

# **PRE-MEETING AGENDA**

**Casper City Council  
City Hall, Council Meeting Room  
Tuesday, January 3, 2023, 5:30 p.m.**




*\*Please silence cell phones during the City Council meeting\**

	<b>Presentation</b>	<b>Beginning Time</b>	<b>Allotted</b>
1.	Title Protocol for Council	5:30	15 min
2.	Agenda Review	5:45	5 min
	Approximate Ending Time		5:50

**We are CASPER**

**Communication   Accountability   Stewardship   Professionalism   Efficiency   Responsiveness**

December 23, 2022

MEMO TO: J. Carter Napier, City Manager   
FROM: Fleur Tremel, City Clerk, Assistant to the City Manager  
SUBJECT: City Council Title Protocol

**Meeting Type & Date**

Council Pre-Meeting  
January 3, 2023

**Action type**

Direction Requested

**Recommendation**

That Council provide direction on the titles to be used for members of Council.

**Summary**

Recently the issue of what members of Council's officials' titles should be has been discussed. Often it is up each individual member or the Mayor to decide how to address each other. Council Leadership felt that a more formal process to adopt a title for all would provide clarity and direction for all use and future use.

Currently, some members of Council are referred to as Councilman, Councilwoman, or Councilmember. In formal written documents such as Council Handbook, Code of Ethics, City of Casper Website, agendas and scripts the term used is Councilmember for all of Council.

According to the National League of Cities, "The title for the members of city councils vary, and several titles exist according to local custom. These titles are: councilmember, alderman, selectman, freeholder, trustee or commissioner." Based on research of municipalities in the United States, the most common titles used are Alderman/Alderwoman, Councilmember, or Councilman/Councilwoman. Another title that has been suggested is Councilor or Councillor.

At this time, Council can discuss and decide which titles should be used in writing and speaking and then can adopt this vernacular by resolution at a formal Council Meeting.

**Financial Considerations**

None

**Oversight/Project Responsibility**

Fleur Tremel, City Clerk  
Jolene Martinez, Assistant to the City Manager

**Attachments**

None