



Ordinance No 2019-01
AN ORDINANCE ESTABLISHING RULES FOR COUNCIL MEETINGS

Whereas, Chapter IV, Section 12 of the Monroe City Charter provides the City Council shall, by ordinance, adopt rules to govern its meetings and proceedings,

NOW, THEREFORE THE CITY OF MONROE ORDAINS AS FOLLOWS:

SECTION 1 - AUTHORITY

1.1 The rules adopted in this ordinance shall be in effect upon their adoption by the Council and until such time as they are amended, added to, deleted or replaced in the manner provided by the City Charter.

1.2 These rules apply equally to the Mayor and Councilors.

1.3 These rules are to be observed in addition to and may not be contradictory to the current City Charter.

Section 2 Council Meetings

2.1 All Meetings of the City Council shall comply with the most current Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.

2.2 The Council shall hold regular meetings at least once each month at a time and date convenient to the Council.

2.3 The place, time and date of the regular Council Meeting may be changed for holidays, for special circumstances, to facilitate work sessions or in order to have a quorum of Councilors at the meeting. Regular meeting notice requirements shall be followed.

2.4 Special meetings of the Council may be called upon the request of three Council members, by the Mayor, or the Council President in the Mayor's absence, by giving notice of the meeting to the Council members, City Recorder and public at least 24 hours in advance of the set meeting time. An attempt to contact the media or other interested persons to inform them of special meetings is also required.

2.5 Emergency meetings may be called on less than 24 hours' notice. An actual "emergency" must exist, as described by the minutes for that meeting, justifying less than 24 hours' notice (ORS 192.640(3)). The Mayor, or Council President in the Mayor's absence, may call an emergency meeting by telephone or personal notice to each Councilor and City Recorder. An attempt to contact the media and other interested

persons to inform them of emergency meetings is also required.

2.6 Councilors should inform the Mayor or City Hall if they are unable to attend any Council session. The Mayor will inform the Council President if he will be unable to attend.

2.7 Regular, special and emergency meetings of the City Council will be recorded in accordance with the Public Meetings Law.

SECTION 3. AGENDA AND ORDER OF BUSINESS.

3.1 An agenda for each meeting will be developed by the Presiding Officer and City Staff. The Mayor may direct specific items to be placed on the agenda. The public may request items be placed on the agenda. Preference will be given to public agenda requests received in writing prior to the meeting. Verbal requests received at a meeting may be set to the next meeting's agenda at the Council's discretion.

3.2 The agenda, financial and supplemental information should be delivered to the individual Councilors at least 4 days before the regular meeting.

3.3 Order of Business. The normal order of business for a regular Council meeting shall be as follows:

- a. Call to Order
- b. Determine Quorum
- c. Flag Salute
- d. Public Input for items not on the agenda
- e. Staff Reports
- f. Consent Agenda: Minutes of Prior Session, Financial Report and State of the Budget, Bills
- g. Prearranged Presentations
- h. Action Items
- i. Ordinance Action (if needed)
- j. Councilor Reports
- k. Mayor's Report
- l. Executive Session (if needed)
- m. Action as result of Executive Session (if required)

3.4 The Mayor may move agenda items out of order for the efficient management of the meeting.

4.4 A quorum required to meet is a half the members of the council plus one member for which the Mayor MAY be one of the four but required to be one of the four.

4.5 A quorum required to take action (vote) requires four members of the City Council excluding the Mayor whether present or not.

SECTION 4. PROCEDURE FOR COUNCIL MEETINGS

4.1 The Presiding Officer of the meeting, may utilize Robert's Rules to govern Council meeting procedures, as deemed necessary in the presiding officer's discretion.

4.1 Every Councilor desiring to speak should first address the chair and await

recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of Council without the permission of the Presiding Officer.

4.3 No motion before the Council shall be debated until it has a second.

4.4 Any Councilor or the Mayor may call for a vote thereby ending debate and discussion on the motion or amendment to a motion before the Council.

4.5 The Presiding Officer shall cause the motion to be restated for clarity of the issue.

4.6 Each Councilor's vote or abstention shall be recorded individually.

4.7 Councilors should abstain from voting only when they have an actual conflict of interest or do not consider themselves well enough informed on the issue to vote.

4.8 A Councilor who votes on the prevailing side of a motion may move for reconsideration of the issue. This motion must occur during the meeting or at the next scheduled Council meeting.

SECTION 5. COUNCIL RELATIONS WITH CITY STAFF

5.1 Both staff and Councilors shall be mutually respectful of the respective roles and responsibilities at all times. This requirement applies particularly when Staff or Council is expressing criticism of the other during any public meeting or otherwise.

5.2 Councilors may seek information from staff members regarding the operation of their department but will not attempt to directly change or interfere with the operation or practice of any city department or personnel. All concerns or attempts to change City operations shall be directed to the Council as a whole, at a regularly scheduled meeting.

SECTION 6. COMMITTEES AND COMMISSIONS

6.1 The Mayor appoints all members of Committees and Commissions.

6.2 The standing committees and commissions of the city are:

Budget Committee
Planning Commission
Monroe Vision and Revitalization Committee

SECTION 7. MISCELLANEOUS PROVISIONS

7.1 If the Mayor or a Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the official position of the City Council.

7.2 Repeal of Ordinance 10-261 dated February 22nd, 2010.

SIGNED AND APPROVED this 20th day of May, 2019

Mayor Paul Canter

Attested: CA: Rick Hohnbaum