

City of Shady Cove

Resolution No. 19-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,
OREGON, REVISING CITY COUNCIL RULES OF GOVERNMENT**

WHEREAS, the City Council of the City of Shady Cove desires to conduct city council meetings in accordance with all appropriate rules of order in a professional and organized manner; and

WHEREAS, the existing Shady Cove Council Rules of Government were last updated by Resolution 17-15 on October 19, 2017; and

WHEREAS, the City Council now desires to further update the existing Council Rules of Government.

THE CITY COUNCIL RESOLVES AS FOLLOWS:

The Shady Cove City Council Rules of Government, as attached and labeled Exhibit "A", are hereby adopted; and

The effective date of this Resolution shall be February 7, 2019; and

Resolution 17-15 is hereby repealed.

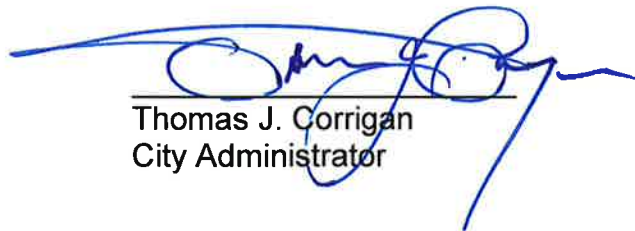
Adopted by the City Council of the City of Shady Cove this 7th day of February 2019.

Approved:



Lena Richardson
Mayor

Attest:



Thomas J. Corrigan
City Administrator

Council Vote:

Mayor Richardson	<u>Y</u>
Councilor Mitchell	<u>Y</u>
Councilor McGregor	<u>Y</u>
Councilor Tarvin	<u>Y</u>
Councilor Hohenstein	<u>Abstain</u>

EXHIBIT "A"

Attachment to City of Shady Cove Resolution 19-01 Adopted February 7, 2019

CITY COUNCIL RULES OF GOVERNMENT

Meeting Procedure

The Presiding Officer shall conduct all meetings in accordance with basic principles of parliamentary procedure in order to facilitate the transaction of business and to promote cooperation and harmony.

Compliance. All meetings of the City Council shall comply with the Oregon State Public Meetings Law **ORS 192.610-192.690**, which is hereby incorporated by reference into these rules.

Ordinance and Resolution Procedure

The City Charter, Chapter VIII, Section 33, identifies conditions under which an Ordinance may be read by title only.

Quorum

The Mayor or in his/her absence, the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Administrator shall immediately inform the absent members, except those known to be unavoidably detained, that their presence is required to enable the Council to proceed. If the absent member or members do not appear after the notice, the members present shall adjourn until a specific time or until the next regular meeting.

A majority of the Council constitutes a quorum to conduct business. The Mayor counts as a voting member for the quorum.

Temporary Chairman

In event of the absence of the Mayor and Council President, the City Administrator shall call the Council to order and call the roll of the members; if a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Mayor or Council President arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

Liaison

The Mayor will appoint a Council Liaison to boards, committees, commissions whether within the City or another local agency.

The Liaison's role is not to direct the board in its activities or work.

The Liaison serves as a two-way communication channel between the Council and the board, committee, or commission.

Liaisons shall be appointed at the first meeting of each calendar year, or as soon thereafter as practicable, and shall serve until the first meeting of the next calendar year; provided, however, that Liaisons may be removed or reassigned at any time by the mayor upon approval of the council. In addition, a Council Liaison can only be a sitting Council member and upon expiration of any Council member's term, or upon resignation, removal, or death, the Liaison's seat shall be immediately declared vacant, and a sitting Council member appointed as a replacement.

Unless otherwise specified, a majority of the members of a commission or committee shall constitute a quorum. The Liaison shall not be considered a member of a commission or committee.

Agenda

The Mayor, or designated representative, will provide the City Administrator a list of items to be covered in Unfinished and New Business not later than 3:00 p.m. on Wednesday the week prior to a scheduled Council meeting. The City Administrator will prepare an agenda not later than 3:00 p.m. on Thursday the week prior to the scheduled Council meeting.

Complete Council packages will be made available by close of business on Friday the week prior to a scheduled meeting.

During announcements, the presiding officer may add items to, or delete items from, the agenda. Verbal explanations will be provided for additions and deletions.

Use of Electronic Devices

It is the policy of the Council, in keeping with the intent of the state's open meetings law, that the use of electronic communications devices during Council meetings be limited and shall otherwise comply with rules and laws applicable to proceedings before the Council.

Any electronic communication regarding a quasi-judicial matter to be considered by the Council is an ex parte contact and shall be disclosed, as required by law.

This rule does not prohibit the use of the City provided interactive computers on the dais for viewing the Council meeting agenda and agenda packet. This rule does not limit the use of electronic communications devices outside of public meetings.

However, all electronic communications sent and received by Councilors must comply with the rules and laws applicable to public records.

All phones shall be kept in the silent or vibrate mode during the course of a meeting.

Definitions

As used in this section. "Electronic communications devices" means laptop computers, smartphones, cell phones, or other similar devices capable of transmitting or receiving messages electronically.

As used in this section, "electronic communications" means e-mail, text messages, social media posts or other forms of communications transmitted or received by technological means.

State Law reads --

192.670 Meetings by means of telephonic or electronic communication. (1) Any meeting, including an executive session, of a governing body of a public body which is held through the use of telephone or other electronic communication, shall be conducted in accordance with ORS 192.610 to 192.690.

When telephone or other electronic means of communication is used and the meeting is not an executive session, the governing body of the public body shall make available to the public at least one place where the public can listen to the communication at the time it occurs by means of speakers or other devices. The place provided may be a place where no member of the governing body of the public body is present. (1973 c.172 §7; 1979 c.361 §1)

Record Retention

All records of meetings will be retained pursuant to Oregon State Law (166-200-0235), including notes taken by Council relative to the meeting;

"(5) Meeting Records, Boards, Commissions, Committee, and Governing Bodies* — Minimum retention:

- (a) Minutes* (except executive session minutes), agendas, resolutions, indexes, and exhibits (not retained permanently elsewhere in city records) permanently;
- (b) Executive session minutes retain 10 years;
- (c) Audio or visual recordings 1 year after minutes prepared and approved;
- (d) Other records and exhibits not pertinent to minutes retain 5 years."

Order of Business

City Council meeting agendas will reflect the following items and order:

Call to Order

Roll Call

Pledge of Allegiance

Announcements

This meeting is being digitally recorded.

Next City Council meeting

Next Planning Commission meeting

Any other scheduled public meeting(s)

Recess for Public Hearing if Scheduled*

Public Comment

Citizens wishing to speak should submit a written communication, which can be an email, prior to the meeting. If a citizen wishes to speak on an agenda item, he/she must submit a name and address on the sign-in sheet prior to the beginning of the meeting. When recognized to speak, he/she must stand to address the Council.

To speak on a non-agenda item, a citizen must submit his/her name and address on the sign-in sheet prior to the beginning of the meeting. When recognized to speak, he/she must stand, then provide name and address and the issue must have a city-wide impact and not be a personal issue. Council discussion or debate is unlikely because the necessary ordinance, resolution or background information will not have been prepared.

Consent Calendar

Minutes from previous meeting(s)

Written Communications

Staff Reports

1. Paid Invoice Report
2. Quarterly Budget Report
3. Police Report
4. Fire District Report

Unfinished Business Defined as those items which have been discussed by Council at a previous meeting and have been left unfinished.

New Business

Public Comment on Non-Agenda Items

Public will rise to address the Council and must state name and address and standing to discuss the issue. Issues must have a city-wide impact and not be personal issues.

Council Comments

To include Liaison reports.

Recess for Executive Session if Scheduled

Adjournment

Voting

Only one question at a time will be considered at any given time. Every motion will be discussed fully and freely. Each Council member has the right to know at all times what the pending

question is and to have it restated before a vote is taken. The Presiding Officer will request a random roll call vote on all motions.

Tie Vote. In case of a tie in votes of any motion, the motion is not approved. A new motion would then be in order.

Decorum

Council members shall be recognized by the Presiding Officer before speaking.

Council members shall address any remarks to the Council rather than to the audience unless given permission by the presiding officer

Upon recognition and with permission of the Presiding Officer, a person in the audience may address the Council, not the audience.

Contact with Media

The City Administrator will provide talking points prior to media contact regarding controversial issues related to the city. The Mayor and Councilors may contact the City Administrator for talking points prior to speaking to media on issues related to City business.

Conflict of Interest

Each Councilor will be requested to vote, when present, at a regular or special meeting of the Council except when that Councilor has a conflict of interest (actual or potential), as defined by ORS 244.020(1) and 244.020(12). If a conflict of interest exists, the Councilor will so declare and identify the cause of the conflict. A Councilor may participate in a discussion of the issue for which a potential conflict exists; or, if an actual conflict exists then discussion as well as a vote is prohibited, all in accordance with ORS 244.120.

Rules Revision

Rules may be added, deleted, or revised at any meeting of the Shady Cove City Council.

Meetings of the City Council

Regular City Council meetings will be held on the first and third Thursday of each month. Meetings will begin at 6:00 p.m. and end no later than 8:00 p.m. unless by a majority vote of the Council extends the meeting and time are indicated.

Public hearings may be scheduled for the regular Council meeting or at any time on any other day.

Special City Council meetings can be called for any date, at any time, consistent with the City Charter, Chapter IV, Section 13.

Study sessions will be combined with the Council meeting. Order of business will be:

Presentations
Discussion Items
Action Items