

POLICY DEFINITION

For purposes of this manual, a policy is an official position taken by majority vote of the Salem City Council on a specific need, problem or issue. A policy establishes guidelines or direction for the City's actions with regard to one or more concerns, problems or opportunities. A policy can also be a general plan or approach to a specific need, problem or issue.

A policy is not something which is or should be established by the charter, ordinances or other laws, resolutions, council rules, agreements, department head letters, department policies (unless approved by Council) or other city compilations or facilities plans such as the budget, Capital Improvement Plan, Comprehensive Plan, Transportation Plan, Parks Plan, or Purchasing Manual.

PURPOSES

- To provide a reference source for city councilors on past policymaking decisions.
- To provide direction to staff.
- To prevent repetitive issues from reaching the council agenda unnecessarily.

UPDATES

Updates to the manual are accomplished as follows: As staff reports are prepared for council agendas, staff will insert under the caption "Policy Decision" only those items which should become council policy to be inserted in this manual. The text under the caption "Policy Decision" will be verbatim as staff recommends it to appear in the manual. This method may be used to add or change a policy.

When council acts on a policy decision noted in a staff report, the City Recorder will electronically insert the policy decision and council action on it in the manual. The City Recorder will update the table of contents to the manual. Users of the city network (LAN) will have access to the electronic version of the manual. The Recorder will make hard copies of the manual available to those who are not on the network.

The City Council may also direct that a policy be added or changed by council vote. Exceptions to policy may be made by council vote for good cause.