



## ORDINANCE 2023-01

### 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 The Council shall adopt a handbook by resolution that embodies these rules and procedures that serve as a guide to the Council in order to provide a basic outline required to work together.
- 1.4 These rules are to be observed in addition to and may not be contradictory to the current City Charter.
- 1.5 The council rules will be presented to all council members at or before the time they take the oath of office. Each appointed or elected council member will acknowledge in writing that the member has received and reviewed a copy of these council rules within 30 days of receiving the rules.
- 1.6 All questions regarding these rules will be resolved by majority vote of the council.

#### SECTION 2 – COUNCIL MEETINGS

- 2.1 All Meetings of the City Council shall comply with the most current Oregon State Public Meetings Law (OPML), which is hereby incorporated by reference into these rules.
- 2.2 Council meetings are considered a limited public forum at which council business is conducted in accordance with the agenda and rules of the Council.
- 2.3 The Mayor, as the Presiding Officer, along with the Council has the authority to require discussion at the meetings be addressed to the matters that are appropriate to be considered, to limit the time for discussion, and to restrict input concerning the matters to be discussed.
- 2.4 The Council shall meet regularly at least once each month at a time and date convenient to the Council.
  - 2.4.1 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.
  - 2.4.2 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 and other

interested persons that have requested notice to inform them of special meetings is also required.

- 2.4.3 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 other personal notice to each Councilor and City Recorder. An attempt to contact the media and other interested persons that have requested notice to inform them of emergency meetings is also required.
- 2.4.4 Other regular meetings, such as work sessions, may be established by resolution.
- 2.5 Councilors will inform the Mayor or City Hall if they are unable to attend any Council session. The Mayor will inform the Council President if they will be unable to attend.
- 2.6 A smaller number of the Council may meet and compel attendance of unexcused, absent Councilors.
  - 2.6.1 At least two Councilors must be present and concur for a motion to compel attendance to pass.
  - 2.6.2 If the motion passes, all unexcused absent council members will be requested to attend or return to the meeting.
  - 2.6.3 The Mayor is authorized to recess the meeting while attendance is being compelled.
  - 2.6.4 The City Administrator will provide staff assistance to compel attendance.
- 2.7 Regular, special and emergency meetings of the City Council will be recorded in accordance with OPML.

### **SECTION 3 – AGENDA AND ORDER OF BUSINESS**

- 3.1 An agenda for each meeting will be developed by the Presiding Officer with input from the City Administrator. 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 Presiding Officer's discretion.
- 3.2 The agenda, financial and supplemental information should be delivered to Councilors at least 4 days before the regular meeting via posting on the City website and e-mail notification.
- 3.3 Order of Business. The normal order of business for a regular Council meeting shall be as follows:
  - Call to Order
  - Determine Quorum
  - Pledge of Allegiance
  - Public Comment for items not on the agenda
  - Staff Reports
  - Prearranged Presentations
  - Consent Agenda: Minutes of Prior Session, Financial Report and State of the Budget, Bills
  - Action Items
    - Ordinances
    - Resolutions
  - Councilor Reports
  - Mayor's Report
  - Executive Session
  - Action from Executive Session

- 3.4 The Mayor may move agenda items out of order for the efficient management of the meeting.
- 3.5 The order of business for other Council meetings shall be established by the Presiding Officer.

#### **SECTION 4 – PROCEDURE FOR COUNCIL MEETING**

- 4.1 The Presiding Officer of the meeting, will utilize Robert's Rules of Order to govern Council meeting procedures, as deemed necessary in the Presiding Officer's discretion.
  - 4.1.1 The Council, with a majority vote of those present, may suspend council rules for a specific agenda item.
- 4.2 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 Every councilor who is present will vote for or against the question before the council unless the councilor abstains from voting 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. The motion may not be reconsidered if some or all the provisions of the motion have been carried out, a contract has been made and the other party has been notified of the vote, or the vote caused an action that cannot be undone.
- 4.9 If a motion is defeated, a Councilor may reintroduce it as new business at the next meeting or at the same meeting if it is substantially a new question, its wording has changed significantly, or the time or conditions in the motion have changed.

#### **SECTION 5 – COUNCIL RELATIONS WITH CITY STAFF**

- 5.1 All members of the council shall respect the separation between the council's role and the City Administrator's responsibilities by:
  - 5.1.1 Not interfering with the day-to-day administration of city business, which is the responsibility of the City Administrator.
  - 5.1.2 Refraining from action that would undermine the authority of the City Administrator.
  - 5.1.3 Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. The City Administrator should be informed regarding questions of a more complex nature.
  - 5.1.4 Council members should normally share any significant information obtained from staff with the entire Council. This does not apply to questions by council members acting in their individual capacities rather than as a member of the council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
- 5.2 The Mayor is not "the gatekeeper" and does not screen Councilor interaction(s) with city personnel. However, the Mayor should be advised of significant issues that have been forwarded to city personnel.

**SECTION 6 – COMMITTEES AND COMMISSIONS**

- 6.1 The Standing Committees and Commissions of the City are the Budget Committee and Planning Commission.
  - 6.1.1 The Budget Committee is established and governed by ORS Chapter 294. The Planning Commission is established by ORS Chapter 227 and Chapter 33 of City Ordinance.
- 6.2 Committees and Commissions other than the Budget Committee and Planning Commission may be formed by Council resolution or by a majority vote of Council when forming Ad Hoc committees.
  - 6.2.1 A resolution forming a committee or a motion to form an ad hoc committee shall state residency requirements and makeup of the committee.
  - 6.2.2 The Mayor appoints members of the Committees established by this section.
  - 6.2.3 Each committee shall select a chair by majority vote.
  - 6.2.4 The Committee Chair shall forward approved committee recommendations to the City Council as an action item for consideration.
  - 6.2.5 The Mayor may appoint themselves, or any member of the council, or the city administrator as an ex-officio member, without voting privileges, of any or all boards, commissions, or committees.

**SECTION 7 – REPRESENTING THE CITY**

- 7.1 If the Mayor, Councilor, or City Administrator represents the City before another public body, governmental agency, community organization, on social media, or with news outlets, the Mayor, Councilor, or City Administrator 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 The Mayor is responsible for content posted on social media accounts operated and maintained by the City and may delegate authority to post content on these accounts.
- 7.3 The Mayor must be notified in advance if Councilors wish to post content or replies to non-City social media on behalf of the City.

**SECTION 8 – MISCELLANEOUS PROVISIONS**

- 8.1 The City contracts for professional services including Legal, Engineering, and Planning.
  - 8.1.1 The City Attorney is the chief legal officer of the city and represents the municipal corporation not individual council members. Advice is given to the council as a whole, not to individual council members.
  - 8.1.2 The City Engineer works with the City Administrator and City Planner for infrastructure issues, consultation, and required inspections.
  - 8.1.3 The City Planner works with the City Administrator, Planning Commission, and Council to provide staff reports and consultation for land use decisions within the City.
- 8.2 The City Administrator is the primary contact and initiator for contract services.
- 8.3 The Mayor must be notified before initiating contact with the City Attorney.
- 8.4 Any contracted service request that exceeds, or is expected to exceed, the budgeted amount available must be approved in advance by City Council.

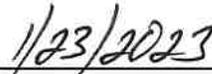
**Ordinance 2019-02 dated February 22nd, 2010 is hereby repealed.**

**Adopted by the City Council this 23<sup>rd</sup> day of January, 2023.**

**APPROVED:**



Dan Sheets, Mayor



Date

**ATTEST:**



Steve Martinenko, City Recorder