

RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AFFIRMING THE HOUSE RULES – CODE OF CONDUCT ADOPTED IN 2005; AND ADOPTING ADDITIONAL RULES FOR MEETINGS HELD BY VIDEO-CONFERENCE.

- § 1. WHEREAS, the City Council Chambers are a place of public business and appropriate behavior and attention to business are expected; and
- § 2. WHEREAS, the Norman City Council, in its meeting of August 9, 2005, adopted the following House Rules - Code of Conduct which applies to City Council and all citizens attending Council meetings:
- Keep Each Other Informed – share information, verify information
 - Focus on the Issue – do not make it personal
 - Treat People with Respect – do not embarrass or attack
 - Be Honest and Direct
 - Be Concise, Focus, and Be Brief
 - Listen and Understand Before You Judge – avoid stereotyping or characterizing
 - Come Prepared, Ready to Go
 - Be Attentive, Give Others Your Interest
 - Okay to Disagree
 - Vote and Decide, Then Move Forward
 - Silence all Cell Phones and Pagers and take Games and Conversations outside the Chambers
- § 3. WHEREAS, due to the COVID-19 pandemic, Councilmembers are attending the City Council meetings via videoconference, which presents unique challenges to the orderly conduct of its meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

- § 4. That, the Council reaffirms the House Rules – Code of Conduct adopted in 2005; and
- § 5. That, the Council adopts the following Videoconference Rules – Code of Conduct for Council meetings held via videoconference:
- Keep your video feed on at all times while the meeting is ongoing, unless a break is called, in which case, the video and audio feeds shall be turned off.
 - Dress appropriately in the same manner as for an in-person meeting.
 - Stage your video area, being mindful of what is in the background of the video and of sufficient lighting.
 - Connect to the meeting in an area where you can be alone with no distractions from other people, animals, etc.
 - Test your audio and video settings prior to the meeting. Consider using ear buds or air pods to help block out surrounding noise.

- Look at the camera when you or others are speaking.
- Stay on mute if you are not talking.
- Stay focused on both the meeting and issue being discussed – don't eat or do other personal things during the meeting.
- Do not talk over others. Use the "raise your hand" feature to be recognized by the City Clerk.
- Refrain from texting each other and posting on social media during Council meetings.
- Do not post comments in the Chat section.

PASSED AND ADOPTED this 14th day of July, 2020.

Mayor

ATTEST:

City Clerk