



# 2025 City Rules of

Adopted by Resolution on **DRAFT.**

City of Coburg, OR  
[coburgoregon.org](http://coburgoregon.org)

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# INTRODUCTION AND AUTHORITY

The 2022 Coburg Charter requires the Council to adopt Rules of governance for its members and meetings. The following rules will be in effect upon adoption by the Council until they are amended or new rules are adopted via resolution.

## Section 1 - General Rules

### 1.1 Rules of Procedure

Unless otherwise provided by the Charter, ordinance, or these rules, the procedures for council meetings and any subcommittee of the council shall be guided by Roberts Rules of Order.

Council members are encouraged to avoid invoking the finer points of parliamentary procedure found in Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public. However, utilization of tools provided in Robert's Rules of Order can be productively utilized to assist the Council's meeting operations.

Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

### 1.2 Quorum

A quorum is required to conduct official city business. Fifty percent plus one of the six serving members of Coburg City Council shall constitute a quorum. In the event of a vacancy, the quorum is reduced accordingly. The mayor is not considered a member of the Council and does not count toward a quorum.

If the roll call determines that the required quorum has not been reached, the presiding officer shall adjourn the meeting, which ends all discussion and deliberation on all items on the meeting agenda.

### 1.3 Presiding Officer

The mayor and, in the mayor's absence, the council president shall serve as the presiding officer. The presiding officer shall preserve decorum and decide all points of order, with the available utilization of the parliamentarian for guidance, subject to appeal by the Council.

If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The city recorder shall call the council to order and call the roll of the members.
2. The first order of business will be to elect a temporary presiding officer for the meeting by a vote of a majority of the quorum.
3. The presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

4. Should either the mayor or the council president arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item being discussed.

### 1.4 Appointed Officers

The City Administrator and Recorder are appointed and removed by the City Council as officers of the City of Coburg.

The City Administrator serves as the chief administrative officer. The city administrator is required to attend all council meetings and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the council. **The city administrator shall be the parliamentarian and advise the presiding officer on questions of order.**

The City Recorder serves as the city council's clerk and must attend all council meetings unless excused by the Mayor. The City Recorder is responsible for creating the official record of the meeting in compliance with Oregon Public Meeting Laws.

### 1.5 Agendas and Packets

The city administrator, in consultation with the mayor, shall set and approve agenda items for all Council meetings.

The city recorder is responsible for compiling and creating the agenda and packet materials for council meetings. Agenda and packets will be sent electronically to the mayor and city councilors (3) business days preceding the meeting. Hard copies may be picked up at City Hall. Electronic packets are also posted on the City website.

Agendas for all council meetings are posted at city hall in the front lobby, at the Coburg Post Office, on the City's Facebook page, and on the City website. They are also sent electronically to news media and other interested parties.

No council approval shall be required for an agenda of any meeting.

### 1.6 Order of Business

The Charter requires the Mayor to determine the order of business to be specified within Council Rules. The presiding officer may adjust the order of business during the meeting as necessary, with no formal approval of the Council required. The order of business for all regular meetings will generally be as follows:

#### **Call to Order**

The presiding officer shall call all council meetings to order, stating the date and time to be accurately reflected in the minutes.

### **Pledge of Allegiance**

The presiding officer or designee leads the council and audience in the pledge of allegiance.

### **Roll Call**

The City Recorder shall conduct a roll call to determine which members of the council are present and which are absent. The attendance shall be reflected correctly in the minutes.

If the roll call determines that a quorum is not present, the presiding officer shall adjourn the meeting with no further discussion or deliberation on meeting agenda topics permitted.

### **Mayor Comments**

The mayor or presiding officer may give special reports, make personal announcements, announce resignations and appointments, read proclamations, and advise Council and the public of any other matters or events of interest.

### **Agenda Review**

The city administrator or city recorder will review all changes to the agenda or packets and may include recommendations to remove or move an item on the agenda, call out all new or revised packet material handed out at the meeting.

### **Public Comment**

Public Comment is on all regular meeting agendas. The time allotted for public comment shall not exceed 60 minutes, unless a majority of Councilors present vote to extend the time.

Persons wishing to speak during the public comment must fill out a "Speaker Card" before the meeting is called to order.

Speakers will be limited to three minutes unless a majority of Councilors present to vote to approve a different time allowance before the start of the Public Comment

Members of the public may speak about topics including items on the agenda issues or concerns of city business except:

1. Item that is scheduled for a public hearing at that same meeting (the speaker shall wait until that public hearing);
2. An item that relates to a quasi-judicial land use matter that may or will be decided by the City Council.

### **Consent Agenda**

The consent agenda contains items that shall be approved by a single motion to

“adopt the consent agenda”. Any item on the consent agenda may be removed for separate consideration by any council member.

For this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

Upon approval of the consent agenda, the council will consider all items pulled as the next agenda item. The presiding officer can choose to place items pulled later on the agenda by announcing for the record where on the agenda the item is being placed.

### **Special Guests**

The council will receive reports from outside entities, commissions or committees not otherwise scheduled on the meeting agenda.

### **Ordinance & Resolutions**

### **Contracts**

### **Council Action Items**

### **Administrative Reports**

### **Council Comments and Liaison Updates**

1. During council comments councilors may bring before the council city business not included on the agenda for discussion. Action shall not be taken until a subsequent meeting, unless there is compelling reason and permitted via the presiding officer. This excludes providing general direction to the city administrator.
2. Councilor Liaisons shall regularly update the Council on the work of the Committee as required under Section 6 item **TBD**

### **Future Public Meetings**

All public meetings and city hall closures scheduled in the next thirty days.

### **Adjournment**

The presiding officer shall adjourn the council meetings, stating the time to be accurately reflected in the minutes. Since a quorum of Council members routinely exists immediately following adjournment, Council should refrain from continued

discussion or deliberation on matters of City business to ensure compliance with public meetings law.

## 1.7 Notice

# Section 2 – Council Meetings

## 2.1 Regular Meeting

The council shall meet every second Tuesday of each month, except designated holidays and/or council recesses.

1. Meetings shall begin at 6:00 p.m.
2. Meetings shall adjourn at 8:30 p.m., allowing thirty-minute extensions upon a majority vote of the council.
3. All council meetings must end before 10:00 p.m.

## 2.2 Special Meetings

The mayor or city administrator may schedule special meetings as needed to conduct City business. Special meetings are public meetings and shall be held and noticed in accordance with Oregon Public Meetings law.

## 2.3 Work Session

The mayor or city administrator may schedule work sessions as needed. Work sessions are generally scheduled on the fourth Tuesday of the month. Work sessions are public meetings and shall be held and noticed per Oregon Public Meeting Law. Work sessions are intended for information gathering, staff presentations, or preliminary discussions. The council cannot take formal or final action on any matters at a work session. Public Comment is **not taken, unless determined by the Mayor, with concurrence of Council prior to the posting of the meeting agenda.**

## 2.4 Emergency Meeting

The mayor or city administrator may call an emergency meeting of the City Council with less than 24 hours notice. Emergency meetings are public meetings, and they shall be held and noticed per Oregon Public Meeting Law. The agenda and minutes of the meeting must describe the emergency and justify the notice being less than 24 hours. Only the emergency matter(s) are to be discussed and considered during the meeting.

## 2.5 Executive Sessions

The mayor or city administrator may call an executive session for any purpose authorized by ORS 192.660. Executive Sessions are generally held prior to or at the end of a regular or special council meeting. Executive Sessions are closed to the public, except recognized news media consistent with relevant state statutes, shall be allowed to attend most sessions. City Council and staff in attendance shall not disclose to any person the content of any discussions that takes place in an executive session.

Mayor, councilors, city administrator, and persons specifically invited by the mayor or city administrator are allowed to attend. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during the discussion.

No executive session may be held for the purpose of taking a final action or making a final decision. Decisions must be taken by a vote in a open session to allow the public to know the results of the discussions in executive session.

## 2.6 Retreats

Retreats and similar goal setting sessions are special type of work session that usually happens once a year. It is a more extended work session to review the city goals and work plan and discuss potential additions or amendments. Mayor and Council can determine in advance whether any portion of the session will include public comment. All retreats and goal setting sessions are public meetings and will be noticed and operated as such.

## 2.7 Meeting Location and Joining Remote

## 2.8 Council Recess

The Charter permits the council to take up to two recesses per calendar year when agreed upon by a majority vote. Depending on deadlines and workloads, the month of August is typically set aside as a Council and advisory committee recess month.

## 2.9 Cancellation of meetings

The Charter permits the Mayor or Council President to cancel any council meeting for an emergency or lack of agenda items.



## 2.10 Attendance

Charter 7.9 (a)6 Absence from all Council meetings within 60 days, or four absences from all Council meetings in a 12-month period, and after the vote of the Council to vacate the office;

Excused vs not excused. Council discussion needed on whether four absences total or four unexcused

## 2.11 Excused Absence

Excused absences are defined as absences from formal Council meetings, work sessions, retreats where the Councilor has informed the Mayor 72 or more hours in advance of their inability to attend the meeting. In the case of the Mayor, notification of excused absence shall be communicated to the Council president and the City Recorder.

# Section 3 – Motions, Debate, Public Comment, and Voting

## 3.1 Motion

A motion is a proposal made by a member for a group to take action.

1. Councilor can make a motion
2. Motion is seconded (if no second, motion dies)
3. The presiding officer states the motion.
4. The Council debates the motion and may amend it.
5. The presiding officer restates the motion and calls for a vote.
6. The presiding officer states the results of the vote, whether the motion passes or fails, and what will happen as a result.

## 3.2 Consensus

## 3.3 Debate

The following rules shall govern the debate of any item the council discusses.

1. Nonmembers do not have the right to speak or make motions.
2. One subject is discussed at a time.
3. One person speaks at a time. No interrupting.
4. No one may speak a second time until everyone who wishes to do so has spoken once.
5. Mayor may participate in all debates.
6. Members address the chair to be recognized.
7. The maker of the motion may speak first.

## 3.4 Public Comment General

### 3.5 Vote (add more)

The Charter Section 3.1 states “The Mayor is not a voting member of the council, has no veto authority, and may only vote in order to break a tie”.

Majority Vote of the Council

Majority vote of the quorum

When a Ordinance is adopted the vote of each member must be entered into the Council minutes. Charter Section 4.2

### 3.6 Abstain

A councilor wishing to abstain from a formal vote of Council must first make the request to the presiding officer stating the reason for the abstention of either an actual conflict of interest or a potential conflict of interest. At the direction of the presiding officer, the Council must vote on the abstention request with an affirmative majority vote approving the Councilor’s abstention request. The abstention is not recorded as either a yes or a no, as it is neither.

Similarly, a Councilor can make a request to the presiding officer to be excused from participation in a particular agenda item and all of the same procedures of the abstention request apply. If the excusal is approved, the Councilor must physically leave the meeting room and be notified and return to the meeting prior to the introduction of the next item on the agenda. The minutes should reflect the excusal request, the Council vote and the time the Councilor left and returned to the meeting.

\*Look at bias

## 3.7 Conflict of Interest Disqualification

## Section 4 – Public Hearings

### 4.1 Public Hearing non Land Use

### 4.2 Legislative Land Use Hearings

### 4.3 Quasi-Judicial Land Use Hearings

## Section 5 – Committee, Commission, Sub Committee, Ad Hoc, Work Group

## Section 6 – Liaison Roles and Responsibilities

The Liaison is a mayor appointed annually. It will be reviewed and potentially reassigned annually. The role is typically collaboratively discussed and determined each January/February and formally appointed in March of each year.

**Definition of Liaison** “Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary)

- Serves as point of contact between the Committee and the Council
- Assists in communication between the Committee and the Council
- Non-voting, limited participation committee representative
- Opportunity to listen, learn, and gain context on issues and requests that will be presented for future Council decision-making.

### **Responsibilities of the Council Liaison:**

1. Attend all meetings but is not a member of the committee.
2. Acts as a representative of the full Council to provide direction or guidance clearly supported by the Council.
3. If the committee asks for the Liaison’s opinion, the Liaison may state a **personal opinion** but should emphasize that they are speaking for themselves rather than the entire Council.
4. As requested or invited by the Committee Chair, Liaison may speak to remind the committee of the Council direction or City policies.
5. Shall not attempt to influence the work or recommendations of the committee.
  - a. Will not take part in any deliberations, votes or decisions.
  - b. Must not share or engage with information discussed in a quasi-judicial committee, e.g. Planning Commission.
6. Will share with Council any requests from the committee such as:
  - a. Questions raised by the Committee about scope of work or changes to the scope of work
  - b. Requests for expenditures or impact on city resources (money, staff time or supplies)
  - c. Requests to add items to Council agenda
7. The Council member liaison will regularly update Council on the work of the Committee.

## Section 7 – Appointment Process

## Section 8 – Ethics, Decorum, Outside Statements

Council may desire to develop decorum guidelines, norms or similar agreement to expectations on communication, etiquette, etc to assist with meeting productivity and tone. These guidelines/norms may be developed and utilized without formal inclusion in Council Rules as they exist as guidelines and desired, but not required behavior.

## Section 9 – Email and City-Issued Electronic Devices

Councilors shall not download any programs, or install any software on the electronic onto City issued electronic device without prior approval.

Councilors shall comply with the requirements of the Oregon Public Records Law, ORS 192.410 through 192.505, and the Oregon State Archivist public records retention scheduled pursuant to ORS 327.825.

City issued email and electronic devices shall not use the electronic device in connection with election or reelection efforts or campaigning.

All documents that exist on the electronic device, including the production of a document, internet usage, e-mails, are subject to disclosure under the Oregon Public Records Law.

City issued electronic device, are city property, and shall be returned upon request, for inspection, repair, installation or to process public records request.

## Section 10 – Miscellaneous

### 10.1 Flags and Signs

No flags, posters, placards, or signs, unless authorized by the Presiding Officer, may be carried or placed within the Council Chambers, any meeting facility in which the Council is officially meeting, any meeting facility in which a public meeting is being held, or on any virtual platform. This restriction shall not apply to armbands, emblems, badges, or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

### 10.2 Communication with Staff

Questions of city staff and/or requests for additional information that may take staff time in excess of fifteen minutes should be directed only to the City Administrator or designee. The City Administrator should be copied on any request. Materials supplied to a council member regarding pertinent, urgent or important issues that would be of interest to other councilors

will be made available to all members of the council so that all have equal access to information.

Every effort should be made to limit disruption to the work of city staff. Council members should avoid making requests to staff that are in meetings or on the phone. Or engrossed in performing their job functions.

Council members should never express concerns about the performance of a city employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.

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