board Members will not use the City Logo in any form of political activity.

Approved:



Bruce T. Moore
City Manager