

A BILL FOR AN ORDINANCE AMENDING  
SECTION 2.04.060 OF THE LEBANON  
MUNICIPAL CODE

) ORDINANC  
) E BILL NO.  
) 2024-XX  
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ORDINANC  
E NO. XXXX

**WHEREAS**, current procedures for regular meetings are detailed in the Lebanon Municipal Code under a section for Regular Meetings; and

**WHEREAS**, the procedures state meetings will be held on the second Wednesday at 6pm and fourth Wednesday at noon.

**WHEREAS**, the City desires the ability to hold a second meeting, when necessary, at a time that works for the majority of the Council.

**NOW, THEREFORE, THE CITY OF LEBANON ORDAINS AS FOLLOWS:**

**Section 1.** Chapter 2.04.060 REGULAR MEETINGS, and is hereby amended to read as follows:

- A. The city council ~~shall~~ ordinarily hold ~~its one~~ regular meetings~~s~~ at six p.m. on the second ~~Wednesday and at noon on the fourth Wednesday, if needed, of Wednesday~~ of each calendar month in Lebanon, Oregon. ~~with a second meeting scheduled if needed as called by the Mayor or any five members of the council, and upon notice given to the city council and public at least twenty four hours prior to the scheduled starting time and date, and/or at such place and time as shall be designated by vote of four or more city council members, with public notice given, and such meetings located within the city limits of Lebanon, Linn County, Oregon; provided, that the city council shall meet in public session at least once every month.~~
- B. ~~It is the responsibility of each city councilor to notify the city clerk's office orally or in an email~~ if unable to attend a regular or special meeting as far in advance as possible to assure a quorum. Unexcused absences will become part of the record by the city clerk as roll call is taken.
- C. ~~Upon notice from four or more members of the city council that they are unable to attend a regular or special meeting, the city clerk will immediately notify the mayor and city manager of lack of a quorum. The mayor or city manager may cancel said meeting. Notice of the cancellation will be provided to the Council, public and media as soon as practical. provided that notice is given to the city council and public at least twenty four hours prior to the scheduled starting time and date of a~~

**Commented [KH1]:** Can keep this to say more than two meetings could occur....or leave out since ORS allows for the calling of special meetings.

**Commented [JK2R1]:** I would suggest one regular meeting on second Wednesday. Why not just call any other meetings "special meetings" under 2.04.070. Seems to have more flexibility and simplified.

**Commented [KH3]:** Do we want to remove this? There has been talk previously about Council not holding a meeting in August, and sometimes the December meeting doesn't have anything on the agenda so we might be able to cancel the meeting....

**Commented [JK4R3]:** Charter, chapter IV section 13 requires one meeting per month. Probably get away with cancelling a meeting without consequences. I would delete the sentence since it is in Charter but recognize what Charter says when we makes decisions about cancelling a meeting.

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~~regular or special meeting. Notice to the public is sufficient by notifying local media and posting a notice at the meeting room where the council meeting was to have been held.~~

**Commented [JK5]:** The way it was written seems to indicate that cancellation is not allowed within 24 hours. Seems situations could occur that require cancellation on less than 24 hours notice.

Passed by the Lebanon City Council and executed by the Mayor on this on this 13<sup>th</sup> day of March 2024 by a vote of \_\_\_\_yeas and \_\_\_\_nays.

CITY OF LEBANON, OREGON

\_\_\_\_\_  
Kenneth Jackola, Mayor ☐  
Michelle Steinhebel, Council President ☐

ATTESTED BY:

\_\_\_\_\_  
Julie Fisher, CMC, City Recorder