

**Subject:** Chain of Command  
**Policy No.:** 000.0008  
**Effective Date:** Revised 12/14/2020

---

**BACKGROUND:** The Mayor and Council are made up of seven individuals. In order to pass any directive, ordinance, policy, etc., an affirmative vote of three Council Members is required per Charter, or in the event of a tie, as listed in the City Charter, Sec. 2.33.

**Section 2.33. - Quorum; Voting.**

Four elected officials shall constitute a quorum and shall be authorized to transact business of the council. As an elected official, the mayor counts as one of the four elected officials to constitute a quorum. Voting on the adoption of ordinances shall be taken by voice vote and the ayes and nays shall be recorded in the journal but any members of the council shall have the right to request a roll call vote. The affirmative vote of three councilmembers shall be required for the adoption of any ordinance, resolution, or motion except as otherwise provided in this charter; provided, however, that the affirmative vote of five councilmembers shall be required to exercise the power or eminent domain within the corporate boundaries of the city. In the event of a tie vote on any question, the mayor shall cast a vote to break the tie vote, thus provided a quorum is present, the mayor's vote to break a [1-1](#) or [2-2](#) vote shall be sufficient to pass or fail a motion.

**POLICY:**

1. Elected officials cannot act on their own behalf and give direct orders to City staff/City Attorney to perform a task or directive;
2. Only the affirmative vote of three Council Members or Council Members and the Mayor (in the event of a tie) as per Sec. 2.33 of the City Charter, will determine policy, ordinances, directives, etc;
3. Should a staff member/City Attorney receive a directive, task, etc, from an individual elected official, that staff member/City Attorney must consult with their supervisor and/or department director who will then consult with the City Manager on how to proceed. The City Manager will, in this event, notify the entire Council of the situation and determine how the matter will be handled. Should further direction or a policy decision be needed, the City Manager will bring the matter to the City Council for action.
4. Elected officials may give City staff complaints, and concerns to be investigated/researched as a matter of standard operating procedures with a report to be given to the City Manager and the full Council as to the status of the outcome or for direction on how to proceed.
5. The City Attorney will only review, advise, or comment on matters that have been pre-approved by the City Manager, Mayor and/or majority of the City Council.