

RESOLUTION NO. 486

RULES OF THE STAYTON CITY COUNCIL

WHEREAS, Section 13. of the Charter of the City of Stayton requires that the city council adopt rules for the government of its members and proceedings;

NOW, THEREFORE, BE IT RESOLVED THAT the city council of the City of Stayton hereby adopts rules and procedures for the government of the mayor and city council members and proceedings as follows:

SECTION 1. MEETINGS

- A. Regular Meetings: The city council shall meet in regular session on the first and third Monday of each month at the *Stayton Community Center* or such other specified location within the city. All regular meetings will normally begin at 7:30 p.m. unless another time is designated. In the event that the regular session of the city council is scheduled on a holiday, the meeting shall be held the following day at a time and place to be determined by the mayor.
- B. Special Meetings: Special meetings of the city council shall be held when called by the mayor or when three city councilors request that the mayor call a special meeting. Notice of special meetings, including the subject, time, and place of the meeting shall be given to all councilors then in the city. Public notice of special meetings shall be given to the news media and interested persons and posted at Stayton City Hall twenty-four (24) hours prior to the meeting. In case of an actual emergency, a special meeting may be called and public notice given three (3) hours prior to the meeting.
- C. Work Sessions: Special meetings may be held as work sessions of the city council to give the council members an opportunity to discuss issues in an informal discussion setting. No motions shall be made at a work session. Decisions on items considered at a work session must be made at a regular or special council meeting.

SECTION 2. OPEN MEETINGS LAW

The city council concurs that an informed public, aware of the deliberations and decisions of the City of Stayton, is beneficial to the community. In recognition of this policy, the council shall comply with the Oregon Open Meetings Law, O.R.S. 192.610 to 192.710.

SECTION 3. CONDUCT OF MEETINGS

The presiding officer shall conduct meetings in accordance with the Rules of Council and the Charter of the City of Stayton. All parliamentary questions which arise not otherwise provided for shall be governed by Roberts Rules of Order.

SECTION 4. QUORUM

Three members of the city council shall constitute a quorum. If a quorum is not present, the city administrator shall immediately inform the absent members, except those known to be unavailable for the meeting, that their presence is required to enable the city council to proceed. If the absent member or members do not appear after the notice, the councilors present shall adjourn until a specific time and place or until the next regular meeting. In the absence of the mayor and council president, the remaining members shall call the meeting to order and elect a presiding officer who shall conduct the meeting.

SECTION 5. AGENDA

The city administrator shall prepare an agenda of the business to be presented at a regular council meeting. No item of business shall be added to the agenda of a regular council meeting after 5:00 p.m. on the Wednesday of the week preceding the council meeting. The city council shall consider at the regular meeting only matters that appear on the agenda for that meeting and those additional issues that are introduced by the mayor, a councilor, or a citizen. No item of business may be added to the agenda of a special meeting unless it is added twenty-four (24) hours prior to the meeting with the approval of the mayor and notice of the new agenda item is given to the public and the news media as required under Section 1. of these rules.

SECTION 6. CONSENT AGENDA

In order to make more efficient use of meeting time, resolutions, requests of minute approval, bills, and other items which are routine in nature and for which no debate is expected, shall be placed on a "consent agenda." Any item placed on the consent agenda shall be removed at the request of any council member prior to the time a vote is taken on the consent agenda items.

All remaining items on the consent agenda shall be disposed of in a single motion "to adopt the consent agenda" which shall not be debatable. Adoption of the consent agenda shall be by a roll call vote of all councilors present. If there are dissenting votes, each item on the consent agenda shall be voted upon separately by a roll call vote.

SECTION 7. ORDER OF BUSINESS

A. Regular Council Meetings: The order of business at regular council meetings shall be as follows:

1. Call to Order
2. Flag Salute
3. Roll Call
4. Consent Agenda
5. Comments from the Public
6. Public Hearings
7. Presentations from the Public
8. Old Business
9. New Business

10. Staff and Commission Reports
11. Councilor and Appointments by the Mayor
12. Announcements
13. Executive Sessions
14. Adjournment

- B. Public Hearings: The council may hold public hearings as part of any meeting when it desires to obtain testimony from the public on any question before the council with the exception of land use matters. When hearings are held as part of a regularly scheduled council meeting, the public hearing shall begin at 8:00 p.m., unless another time is designated.

The order of business of public hearings concerning land use issues shall follow the land use rules of procedure adopted by the council on March 7, 1988. The order of business for all other public hearings shall be as follows:

1. Call to Order
2. Staff Report
3. Proponents
4. Opponents
5. Questions
6. Close of the Hearing
7. Deliberation and Decision on the Issue

- C. Public Testimony: The following rules shall govern general testimony provided to the city council:

1. Identification of Persons Testifying: Any person appearing before the City shall state his name, give his address, and representative capacity, if any, for the record. Any person submitting written testimony shall sign and date the testimony and provide his/her address.
2. Representation of Applicants: Any applicant shall appear either in person or through a representative at the hearing. Corporations, including governmental bodies, must appear through an attorney (ORS 9.320).
3. Time Limitations: Applicants shall limit presentations on an application to a maximum of ten (10) minutes. All other persons shall limit testimony to five (5) minutes per person. The presiding officer may modify the time limits.
4. Repetitive or Irrelevant Testimony: The presiding officer may limit testimony when it is cumulative, repetitive, irrelevant, or immaterial to the issue being considered.
5. Opportunity to be Heard: Any person wishing to provide testimony concerning a particular issue shall be afforded the opportunity to be heard.

SECTION 8. VOTING

A majority of the councilors present at a meeting shall be necessary to decide any question before the council. A council member may vote on any question when serving as presiding officer in the absence of the mayor but may not exercise the veto authority of the mayor.

SECTION 9. CONFLICT OF INTEREST

The mayor or a city councilor should declare a potential conflict of interest when:

- A. The councilor or a member of his immediate family has a financial interest in the issue not shared by the general public; or
- B. The councilor owns property within an area entitled to receive notice of a public hearing; or
- C. The councilor has a direct private interest in the proposal; or
- D. The councilor, for any other valid reason, has determined that his or her participation in the discussion and vote on a question cannot be made in an impartial manner.

The councilor shall identify the potential conflict of interest before taking part in any discussion on an issue before the city council. When a conflict of interest has been declared, the councilor may excuse himself from participating in the issue, or the city attorney or presiding officer may determine whether or not a conflict of interest does exist and whether or not the councilor may deliberate and vote on the question before the city council. If the councilor, presiding officer, or legal counsel determine that the council member does have a conflict of interest, the councilor shall abstain from participating in the discussion and voting on the issue. The councilor may step down from the city council, join the audience, and provide testimony to the city council on the issue.

SECTION 10. DECORUM

Except by permission of the presiding officer, a councilor shall address any remarks to the city council and not to the audience. Upon recognition and permission of the presiding officer, a person in the audience may address the city council relative to any matter being considered by the city council at that time. All persons speaking in a council meeting shall state his or her name and address, limit comments to the issue under discussion, limit remarks to five minutes, and be courteous to the city council, staff, and audience.

SECTION 11. ORDINANCE ADOPTION

Ordinances shall be adopted using the following procedures:

- A. Public Notice: The city administrator will notify the press and the public of proposed ordinances seven (7) days prior to the first reading of the ordinance. A copy of the proposed ordinance will be available at City Hall for public inspection.

Notice may be given by any means, including mail, posting of property, publication of a notice in a newspaper of general circulation, or by any other means designed to inform affected citizens of the proposed ordinance.

- B. First Reading: Prior to the first reading of an ordinance, the council will consider the proposed ordinance, a staff report, and may call for public testimony. By motion, the council shall direct that the ordinance be read for a first reading. Following the first reading the council shall, by motion, either approve, modify, or disapprove the ordinance as read.
- C. Second Reading: Prior to the second reading of an ordinance, the city administrator shall read any amendments to the ordinance in full and shall incorporate the amendments into a written copy of the ordinance after adoption. By motion, the council shall direct that the ordinance be read for a second reading.
- D. Final Enactment: Following the second reading of an ordinance, the council shall approve the ordinance as read and direct the mayor to execute the ordinance as enacted.
- E. Readings by Title Only: Any reading of an ordinance may be by title only if:
 - 1. The council unanimously votes that the reading be by title only; or
 - 2. The city administrator completes all of the following at least one week prior to the first reading of the ordinance:
 - a. Provides each council member with a copy of the ordinance; and
 - b. Three copies of the proposed ordinance are provided for public inspection at City Hall; and
 - c. Written notice of the availability of the ordinance is posted at City Hall and two other public places in the city.
- F. Two Meeting Consideration: All ordinances will normally be considered at two regularly scheduled meetings of the city council. Single meeting adoption of an ordinance is permissible if both readings of the ordinance are unanimously approved by all council members present at the meeting.
- G. Veto of an Ordinance: The mayor may veto an ordinance passed by the council within seven (7) days of the date of adoption. The mayor shall state the reasons for his veto in writing and shall return the ordinance to the council for consideration at the next meeting.
- H. Override of a Veto: At the meeting following a mayoral veto the council may, by majority vote of the council members present at the meeting, override a mayoral veto by repassing the ordinance.

SECTION 12. ORDINANCE RECORDING

All ordinances adopted by the city council shall be executed by the mayor and the city administrator within seven (7) days of adoption by the city council and shall then be filed in City Hall.

SECTION 13. MAYOR'S DUTIES

The mayor shall have the following duties and responsibilities:

- A. The mayor shall serve as the presiding officer at all meetings of the city council;
- B. The mayor shall have the authority to preserve order, enforce the rules of the council, and determine the order of business at all meetings;
- C. The mayor shall not have a vote on questions before the city council unless a tie vote occurs;
- D. The mayor shall not have the power to veto any actions passed by the city council except ordinances;
- E. The mayor shall sign all bonds, resolutions, ordinances, and other documents of the city which require execution by the highest elected official.

SECTION 14. PRESIDENT OF THE COUNCIL

A president of the council shall be elected by the city council at its first regularly scheduled meeting of each calendar year. The president of the council shall preside over all council meetings in the absence of the mayor. He shall serve as acting mayor whenever the mayor is unable to perform the duties of his office and he shall have the powers of the mayor while acting in that capacity.

SECTION 15. GROUP AGREEMENTS

Those group agreements, attached hereto as Attachment A and by this reference made part of this resolution, are hereby adopted.

SECTION 16. APPOINTMENTS

1. In the event of a vacancy of an elected position on the city council, the mayor shall appoint a person to fill the vacancy and the council shall ratify the appointment.

After the mayor's appointment to the council is announced at a regular or special council meeting, the city council will interview the appointee at a work session, open to the public. The work session will take place on a day after the date of the mayor's announcement but before the next regularly scheduled council meeting. The council shall vote to ratify or reject the mayor's appointment at the next regularly scheduled council meeting.

2. The mayor shall appoint one or more council members to serve as the city's representative to all committees, boards, or agencies outside the city government in which the city has an interest.
3. The mayor may appoint one or more council members to serve as liaisons with all city advisory committees, civic groups and organizations, and intergovernmental agencies or groups of which the city is a member or a participant.

SECTION 17. COMMITTEES

The council may create boards, commissions, standing committees, and/or ad hoc committees to perform certain duties and advise the city council. Standing boards and committees include:

<u>Committee</u>	<u>Voting Members</u>
A. Budget Committee	6 Citizen Members 5 City Councilors Mayor
B. Library Board	5 Citizen Members
C. Park and Recreation Board	5 Citizen Members
D. Planning Commission	9 Citizen Members

The mayor shall have the power to appoint citizen members to all city boards, committees, and commissions. The mayor may appoint a council member to serve as a non-voting representative to any city board, committee, or commission.

SECTION 18. EXPENSES

The mayor or any city council member who travels outside the city on city business is entitled to receive reimbursement for expenses, which shall be determined as follows:

- A. Travel on official business outside the city by a single individual may be via public carrier, city-owned vehicle, or private vehicle. If a private vehicle is used, mileage shall be paid at the rate of 25 cents per mile.
- B. City vehicles shall be used for authorized uses and shall not be used for private gain or benefit.
- C. Reimbursement for expenses on official trips shall only be for expenses incurred during the performance of official duty as a city official for the city's benefit. Meals and lodging expenses may be reimbursed up to the following limits:

LODGING

\$ 75 per night, single occupancy
\$100 per night, double occupancy

When the expenses for a trip exceed the listed limits, the mayor or councilor may be reimbursed for reasonable expenses which exceed the listed limits. The city shall not reimburse the mayor or a councilor for the cost of any alcoholic beverage.

- D. When the elected official's spouse accompanies the elected official to a conference, meeting, or other city function, the city may pay for the cost of registration, materials, meals, and lodging expenses for the spouse upon approval of a majority vote of the council.
- E. The elected official shall submit an expense voucher including copies of all bills, receipts, and/or mileage statements, to the finance officer prior to reimbursement.
- F. An elected official who will be leaving office in January of any year may be reimbursed for attending the League of Oregon Cities annual convention in November of the preceding year only if the elected official is a speaker at the convention, an officer in the League of Oregon Cities, or the mayor and/or council has authorized the elected official's attendance.

SECTION 19. IN-SERVICE TRAINING AND EDUCATIONAL OPPORTUNITIES

- A. The city council encourages educational and training opportunities for the mayor, councilors, and committee members in order that services rendered to the city will be more effective. The city administrator shall assist the council and mayor in developing training programs designed to meet immediate city-wide needs and in preparing councilors and committee members to provide better service to the community.
- B. The city shall either pay for or reimburse an elected official or committee member for the cost of registration, tuition, books, or materials for conferences, conventions, training seminars, or courses directly related to the city service provided that:
 - 1. Funds for such expenditures are available in the current budget;
 - 2. The elected official or committee member has made application through the city administrator prior to registration and has received approval for participation in the training session or educational program;
 - 3. The individual is not receiving reimbursement from any other source.

SECTION 20. CEREMONIAL EVENTS OR ACTIVITIES

In the performance of his official duties as mayor, the mayor may authorize expenditure of city funds up to an amount of \$1000.00 per event/activity for incidental gifts, meals, events, and other ceremonial activities if adequate funds are available in the city budget to cover the expenditures. No expenditure of city funds is allowed for alcoholic beverages. The mayor shall report any ceremonial or incidental expenditures to the council on a monthly basis.

SECTION 21. POLITICAL ACTIVITY

- A. No person shall attempt to or shall actually coerce, command, or require a public employee to influence or give money, service, or other items of value to promote or oppose any political committee or to promote or oppose the nomination or election of any candidate, the adoption of a measure, or the recall of a public office holder while the employee is on the job during working hours. This section does not, however, restrict the right of a public employee to express personal political views when not on duty with the city.
- B. No elected member of the Stayton City Council shall be appointed as a paid employee of the city. Nothing in this section shall affect the right of a member of the city council from working for the city as a private contractor or as an employee of a business enterprise conducting business with the city or from performing service for the city.

SECTION 22. SUSPENSION OF RULES

Any rule prescribed in this resolution may be suspended by the city council upon majority vote of the council members present at the meeting.

SECTION 23. EFFECTIVE DATE

These rules shall take effect on the 5th day of February 1991.

SECTION 24. RESOLUTION REPEALED

Resolution No. 437, Rules of the Stayton City Council passed by the council on 7 May 1990 is hereby repealed in its entirety.

PASSED BY THE STAYTON CITY COUNCIL this 1st day of June 1992.

Date: 6-3-92

By: Willmer Van Vleet
WILLMER VAN VLEET, Mayor

ATTEST

Date: 6-2-92

By: Robert I. Tardiff
ROBERT I. TARDIFF, Acting City Administrator

dk:b
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CITY OF STAYTON
CITY COUNCIL GROUP AGREEMENTS

1. I will individually support the collective decision of the council. If I disagree with the decision, I will say so, but say that I support the council in its collective decision and will work toward the success of the decision. On most issues, once the vote is taken, I will generally support that decision.
2. I will use and follow the process of the problem-solving strategy adopted by the council as follows:

Problem-Solving Strategy
by Dr. John H. Baker

For any problem of unfavorable situation,

DO:

- a. **ASSESS THE SITUATION** carefully (Know exactly what the problem is before you attempt to solve it).
- b. **SET GOALS** (What is the most desirable situation as opposed to what now exists?)
- c. **SEEK SOLUTIONS** (Brainstorm alternatives and examine liabilities and assets of each).
- d. **MAKE A SPECIFIC PROPOSAL** (What was the most reasonable potential solution or combination of solutions?)
- e. **TAKE ACTION** (Identify and follow a specific plan of action including time-line and job responsibilities).
- f. **EVALUATE RESULTS** and modify the action plan as required. (Model the behavior you expect from others).

A Group Skills Reminder
by Dr. John H. Baker

- a. **LISTENING AND HEARING:** To participate fully and effectively, understand what's being said and unsaid.
- b. **QUESTIONING:** A better way to advance the business at hand than exclaiming. Check others' feelings.
- c. **FOCUSING ON THE TASK:** Continue to identify what the group is to accomplish. Each member is responsible to keep the group on task.
- d. **OWNING FEELINGS:** Speak only for yourself, not for others.

- e. **PARAPHRASING:** Insures that you understand what the other person said and meant.
 - f. **CLARIFYING:** Speaker questions others in the group to insure message is understood.
 - g. **REPORTING BEHAVIORS:** Data feedback on group member action (No evaluations, please.)
 - h. **RESOLVING CONFLICT:** Descriptive rather than evaluative; problem oriented rather than controlling; empathy rather than neutrality; provisionalism rather than certainty.
3. I will respect the other members of the Council, even though they may differ philosophically (i.e., listening, asking for rationale, accommodating periodically).
 4. When asked for a rationale, I will act positively and offer my data and reasons for my conclusions. At council meetings, I will state my rationale for my point of view.
 5. If I am asked to respond or give my rationale to an issue and I am unready to do so, I will say so, but will provide an approximate time when I will be prepared to respond.
 6. I will say what I mean positively with no underlying messages.
 7. I will not personalize issues or decisions.
 8. If I have a concern or issue with another council member or the administrator, I will go to that person first and in a positive, private, and timely manner, share that concern. I will present my feelings and how those feelings affect me.
 9. I will focus on the present and the future and use the past only as data for the present and future.
 10. If I am approached by someone, I will be open and positive and do my best to respond to his/her concerns.
 11. I will not blame others for situations that I have an opportunity to resolve.
 12. I will recognize that the council's role is to set policy and not to be administrators.
 13. I will give other council members, the mayor, and the administrator advance notice of significant matters to be introduced at council meetings in order to preclude stressful surprises at the meetings. "Advance" means at least time to review the data.
 14. I will not lobby for a point of view at the exclusion of other council members.
 15. I will feel free to call all other council members to express my point of view, to ask for their point of view, and to share my rational or thoughts on an issue (my best case/your best case).
 16. I will follow the intention and the law concerning the conduct of council business outside council meetings.
 17. If I feel that the issues I may discuss with other council members have implications for all council members, I will attempt to share them in a timely manner with the other council members.