

Proposed

Rules of Order and Procedure
For the City Council
Of
The City of Hermiston, Oregon

Adopted June 24, 1991

Revised April 13, 1992

Revised April 27, 1992

Revised February 28, 1994

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**Working Document Updates – Revised After the City
Council Meeting of July 22, 2024**

I. RULES

1. **AUTHORITY**

The City of Hermiston City Charter, Section 11, provides that the Council shall adopt Council Rules by resolution to govern its meetings and proceedings. The following Council Rules shall be in effect upon their adoption by the Council until they are amended, or new Council Rules are adopted. These Council Rules shall be presented to all Councilmembers prior to participating in their first meeting after taking office, each appointed or elected Councilor shall sign that they have reviewed and received a copy of these Council Rules. The City Recorder shall retain the signature copy. These rules apply to the City Council but also to the Council's role as the governing body of the Hermiston Urban Renewal Agency.

2. **RULES OF ORDER**

Rosenberg's Rules of Order will be used as the guideline for conduct of Council meetings, except for the following specific exceptions:

- A second to all motions is required for an item to have further discussion or action.
- Each agenda item should be discussed prior to any motion being made.

The City Attorney or City Manager, in the absence of the City Attorney, shall act as parliamentarian for the Council.

3. **PUBLIC MEETINGS LAW**

All council, committee, commission or board meetings will be held in accordance with the Oregon Public Meetings Law (pursuant to ORS 192). No final action by the Council shall have legal effect, unless the motion and vote by which it is disposed of take place at a proceeding that is open to the public.

4. **SUSPENSION OF RULES**

Any provision of these rules not governed by the charter or law may be temporarily suspended at any meeting of the council, by a majority vote of the council. The vote on any such suspension shall be taken by YES and NO and entered upon the record. If the motion carries, the rules shall be suspended for that item only.

5. **AMENDMENT OF RULES**

Amendments, deletions, or additions to these Council Rules shall be by Resolution approved by the City Council.

II. MEETINGS

6. **REGULAR COUNCIL MEETINGS**

Pursuant to City Charter, Section 12 the City Council must meet at least once a month at a time and place designated by its rules. The City Council will meet in the council chambers at City Hall, 180 NE 2nd Avenue, or at another place in the City which the Council designates.

The City Council will meet in regular session on the **second and fourth** Mondays of each month, with the exception of designated holidays and/or council cancellations of meetings.

The City Council meeting will generally be held from 7:00-10:00p.m. The express approval of a majority of a quorum of the Council is necessary to extend the regular session past 10:00p.m. Meetings shall be adjourned at 10:00 p.m., if the Council is still in session at 9:30 p.m., the Council will decide whether to continue with the agenda, allowing for one-hour increment extensions upon a majority vote of the council, or move items to a future agenda.

7. **QUORUM**

Pursuant to City Charter, Section 13, Five members of the Council shall constitute a quorum to conduct business. In the event a quorum cannot be obtained, the meeting may be adjourned as provided for in Rule 14, those in attendance will be recorded, and the Presiding Officer or City Recorder will adjourn the meeting.

8. **WORK SESSIONS**

The City Council may hold a work session on the **second Monday or fourth** Monday of each month immediately preceding the Regular scheduled City Council meeting. Unless otherwise specified, all work sessions will be held in the council chambers at city hall and begin at 6:00p.m. Work sessions are to be scheduled by the City Manager. Such sessions allow the Council an opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject, provided that all discussions thereon shall be informal with no vote or formal action taken. The City Manager will invite any relevant staff to attend work sessions.

In case of a joint work session, the Presiding Officer shall call the session to order and turn the session over to the appropriate facilitator. If the group has no facilitator, the Presiding Officer may act as facilitator.

All work sessions shall be open to the public, however an opportunity for public testimony will only be allowed at the discretion of the Presiding Officer or by a majority vote of the Councilors in attendance.

All work sessions are subject to Oregon's Public Meeting's Law and must be noticed accordingly.

9. **EXECUTIVE SESSIONS**

Executive sessions shall be held in accordance with ORS 192.660. Matters discussed in executive session shall be exempt from public disclosure pursuant to ORS 192.660. Executive session of the City Council may be called by the Mayor, three Council members, the City Attorney, or the City Manager.

Prior to opening an executive session, the Presiding Officer shall:

- Announce the purpose of the executive session and the ORS Statute authorizing the executive session.
- Announce that *“Representatives of the news media and designated staff may attend Executive Sessions. Representatives of the news media are specifically directed not to report on any of the deliberations during the Executive Session, except to state the general subject of the session as previously announced. No Executive Session may be held for the purpose of taking final action or making any final decision.”*
- Announce if the Council intends to return to an open meeting at the conclusion of the executive session.

Executive sessions may be held during regular, special or emergency meetings, so long as appropriate statutory requirements are met.

Pursuant to ORS 192.660(6), no final action or final decision may be taken during an executive session; however, an opinion or consensus of the Council may be gathered. All final actions or final decisions must be made in a public session.

Minutes or a recording of the executive session is required.

Executive sessions shall be closed to all persons except the City Council; the City Manager, unless directed otherwise by the Council; the City Attorney; the City Recorder; City staff persons reporting to Council on the subject of the executive session; news media representatives, unless excluded by the Oregon Public Meetings Law (media representatives may be excluded for discussions regarding labor negotiations or if the media or representative is a party to the litigation being discussed); and other persons authorized by the City Council to attend. The term "news media representative" is interpreted by the Oregon Attorney General to include "news gathering representatives", meaning reporters of news gathering media which ordinarily report activities of the public body (39 Op. Att'y Gen. 600 (1979)).

Recognized Media Organizations

The following entities are recognized as news media organizations eligible to attend executive sessions:

- A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or
- A newspaper that the City uses for publication of public notices and that meets the requirements of ORS 193.020; or
- An entity recognized by the City as being a news source that: Is organized and operated to regularly and continuously publish, broadcast, transmit via the Internet or otherwise disseminate news to the public, and that regularly reports on activities of the City of Hermiston or matters of the nature under consideration by the City of Hermiston; and
- Is a well-established entity that is committed to complying with the requirement that confidential executive session information be undisclosed. In making this determination, the City may consider and weigh any factors that it deems to be relevant, including whether the entity has an available process for correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

The entity seeking recognition as a News Media Organization has the burden of proof to establish that it meets the standards of this section. A determination that the entity is not recognized shall be based upon written findings addressing the criteria in this section.

In making its determination whether to recognize the person as a representative of the news media organization, the City may require: A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or a recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or a letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.

The City may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be recognized as a representative of a recognized news media organization.

10. SPECIAL MEETINGS

Special meetings may be called by the request of three or more council members, the mayor upon their own motion, or the city manager. The city recorder shall prepare and post notice of the special session stating time, place and subject, and notify each council member, the mayor and the city manager by phone call or otherwise, **with the exception of notifications by text messaging**. Special Meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place pursuant to ORS 192.640(3). Only matters set forth in the notice of the meeting shall be discussed at such meeting.

11. EMERGENCY MEETINGS

An emergency meeting of the Council may be called by the Mayor, three council members or City Manager on less than 24 hours' notice provided that an actual emergency exists. An emergency consists of unforeseen disruptions or threats to the public and/or public facilities and services where prompt attention and action is/may be necessary. The city recorder shall immediately prepare and post notice of the emergency meeting stating time, place, and subject, and notify each council member, the mayor and the city manager immediately, by phone call or otherwise, **with the exception of notifications by text messaging**, before the time of the meeting. The minutes of the meeting must describe the emergency justifying less than 24 hours' notice pursuant to ORS 192.640(3).

12. TELEPHONIC/ELECTRONIC MEETINGS AND ATTENDANCE

Telephonic/Electronic Meetings may be held in compliance with the Oregon Public Meetings law. Councilors may participate and vote in Council meetings via telephone, electronically, or by other means consistent with the Oregon Public Meetings Law.

13. OTHER MEETINGS

Training, goal setting, or other meetings may be held at the convenience of the Council at a time

when as many members as possible can attend.

Training meetings may be held periodically to offer council members education on their duties and responsibilities as city elected officials.

Goal Setting. The Council will align its goal setting process to coincide with the development of the annual budget. The goal setting process may include any of the following elements but none of them are required: Input from any public engagement efforts conducted by the City; Input from City staff and Council; Reports on the status of key projects; Reports on the financial status of the City; Reports on any changes in State law or regulations affecting city operations; or Reports on the status of prior Council Goals.

14. MEETINGS OPEN TO THE PUBLIC AND SERIAL COMMUNICATIONS

All meetings of the City Council shall be open to the public and all persons shall be permitted to attend any meeting except as otherwise provided by ORS 192. A quorum of the Council is prohibited from meeting in private to make decisions or deliberate on matters of City business that fall within the scope of the Council's jurisdiction. This prohibition includes in-person meetings where a quorum exists as well as serial communications that may occur over e-mail, text message, social media, and through conduits such as staff.

One-on-one or small group (non-quorum) conversations or communications regarding City business are generally permitted as long as the views or thoughts of a quorum of the Council are not shared during those conversations. As a result, Council members should share only their personal views on City business being discussed in one-on-one or non-quorum conversations and not discuss the views or opinions of other Council members who are not involved in the discussion.

At times, council members might be in attendance at various community events where a quorum is present. Council members should not discuss City business in these circumstances.

Council members should avoid "replying all" to informational e-mails sent to the entire Council or a quorum of Council members regarding City business that occur outside of a Council meeting. Although one-way information sharing on administrative items (i.e., agenda topics and meeting availability) is permissible outside of a Council meeting, Council members should avoid back and forth conversations between a quorum of members via e-mail or text message.

Council members should be cognizant that a "serial" meeting can occur through the use of social media if a quorum of the Council engages in discussions regarding City business on a social media platform. As a result, Council members should be careful not to comment or engage in a social media conversation regarding City business that other members of the Council have already participated in.

15. CANCELLATION OF MEETING

Council Meetings may be cancelled in the following ways:

- Upon a majority vote of the Councilors present at any council meeting, a future regular Council meeting may be canceled when deemed appropriate;
- Prior to an upcoming council meeting, if there is no business to transact or a quorum of the Council cannot attend and there is no urgent necessity to have a meeting, the Mayor upon

the recommendation of the City Manager may cancel the meeting.

Notice of cancellation shall be posted on the City's website.

Alternative

Council Meetings may only be cancelled in this way: Upon a majority vote of the Councilors present at any council meeting, a future regular Council meeting may be canceled, when:

- There is no business to transact and no urgent necessity to have a meeting,
- A quorum of the Council cannot attend
- When deemed appropriate.

Notice of cancellation shall be posted on the City's website.

16. NOTICE OF MEETING

The City Recorder shall provide notice of all meetings in accordance with Oregon's public meeting law. Notice of a meeting shall be posted on the City's website and may be distributed to Council members, media representatives, and other interested parties.

17. ATTENDANCE

It is the duty of each Council member to attend all meetings of the Council. (Hemiston City Charter, Section 33(b)(2)) When a Council member cannot attend a meeting, the member shall notify the City Recorder and/or the City Manager, who will notify the Presiding Officer, prior to the meeting. Lack of notification will constitute an unexcused absence.

18. EXCUSAL DURING MEETING

No member shall leave the council chamber during council meetings without the permission of the presiding officer.

19. SEATING ARRANGEMENT

Council members shall occupy seats in the council chambers assigned to them by the mayor, but any two or more members may exchange seats by joining in a written notice to the mayor to that effect.

20. ADJOURNED SESSIONS

Any session of the council may be continued or adjourned from day to day, or for more than one day, but no adjournment shall be for a longer period than until the next regular meeting.

III. MEETING AGENDA

21. COUNCIL MEETING AGENDA

The City Manager, or designee, shall prepare the final Council Meeting Agenda for each meeting, specifying the time, place, and purpose of the meeting and listing the subjects anticipated to be considered at the meeting.

City staff shall furnish a copy of the agenda and related packet to each council member, the mayor, and such other persons as required, at least three (3) calendar days before the council meeting or as far in advance of the meeting as time for preparation will permit. All agenda items filed with the city manager's office for council action shall be arranged according to the order of business and must be accompanied by an explanation sheet in such form as the city manager shall require. Agendas will generally be set to allow meetings to end no later than 10:00p.m.

At any meeting of the Council, the order of the business may be changed, or any part thereof suspended for such meeting upon consensus of the majority of the Councilors present.

A member of Council who wishes to have an item placed on an agenda must bring the matter before the Council at a regular scheduled meeting during the *Council Report* agenda item. The Council member must state the reason(s) they wish to add the item to a future agenda; however, Council discussion of these possible agenda items should be kept to a minimum. Adding a matter to an agenda requires a majority vote of the Council members present at the meeting. The Council will not add an item to the agenda on the same night as the item was first submitted by a member of Council for consideration by the full Council.

22. ORDER OF BUSINESS

The business of all regular meetings of the council shall be transacted in the following order, unless the council by a vote of a majority of the members present, shall suspend the rules and change the order:

CALL MEETING TO ORDER

The Presiding officer shall call the meeting to order

DECLARATION OF QUORUM

The Presiding Officer shall note each Council members attendance or absence in the record and shall declare that a quorum is present to conduct business.

FLAG SALUTE/PLEDGE OF ALLEGIANCE

The Presiding Officer shall lead the Council and audience in the Pledge of Allegiance.

PROCLAMATIONS, PRESENTATIONS, REGOGNITIONS (IF NEEDED)

Proclamations may be read and presented by the Presiding Officer or designee.

CITIZEN INPUT/PUBLIC COMMENT ON NON-AGENDA ITEMS

Items discussed under this section follow the rules stated in Rule 24.

CONSENT AGENDA

Items on the Consent Agenda are considered routine and will be adopted with a single motion, without separate consideration. Items of routine nature, not requiring Council direction, may be included on

the Consent Agenda at the discretion of the City Manager; however, Council members may ask questions or have discussions on any Consent Agenda Items prior to any motion. Items requiring a Public Hearing shall not be included on the Consent Agenda. Consent items may include but are not limited to the following: minutes, liquor licenses, commission/committee appointments, etc. Any Council member may request to remove an item(s) from the Consent Agenda prior to the motion to approve the item(s). Any item(s) removed from the Consent Agenda will be discussed and acted upon following the approval of the Consent Agenda.

ITEMS REMOVED FROM THE CONSENT AGENDA (IF NEEDED)

PUBLIC HEARINGS (IF NEEDED)

RESOLUTIONS AND ORDINANCES (IF NEEDED)

OTHER (CONTRACTS, AGREEMENTS, FINANCIAL REPORT, ETC.)

COMMITTEE/COMMISSION REPORTS

MAYOR'S REPORT

Time provided for the Mayor to present a brief summary of matters of interest to the Council and discussion and decision related to items the Mayor would like to be placed on an agenda.

COUNCILOR REPORT

Time provided for Councilors to present a brief summary of matters of interest to the Council and discussion and decision related to items individual councilors would like to be placed on an agenda.

CITY MANAGER REPORT

Time provided for the City Manager to present a brief summary of matters of interest to the Council.

ADJOURNMENT

Following the completion of all matters listed on the agenda, the Presiding Officer shall declare the meeting adjourned.

23. RECESS

The Presiding Officer may recess any meeting of the Council upon consensus of the majority of the Councilors present. The Presiding Officer shall announce the time in which the meeting will reconvene.

IV. PUBLIC COMMENTS & HEARINGS

24. PUBLIC COMMENT

- A. In-Person Comment- When public comment is allowed, the public must comply with following procedures:
- A. When time comes for public comments, the presiding officer will ask that any persons wishing to speak identify themselves by making their way to the provided speaking platform and shall be called upon by the Presiding Officer.
 - B. Speakers will identify themselves by their names and their place of residence.
 - C. Comments may be limited to five (5) minutes, unless additional time is granted by the Presiding Officer.
 - D. When any citizen brings a complaint before or makes a suggestion to the Council, other than for items on the current meeting agenda, the Presiding Officer may refer the complaint or suggestion directly to the City Manager for review.
 - E. The Mayor and Council should avoid immediate or protracted response to citizen comments (verbal or written), however, Councilmembers may, after obtaining the floor, ask questions of speakers during public comment. Council members shall use restraint when exercising this option and shall attempt to limit their questioning to no more than two (2) minutes per speaker.
 - F. The public comment period shall not exceed thirty (30) minutes unless a majority of councilmembers present vote to extend the time.
- B. Electronic Comment - Whenever public comment is allowed in person, to the extent reasonably possible, public comment must be taken electronically as well. Electronic public comment must follow the following procedures:
- A. Electronic meeting information will be provided for anyone wishing to comment.
 - B. The City Recorder or other city staff will mute all speakers.
 - C. As the item the participant wishes to address begins, the participant must utilize the software's raise hand feature and raise their hand, or similar feature, to notify city staff that they wish to speak.
 - D. When time comes for public comments, the presiding officer will ask for public comment, and each hand raised will be given the opportunity to comment. Procedures stated in Rule 24 A, Sections 2-6 will then be followed.
- C. Written Comment- Whenever public comment is allowed in person or electronically, public comment must be taken in writing as well. Written public comment must follow the following procedures:
- A. Written electronic comments may be made via meeting specific email address or using the software chat feature. Electronic communication must be received within the time frame given for the item under discussion. Sender must provide their names and their place of residence. City Recorder or other staff member will forward

electronic communication to each council member and appropriate city staff, and also verbally notify the City Council that a written comment was submitted. City Recorder or other staff member will also respond/confirm to sender that their electronic comment was received and will be made part of the record. If the electronic comment is not able to be made part of the record, the City Recorder or other staff member will respond to the sender and state the reason(s) why.

B. Written mailed comments may be made but must be received prior to said meeting and include the sender's names and their place of residence to be made part of the record. City Recorder or other staff member will provide each council member and appropriate city staff with a copy of the written mailed comments.

C. Written hand-delivered comments may be made but must include the sender's names and their place of residence to be made part of the record, and be received in the following manner:

- Must be delivered to the City Recorder or designee, during business hours, prior to said meeting
- Be delivered at said meeting, when the presiding officer asks for public comment.

D. Non-Agenda Items - Time provided for anyone wishing to speak to the City Council on an item not on the agenda may be heard at this time. Procedures stated in Rule 24 A, B, & C will then be followed.

A. If a member of the public wishes to speak on an item that is on the current agenda, the speaker shall wait until that agenda item. The procedures outlined for a public hearing will apply if appropriate.

E. Anonymous Communication

Anonymous communications shall not be introduced in council meetings or made part of the record.

25. PUBLIC HEARINGS

Public Hearings shall be held on each matter required by State law or City policy. Quasi-judicial hearing procedures shall be conducted in accordance with ORS 197.797, *Conduct of Local Quasi-judicial Land Use Hearings, Notice Requirements, Hearing Requirements*, unless otherwise provided in the Development Code. The Presiding Officer shall preside over the hearing, announce the purpose and type of hearing. City staff shall summarize the guidelines for the conduct of the hearing.

Ex parte contact/communication is an oral or written communication to a decision maker, or the presiding officer not made in the presence of all parties, concerning a fact in issue in the proceeding.

Public Hearings Generally

A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.

The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.

Each person shall, prior to giving testimony, give their name, shall indicate whether they are a resident of the city and give their address. All remarks shall be addressed to the council as a body

and not to any member thereof.

Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to five (5) minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter, shall follow this order of events:

1. Staff presentation
2. Applicant or affected party. Quasi-judicial hearing only.
3. Appellant, if other than applicant. Quasi-judicial hearing only.
4. Other interested persons.
5. Questions of staff.
6. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing.

Council members may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed their testimony. Questions posed by council members should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Council members shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.

Council members may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by council members should be to provide clarification or additional information on testimony provided.

The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the city recorder to note the numbers in the minutes.

At the end of public testimony and questions of staff, the council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.

A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at or before the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a council member receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

Documents submitted to the city as evidence or written testimony during a public hearing are public

records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to their personal safety, and who wishes to exempt their address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

26. LAND USE HEARINGS

a) General Conduct of Hearings.

- (1) Any party may speak in person, through an attorney, or another representative present the party's case.
- (2) A copy of any written testimony or physical evidence which a party desires to have introduced into the record at the time of hearing shall be submitted to the city recorder at the time the party makes their presentation. If the testimony or evidence is not submitted to the city recorder, it shall not be included in the record for the proceeding.
- (3) No person may speak more than once without obtaining permission from the presiding officer.
- (4) Upon being recognized by the presiding officer, any member of the council, the city manager, planning director or the city attorney may question any person who testifies.
- (5) Testimony shall be directed towards the applicable standards and criteria which apply to the proposal before the council.
- (6) The presiding officer may exclude or limit cumulative, repetitious, or immaterial testimony. To expedite hearings, the presiding officer may call for those in favor and those in opposition to rise, and the city recorder shall note the numbers of such persons for the record in the minutes.

b) Quasi-Judicial Land Use Matters.

1. Scope of Review. All appeals and council-initiated review in quasi-judicial land use proceedings shall be new (de novo) and shall be held on the record
2. Conflicts of Interest.
A member of the council shall not participate in a discussion or vote in a quasi-judicial land use proceeding if:
 - a. The member has an actual conflict of interest as defined by the Oregon Revised Statutes or the city charter.
 - b. The member was not present during the public hearing; provided, however, the member may participate if they have reviewed the evidence, including recordings of the hearing, and declared such fact for the record.
 - c. Members of the council shall reveal any ex parte contacts with regard to the proceeding at the commencement of any quasi-judicial land use proceeding. If such contact impairs the member's impartiality, the member shall state this fact and abstain from participation in the matter.
3. Burden of Proof. The proponent has the burden of proof on all elements of the proposal, and the proposal must be supported by proof that it conforms to all applicable standards and criteria.
 - a. The decision of the council shall be based on the applicable standards and criteria as set forth in the city's municipal code, the city's comprehensive plan, and, if applicable, any other land use standards imposed by state law or administrative rule.
 - b. The proponent, any opponents, and/or city staff may submit to the council a set of

written findings or statements of factual information which are intended to demonstrate the proposal complies or fails to comply with any or all applicable standards and criteria.

4. Hearing Procedures. The order of hearings in quasi-judicial land use matters shall be:
- a. Land Use Hearing Disclosure Statement. The city manager or staff designee shall read the land use hearing disclosure statement, which shall include:
 - i. A list of the applicable criteria;
 - ii. A statement that testimony, arguments and evidence must be directed toward the applicable criteria or other criteria in the plan or land use regulation which the person believes to apply to the decision;
 - iii. A statement that failure to raise an issue accompanied by statements or evidence sufficient to afford the council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue; and
 - iv. If applicable, a statement that a failure to raise constitutional issues relating to proposed conditions of approval precludes an action for damages in circuit court.
 - v. Call for ex parte contacts. The presiding officer shall inquire whether any member of the council has had ex parte contacts. Any member of the council announcing an ex parte contact shall state for the record the nature and content of the contact.
 - vi. Call for abstentions. The presiding officer shall inquire whether any member of the council must abstain from participating in the hearing due to a conflict of interest. Any member of the council announcing a conflict of interest shall state the nature of the conflict, and shall not participate in the proceeding, unless the person's vote is necessary to meet a requirement of a minimum number of votes necessary to take official action; provided, however, that the member shall not participate in any discussion or debate on the issue of which the conflict arises.
 - vii. Staff summary. Planning staff shall present a summary and recommendation concerning the proposal.
 - viii. Presentation of the Case.
 - a. Proponent's case. Twenty (20) minutes total.
 - b. Persons in favor. Five (5) minutes per person.
 - c. Persons opposed. Five (5) minutes per person.
 - d. Other interested persons. Five (5) minutes per person.
 - e. Rebuttal. Ten (10) minutes total. Rebuttal may be presented by the proponent. The scope of rebuttal is limited to matters which were introduced during the hearing.
 - ix. Close of hearing. No further information shall be received after the close of the hearing, except for specific questions directed to staff. If the response to any such questions requires the introduction of additional factual evidence, all parties shall be afforded an opportunity for simultaneous written rebuttal.
 - x. Deliberations. Deliberations shall immediately follow the hearing. The council may delay deliberations to a subsequent time certain.
 - xi. Findings and Order. The council may approve or reject the proposal.
 - b. The council shall adopt findings to support its decision.
 - c. The council may incorporate findings proposed by the proponent, the

opponent or staff in its decision.

- xii. Continuances. Only one (1) continuance is available by right. However, nothing in this section shall restrict the council, in its discretion, from granting additional continuances. Any continuance shall result in a corresponding extension of the 120-day time limitations imposed by the Oregon Revised Statutes.

Legislative Land Use Matters.

1. Hearings Procedures. The order of procedures for hearings on legislative land use matters shall be:
 - a. Call for abstentions. Inquire whether any member of the council wishes to abstain from participation in the hearing. Any member announcing an abstention shall identify the reason therefor and shall not participate in the proceedings.
 - b. Staff summary. Staff shall present a statement of the applicable criteria, and a summary and recommendation concerning the proposal.
 - c. Presentation of the Case.
 - i. Proponent's case. Twenty (20) minutes total.
 - ii. Persons in favor. Five (5) minutes per person.
 - iii. Persons opposed. Five (5) minutes per person.
 - iv. Other interested persons. Five (5) minutes per person.
 - d. Close of hearing. No further information shall be received after the close of the hearing, except for responses to specific questions directed to staff.
 - e. Deliberations. Deliberations shall immediately follow the hearing. The Council may delay deliberations to a subsequent time certain.
 - f. Reopening hearing. Prior to second reading of an ordinance relating to a legislative land use matter, and upon majority vote of the council, a hearing may be reopened to receive additional testimony, evidence or argument. The same notice requirements shall be met for the reopened hearing as were required for the original hearing.

27. ORDINANCES, RESOLUTIONS AND ORDERS

Ordinance

Ordinances -- Pursuant to City Charter, Section 16, Council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Hermiston ordains as follows:"

Ordinance Enactment – Pursuant to City Charter, Section 17, ordinances will be adopted as follows:

1. Except as authorized by subsection (b), adoption of an ordinance requires approval by at least five (5) members of the Council at two (2) meetings.
2. The council may adopt an ordinance at a single meeting by the unanimous approval of all councilors present, provided at least five (5) members of the council are present and the proposed ordinance is available in writing to the public at least three (3) business days before the meeting.
3. Any substantive amendment to a proposed ordinance must be read aloud or made available in

- writing to the public before the Council adopts the ordinance at that meeting.
4. After the adoption of an ordinance, the vote of each member must be entered into the Council minutes.
 5. After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian's name and title.

Ordinance Effective Date – Pursuant to City Charter, Section 18, ordinances take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after enactment if the ordinance contains an emergency clause.

Resolution

Resolutions – Pursuant to City Charter, Section 19, Council will exercise its administrative authority by adopting resolutions or motions. The adopting clause for all resolutions may state “The City of Hermiston resolves as follows:”

Resolution Adoption – Pursuant to City Charter, Section 20, resolutions will be enacted as follows:

1. Approval of a resolution or any other Council administrative decision requires approval by the Council at one (1) meeting.
2. Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the Council adopts the resolution at that meeting.
3. After approval of a resolution or other administrative decision, the vote of each member must be entered into the Council minutes.
4. After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Resolution Effective Date – Pursuant to City Charter, Section 21, resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Orders (Quasi-Judicial Authority)

Orders – Pursuant to City Charter, Section 22, Council will exercise its quasi- judicial authority by approving orders. The approving clause for all orders may state “The City of Hermiston orders as follows:”

Order Adoption – Pursuant to City Charter, Section 23, orders will be enacted as follows:

1. Approval of an order or any other Council quasi-judicial decision requires approval by the Council at one (1) meeting.
2. Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the Council adopts the order.
3. After approval of an order or other Council quasi-judicial decision, the vote of each member must be entered in the Council minutes.
4. After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian's name and title.

Orders Effective Date – Pursuant to City Charter, Section 24, orders and other quasi-judicial decisions take effect on the date of final adoption, or on a later day provided in the order.

V. MINUTES

28. GENERALLY

All minutes shall be in written form, with an electronic copy of the meeting maintained by the city recorder in accordance with ORS 192.650. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the governing body present;
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
3. The results of all votes and if the vote is not unanimous, the vote of each member by name;
4. The substance of any discussion on any matter;
5. and a reference to any document discussed or copies of any documents presented at the meeting.

29. APPROVAL OF MINUTES

The council shall approve all minutes of any meeting. The draft minutes shall be submitted to the council as part of the council's packet prior to the meeting where they will be discussed. Any member of the council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes. If no objection is made to the minutes of the preceding meeting, the same shall be approved.

VI. PRESIDING OFFICER

30. GENERALLY

The mayor, or in their absence, the president of the council, shall take the chair at the hour appointed for the council to meet, and shall immediately call the members to order. The mayor or the presiding officer shall conduct the council meetings and exercise their authority as to the rules of order and conduct.

31. MAYOR

The Mayor shall preside over and facilitate council meetings, preserve order, enforce council rules, and determine the order of business under Council Rules, Section 22. The Mayor has no veto authority and shall sign all documents passed by the council within ten days after their passage. The Mayor has no vote on council matters unless there is a tie vote, and in the case of a tie vote on any matter before the council, the Mayor shall cast the deciding vote. The Mayor shall be deemed a member of the Council for the purposes of any voting requirements set forth in the Charter whenever the Mayor votes to break a tie on any matter before the Council. The Mayor shall appoint members of the council to commissions, boards and committees that are established by state law, ordinance, council rules, resolution or motion, and with the consent of council, shall appoint non-council members to commissions, boards and committees established by state law, ordinance or resolution. The Mayor serves as the political head of the city government.

32. COUNCIL PRESIDENT

Pursuant to City Charter, Section 10, at the first meeting in each odd numbered year, the Council shall elect a Council President from its membership. The Council President presides in the absence of the Mayor and acts as Mayor when the Mayor is unable to perform duties on account of absence, illness, or other cause. The council president retains the right to vote on all matters while presiding over the council but does not have authority to cast an additional vote to break a tie. The council president may move, second and debate from the chair, subject only to limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a council member by reason of acting as the presiding officer.

33. TEMPORARY CHAIR

In case of the absence of the mayor and the president of the council, the city recorder shall call the council to order and take the roll of the members. If a quorum is found to be present, the council shall proceed to elect, by majority vote of those present, a chair of the meeting, to act either until the mayor or the president of the council appears.

VII. ELECTED AND APPOINTED OFFICIALS

34. GENERALLY

All elected (Mayor and Councilors) officials shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Elected officials should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Elected officials should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, social station, or economic position.

All City Officials should strive to carry out their duties based on the ideals expressed in Exhibit A related to Servant-Leadership.

35. MAYOR

The mayor occupies a position of public trust. The mayor acts as spokesman for the council and release for publication all council decisions, information of policy matters, information on controversial matters, and general publicity releases. The mayor, or their delegate, shall take care of all welcoming of distinguished visitors, opening of conventions, laying of corner stones, and other public relations work of that nature. The mayor shall bear in mind at all times that they are the first citizen in the minds of the public and should conduct themselves in such a manner as to bring only credit to themselves and their office.

36. COUNCILORS

Councilors occupy positions of public trust. The basic function of the city council is that of establishing policy for the operation of the city. This means that the council is responsible for determining what is to be done, while the problem of how it is to be done is primarily that of the city manager.

Decisions in the establishing of policy for city government may be derived at by following these four steps:

1. *WHAT IS NEEDED?* Sources of this information may come from the council member's own observations, from individual citizen requests, citizen group requests, or from the recommendations of the city manager.
2. *WHAT IS THE WILL OF THE PEOPLE?* Much of what the public wants may be learned by careful listening to comments of individuals, representatives of interested groups, and from the council members' own reactions.
3. *WHAT CAN BE DONE?* A council member's moral obligation to the public is to render decisions that are practical and economically feasible. The back-ground experience of the city manager, their staff, and technical experts should be considered carefully.
4. *TAKE ACTION.* After determining the best policy, put your decisions to work by adopting, defeating, or modifying ordinances or resolutions.

Policy and its administration cannot always be clearly defined; thus, the council and the city manager must work together as a closely knit team. Inasmuch as the city council selects and hires the city manager, it is their responsibility to see that the manager has a chance to administer policy properly and to evaluate their administrative accomplishments.

A council member shall not give, or cause to be given, any direct order to the city manager or their subordinates. Such directives shall come only from the council as a whole. A council member shall not interfere in the administration of departments or exercise individual authority in any operation under the city manager.

A council member shall not take up the cause for an applicant for an appointive office and shall direct an aspirant

to take their cause directly to the city manager on their own merits and not those of the council member.

A council member, when approached with a complaint or criticism, shall refer said complaint or criticism to the city manager telling the complainant that the city manager is better informed on that subject and can give an answer or solution to the problem. Also, the council member should bring the complaint to the attention of the city manager for follow up.

Council shall listen to criticism with interest and concern for the problem presented.

Council members are urged to educate themselves about local government. To that end, and as funding allows, Council members are urged to attend the League of Oregon Cities functions at City expense. Requests to attend other government related conferences, training seminars, and meetings will be presented to the City Manager for evaluation of the adequacy of budgeted funds.

Councilors occupy positions of public trust. They should make their best efforts to attend all council meetings and when they are unable to attend, they should follow Rule 17.

Councilors have no authority when acting as individuals. Authority to make decisions and/or create policy for the City resides solely with the majority vote of the Council. Council decisions which are not unanimous are still the official policy of the City.

Councilors are encouraged to conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire electorate, and refrain from actions benefiting any individual or interest group at the expense of the City as a whole. Councilors should likewise do everything in their power to insure impartial application of the law to all citizens, and equal treatment of each citizen before the law, without regard to race, national origin, sex, age, gender, social station, or economic position.

All Council members are individually responsible for compliance with the Oregon Revised Statutes Chapter 244, governing the ethical conduct of public employees and officials. Violation of these statutes may result in personal liability.

37. ELECTED OFFICIALS' INVOLVEMENT WITH STAFF

- A. All Council members will respect the separation between the Council's role and the City Manager's responsibilities by:
1. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
 2. Working together as a team within a spirit of mutual confidence and support.
 3. Respecting the administrative functions of the City Manager and department heads and refraining from actions that would undermine the authority of the City Manager or department heads. The Council will abide by the City Charter in its dealings with the City Manager.
 4. Limiting individual inquiries and requests for information from staff or department heads to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature will be directed to the City Manager. Questions from individual Council members requiring significant staff time or resources (two hours or more) should normally require approval of the Council, although the City Manager may determine to follow up on requests from individual Council members. Council members should normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by Council members acting in their individual capacity rather than as Council members, nor to questions regarding conflict of interest or similar issues particular to the Council member.
 5. Limiting individual contacts with City officers and employees so as to not influence staff decisions or recommendations, so as to not interfere with staff work performance, and so as to

not undermine the authority of the City Manager, department heads and other managerial and supervisory employees.

6. Council members should never express concerns about the performance of a City employee in public, to the employee directly, or other city employees. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.
7. Respecting staff and their roles and responsibilities, even if expressing criticism of an action.
8. Nothing in this section or these rules precludes Council members from obtaining information and asking questions during Council meetings or from evaluating the performance of the City Manager.

B. When any elected officials desire to understand the operations of any city department better, that person should schedule time with the appropriate department head through the City Manager. If the elected official desires to have that time without the City Manager present that needs to be stated when the request is made. Exceptions to this policy are as follows:

1. The elected official visiting a city department location on a matter of personal business with the department, in which case the elected officials shall present themselves at the front counter area and conduct the matter of business in a timely manner with appropriate personnel.
2. The elected official is present conducting business for their employer.
3. The elected official is present for the purpose of the elected official performing a volunteer service for the department, which service shall have the prior written acknowledgment of the City Manager; and,
4. The elected official participating in the police "ride-along" program or similar program in other departments, which participation shall be limited to not more than one time per quarter per member in any calendar year.

38. PROCEDURE FOR FILLING COUNCIL VACANCIES

See Chapter VII-Section 34 Hermiston City Charter

39. CITY MANAGER

The city manager shall attend all meetings of the council, unless excused by the council; shall keep the council fully advised as to the financial condition and needs of the city; may make recommendations to the council and may take part in discussions of all matters concerning the welfare of the city; and shall have a seat but no vote in the meetings of the council. When the city manager is excused from attendance at a council meeting, another staff member shall be designated to act in their place. Most commonly that would be the Assistant City Manager.

40. CITY RECORDER

The city recorder or their designee shall serve as clerk of the council and shall keep minutes of the meetings and perform such other and further duties in the meeting as may be needed for the orderly conduct of meetings.

41. CITY ATTORNEY

The city attorney shall, either in person or by deputy, attend all meetings of the council, unless excused by the city manager. The City Attorney will have the right to take part in Council discussion, and will, upon request, give an opinion, either written or oral, on legal questions. The City Attorney, if requested,

shall act as the Council's parliamentarian, but will have no vote.

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VIII. DECORUM AND ORDER

42. DECORUM AND ORDER

The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to council. All participants in the meeting should act in a way to bring credit upon the City.

Councilors

During council meetings, councilors shall preserve order and decorum and shall neither by conversation or otherwise, delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the council. No member shall address the chair or demand the floor while any vote is being taken. Every councilor desiring to speak shall address the chair, and upon recognition by the presiding officer, shall confine remarks to the question under debate and shall avoid all personalities and indecorous language, and refrain from impugning the motives of any other member's argument or vote. Every council member desiring to question the administrative staff shall address questions to the city manager who shall be entitled either to answer the inquiries or designate some staff member to do so. All members shall accord the utmost courtesy to each other and refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Councilors shall confine their questions to the particular matters before the council and in debate shall confine their remarks to the issue before the council.

Administrative Staff and Employees

City staff and employees shall observe the same rules of procedure and decorum applicable to councilors. While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and city employees are concerned, the city manager also shall be responsible for the orderly conduct and decorum of all city employees under their direction and control. The city manager shall take such disciplinary action as may be necessary to ensure that such decorum is always preserved by city employees in council meetings. The city manager or any staff member desiring to address the council or members of the public shall be recognized by the chair, shall state their name for the record, and shall limit remarks to the matter under discussion. All remarks and questions addressed to the council shall be addressed to the council as a whole and not to any individual member thereof. No staff members, other than staff members having the floor, shall enter into any discussion either directly or indirectly without permission of the presiding officer.

Public

Public members attending council meetings shall also observe the same rules of propriety, decorum, and good conduct applicable to council members. Any public member desiring to address the council shall be recognized by the chair, shall state their name and address in an audible tone for the record, and shall limit remarks to the question under discussion. All remarks and questions shall be addressed to the presiding officer. No person other than council members and the person having the floor shall enter into any discussion either directly or through a councilor without permission of the presiding officer.

Removal and Adjournment

The Presiding Officer may eject from the meeting any person in attendance, including any Council

member, who becomes disorderly, abusive, or disruptive, or who fails or refuses to obey the rules of decorum and order. The Presiding Officer may summon the assistance of the City Police to assist in maintaining order. If order is unable to be maintained, the presiding officer may adjourn the meeting, by their own authority, by a vote of the Council, or recommendation by the City Manager, City Attorney, or designee.

43. CONFLICT OF INTEREST

All business transactions of such officials dealing in any manner with public funds, either directly or indirectly, must be subject to the scrutiny of public opinion. Such officials shall adhere to Oregon Laws on Government Ethics. After the mayor or council member declares a conflict of interest, that official shall leave the council dais and not return during any discussion, debate or vote on any such matter, and will not speak during public comment. After the conclusions of such discussion, debate or vote, the presiding officer shall advise the official with the conflict of interest so that they may return to their seat at the council dais. However, in those cases where all council members would have an equal conflict of interest, for example where the discussion of residential water rates which are set by the city is taking place, after declaring a potential conflict of interest, each of the council members may participate in the discussion, debate or vote on such issue.

Council members and the mayor shall refrain from making use of, or discussing outside the council chambers, any special knowledge or information before it is made available to the general public and shall comply with all lawful actions, directives and orders of duly constituted municipal officers as they may be issued in the normal and lawful discharge of the duties of those officers.

44. OFFICERS AND EMPLOYEES TO ATTEND

The head of any department, or any officer or employee of the city, when requested by the city manager or the council, shall attend any regular, or special meeting and confer with the council on all matters relating to the city.

45. LIMITATION OF DEBATE

No council member shall be allowed to speak more than once upon any one subject until every other council member choosing to speak has spoken. Council members shall limit their remarks on a subject to five (5) minutes unless granted additional time by the Presiding officer or the majority of the Council.

46. CENSURE

The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council member act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as a whole, may discipline that Council member to the extent provided by law, including public reprimand.

The Council has the right to investigate the actions of any member of the Council by appointing a subcommittee of less than a quorum of the council, and with the option of contracting with a neutral third-party investigator to perform the investigation. Referral to the full Council shall be made upon any findings that reasonable grounds exists that a substantial violation has occurred.

The full Council shall investigate the actions in executive session under ORS 192.660(2)(b), unless the Council member requests the matter to be held in an open meeting. If held in an executive session,

neither the full Council nor any member thereof shall have the right to make public any information obtained through such investigation.

Any council member accused of a substantial violation of Council rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by counsel.

Upon findings, by a moral certainty, that a substantial violation has occurred, and that such violation(s) affects the Council members ability to represent the interests of the City as a whole, the Council may, upon unanimous vote of Councilors other than the Council member subject to censure proceedings, impose proper sanction(s).

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IX. VOTING

47. VOTE REQUIRED

Pursuant to City Charter, Section 14, the express approval of a majority of a quorum of the Council is necessary for any Council decision, except when the Charter or Council Rules requires approval by a majority of the Council.

48. VOTING

Every member present when a question is put forward shall vote, unless the council shall, for special reason, excuse a member from voting. Application to be excused from voting must be made before the votes are called for. The member having briefly stated the reason for the request, the decision thereon shall be made without debate.

49. RECORDING OF VOTE

The roll call vote shall be put by a vocal response FOR the question, and then AGAINST the question. The vote shall be recorded by name unless unanimous.

50. EXPLANATION OF VOTE DURING ROLL CALL

It shall not be in order for members to explain their vote during the roll call.

51. TIE VOTE

In case of a tie vote on any matter before the council, the mayor shall cast the deciding vote.

52. VOTING ON ORDINANCES OR RESOLUTIONS

When an ordinance or resolution is voted upon by the council and does not receive a council majority of YES or NO votes, said resolution or ordinance shall automatically be reconsidered at the following council meeting, and successive meetings, if necessary, until such time as a majority vote of the council is achieved.

X. COMMITTEES

53. **GENERALLY**

The City Council may create standing citizen advisory boards, committees or commissions to aid the Council in the conduct of public affairs. The City Council may also create ad hoc citizen committees to accomplish a specific task or project. All standing citizen advisory boards, committees and commissions shall be governed by COH Chapter 32, except that if application of a provision of COH Chapter 32 conflicts with an applicable state statute, the state statute shall prevail. This definition does not include committees formed by the City Manager.

54. **APPOINTMENT PROCESS**

All appointments, unless specifically waived, shall appear on two council agendas, first as a nomination and second as confirmation.

55. **APPOINTMENTS/REMOVAL - MUNICIPAL BOARDS AND COMMISSIONS**

All appointments to city boards and commissions shall be made in accordance with the ordinances and city charter. Preference for appointees shall be given to city residents. With the consent of the Council, the Mayor may remove a citizen from a City Board, Commission or Committee prior to the expiration of the term of office.

Appointees shall not be full-time employees of the city unless recommended by another organization to represent them, such as the Umatilla County Fair Board recommending appointment of one of their Board Members to their assigned seat on the Eastern Oregon Trade and Event Center Advisory Committee, shall not be elected officials of the city except for the council member appointed to the recreation projects fund advisory committee, shall not be appointed to more than two boards or commissions at a time, and shall not sell to the city or its boards and commissions over which the council has appointive powers and budget control either directly as a prime contractor or supplier, or indirectly as a first-tier subcontractor or supplier. Selling shall be construed to mean sales, services or fees with the City aggregating \$7,500 (revised 02/28/94) or more in any one calendar year.

56. **COMMITTEE LIAISONS**

The Mayor shall assign a Council member(s) to act as liaison to boards, commissions, committees or other bodies that advise the Council. Council members interested in a particular subject area should inform the Mayor of their interest. The Mayor should take the expression of interest and/or a Councilor's preference into account when making appointment decisions when possible. Liaison appointments are generally made on an annual basis.

Council liaisons should make every effort to attend all meetings of the committees, boards and commissions to which they have been assigned. In the event a Council liaison is unable to attend a meeting of the board, commission or committee, the liaison may ask the city staff assigned to that committee, commission or board to give them a summary of the meeting they missed. If a liaison fails to attend more than three consecutive meetings of the same committee, commission or board, they may be replaced.

When serving as a liaison to a City board, commission or committee as liaison, Council members will:

1. Not attempt to lobby or influence the board, commission or committee on any item under its consideration. It is important for the advisory body to make objective recommendations to the Council on items before them.
2. The liaison's communications shall reflect the majority position held by the Council on matters referred to the board, commission or committee to the extent such a Council position is known and articulated, or Council's expectations in light of Council adopted goals. The liaison's role is limited to explaining that position or Council expectations for the body.
3. Not vote at the body's meeting on any item.
4. This rule does not apply to non-city bodies when the Council member is the representative of the City.

57. TERMS AND VACANCIES

Terms for standing committees shall be defined in their enabling ordinance beginning and terminating on established dates unless otherwise designated by law. Positions shall be staggered so as to provide continuity. All standing committee vacancies will be handled the same with term expiration constituting a vacancy. Members of city advisory boards, committees or commissions may request a leave of absence from their positions of up to nine months.

58. APPLICATION

All applications for standing committees must be in writing, on a form provided by the City, addressed to the mayor and delivered before the expiration date established. A basic volunteer background check will be performed on all potential committee members and results will be delivered to the selection committee. A selection committee composed of the mayor and two councilors will review the applications and make recommendations to the council. The two councilors serving on the committee may be rotated annually. The selection committee will select members for all openings including temporary ones caused by a leave of absence.

59. SPECIAL COMMITTEE APPOINTMENTS

Special committees for particular purposes may be appointed by the presiding officer, subject to confirmation by the council. There shall be at least three members on each special committee, whether composed of council members, public members, or jointly composed. The presiding officer shall designate the member who is to serve as chair of the committee. Vacancies occurring on any committee shall be filled in a like manner.

60. MEETINGS

Special committees shall meet on call of the chair, or any three members, and shall report to the council without unnecessary delay upon matters referred to them. A majority of the members of a committee shall constitute a quorum.

61. MEETING NOTICE

It shall be the duty of the staff member assigned to each special committee to give notice of the time and place of meetings as required by ordinance or state law.

62. REPORTS

When a committee to which a matter has been referred, with instructions to report at a time in the order

of reference, is not ready to report at such time, the matter so referred shall, unless further time be granted, be considered as though reported back without recommendation. In such case, the committee shall forthwith return to the city recorder the documents pertaining to the matter, and the matter shall take its proper place in the Order of Business.

63. REPORTS TO BE IN WRITING

The reports of committees shall be in writing, agreed to in committee assembled. Copies of the report shall be available to each member of such committee, council members, mayor and the city manager. Documents referred to the committee shall be returned with the report. Nothing in this rule shall be construed to prohibit the introduction of minority reports.

64. RELIEVING FROM FURTHER CONSIDERATION

Upon motion, council may by a majority vote relieve a committee of further consideration of a matter referred to it and order the same placed on the calendar.

65. POWERS

No committee shall have the power to employ any person for, or on behalf of, the city, or incur any expense, unless specially authorized by the city manager or designee.

XI. MISCELLANEOUS

66. STATEMENTS TO MEDIA AND OTHER ORGANIZATIONS

Representing City. If a member of the Council, to include the mayor, appears as an authorized representative of the City before another governmental agency, the media, or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.

Personal Opinions. If a member of the Council, to include the mayor, appears in their personal capacity (not as an authorized representative of the City) before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

Use of Letterhead. Councilmembers may only use City letterhead for individual letters of thank you, congratulations, and condolences without the express permission of the Council.

67. COMPLAINTS

The procedure for complaints shall be:

All complaints involving municipal policies shall be referred to the city council for appropriate action, and except in the most unusual cases, such action shall be preceded by report and recommendation of the city manager who shall have been given ample time and opportunity in which to investigate and to render a report.

All complaints involving charges of unfair hearings or improper hearings or inadequate hearings before advisory boards and commissions shall be processed in the manner provided by state statute.

All complaints with respect to the management of the city shall be referred to the city manager for the necessary or appropriate action in each individual case. In the case of those complaints involving the management of the city wherein the council desires further information, the city manager, when so requested by a majority of the council, shall be given adequate time in which to make the necessary investigation and report.

Exhibit A -Servant-Leadership

- I will base my decisions on the next generation more than the next election, committed to the ideal that my loyalty must be to the entire community (both now and in the future) and not merely to those who got me elected.
- I will focus on mission, vision, and values as the benchmark for my decisions and recognize that my responsibility is the pursuit of the greatest good for the entire community and not the satisfaction of any particular group's agenda.
- I will make decisions based on fact-based evidence and not allow myself to be manipulated into bad decisions for the future based on the decibel level of critics.
- I will recognize that "it takes a smart leader to know where they are stupid" and have the wisdom to be smart. Accordingly, I will value those who have the courage to tell me what they really think and will listen sincerely to those who disagree with me to truly understand their perspective, recognizing that understanding other perspectives makes me a better leader.
- I will embrace my responsibility to govern rather than to manage, recognizing that if I am doing staff's job I am not doing my job, while also understanding and embracing the appropriately exercised governance role of holding staff accountable.
- I will place a greater emphasis on solutions than on problems, while refusing to offer solutions before I understand the problem.
- I will understand that mutual trust is the foundation for everything and that if I refuse to trust others they will be unable to trust me.
- I will protect the integrity of the process more than the rightness of my position; I will fight hard for my issue but then unify behind the governing body when the decision is made because the decision was made with integrity of process, even if I disagree with the outcome.
- I will understand that my deeply held beliefs, values and positions will be strengthened, not compromised by courteous, respectful and civil discourse. I will not treat someone as the enemy just because we disagree.
- I will treat everyone with dignity and respect because of who I am as a leader... not because of how they treat me or what I think about them.
- I will be a role model for civility. I will not treat my colleagues or staff in any way that I would be embarrassed if my five year old child treated someone the same way.
- I will never forget – it is not about me and it is not about now.

(As quoted from Strategic Government Resources (SGR) Website on December 28, 2021.)