

City of Shady Cove

Resolution No. 17-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHADY COVE,
OREGON, REVISING 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 17-03 on March 16, 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 June 15, 2017; and

Resolution 17-03 is hereby repealed.

Adopted by the City Council of the City of Shady Cove this 15th day of June, 2017.

Approved:



Tom Sanderson
Mayor

Attest:



Aaron Prunty
City Administrator

Council Vote:

| | |
|--------------------|----------|
| Mayor Sanderson | <u>Y</u> |
| Councilor Burgess | <u>Y</u> |
| Councilor Mitchell | <u>Y</u> |
| Councilor Kristich | <u>Y</u> |
| Councilor McGregor | <u>Y</u> |

EXHIBIT "A"

Attachment to City of Shady Cove Resolution 17-12
Adopted June 15, 2017

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 transaction of business and to promote cooperation and harmony.

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 city 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.

Temporary Chairman

In event of the absence of the mayor and President of the Council, 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.

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 Friday the week prior to a

scheduled council meeting. The city administrator will prepare an agenda not later than 3:00 p.m. on the Monday prior to the scheduled council meeting. Agendas will be posted and mailed no later than 3:00 p.m. on the same day.

Complete council packets will be available not later than 3:00 p.m. on the Tuesday 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.

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 planning commission meeting

Next city council meeting

Public may comment on Agenda items - Public must state name, address and standing to discuss an issue. Issues must have city-wide impact and not be personal issues.

Any other scheduled public meeting(s)

Recess for Public Hearing if Scheduled

Consent Calendar

Minutes from previous meeting(s)

Written Communications

Staff Reports

Paid Bills Report

Monthly Financial Report

Unfinished Business

New Business

Public Comment on Non-Agenda Items

Public must state name, address and standing to discuss an issue. Issues must have city-wide impact and not be personal issues.

Council Comments on Non-Agenda Items

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.

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 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 7:30 p.m. unless by a majority vote of the council.

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