



Resolution Adopting Council Rules of Governance

Resolution 2025-03 A Adopting 2025 Council Rules of Governance

Meeting Date	Staff Contact	Email
April 8, 2024	Adam Hanks, City Administrator Sammy Egbert, City Recorder	Adam.Hanks@CoburgOregon.gov Sammy.Egbert@CoburgOregon.gov

SUMMARY AND REQUESTED COUNCIL ACTION

The Coburg City Charter contains the overarching structure for the establishment and operation of the City Council and the City as a whole. Section 3.4 – Rules states “The Council must by resolution, adopt rules of governance of its members and meetings. Staff has developed a draft Council Rules of Governance document that has been reviewed in several prior Council meetings and is now presented to Council with an accompanying Resolution for formal review and approval.

Suggested Motion

I move to approve Resolution 2025-03, a resolution adopting the 2025 Council Rules of Governance.

BACKGROUND

With the completion of the voter approved Coburg City Charter in 2022, previous Council operating rules and procedures required a comprehensive review for consistency with the new Charter, relevant state regulations for noticing, public meetings law, records retention, etc.

The draft Council Rules of Governance has been developed over a period of months utilizing a number of similar documents from local jurisdictions around the state. Additionally, Council discussion from earlier draft document reviews strengthened the draft now presented for final review and approval.

RECOMMENDATION

Staff recommends Council approve Resolution 2025-03.

BUDGET / FINANCIAL IMPACT

City Administration staff time represent the only budgetary impact in the development of the draft Council Rules of Governance and no ongoing budgetary impacts are expected upon its adoption and implementation.

PUBLIC INVOLVEMENT

Previous draft version of the Council Rules of Governance were presented and discussed at the

CITY COUNCIL

STAFF REPORT

February 11, 2025 Council meeting as well as at the February 22, 2025 Annual Council Retreat.

NEXT STEPS

Upon Council approval, staff will provide Council with a final document for individual use and reference and the document will be available at all Council meetings should process, rules or other procedural issues arise in future City Council meetings. The document will also be available on the City website.

ATTACHMENTS

1. Draft Resolution 2025-03 – Resolution Adopting Council Rules of Governance
2. 2014 Council Rules of Governance