CITY OF SISTERS COUNCIL RULES

The Council shall, by ordinance, prescribe rules to govern its meetings and proceedings.

Council Meetings:

1. Regular meetings to conduct council business will be held the second and fourth Wednesday of each month in the Council Chambers at 6:30 p.m. [Amended by Res. No. 2017-07 passed by Council on May 10, 2017]

2. Workshop meetings to discuss upcoming items on the agenda will be held on the second and fourth Wednesday of each month at 5:30 p.m. [Amended by Res. No. 2017-07, passed by Council on May 10, 2017]

3. The Council, by majority vote, may elect not to meet if a regularly scheduled meeting falls on or near a holiday. The Council may choose to take a recess.

4. Executive sessions will be held in compliance with Oregon Public Meeting Law.

5. A record of council proceedings shall be kept and authenticated as provided by Oregon Public Meeting Law.

Quorum:

1. A majority of the council shall constitute a quorum.

Agenda:

1. The city manager, with the approval of the mayor (or council president in the absence of the mayor) shall prepare an agenda for workshops and regular council meetings.

2. A majority of council members may request that items be placed on the agenda.

3. Agenda and supporting material shall be made available to council members no later than three days prior to scheduled council workshops and meetings.

Consent Agenda:

1. The consent agenda shall consist of routine matters of limited public interest such as approval of minutes from previous meetings, accounts payable, liquor license endorsements, changes to signing authority for City bank accounts, resolutions related to providing workers compensation coverage for volunteers, declaring municipal services provided by the City and other non-controversial items. The consent agenda shall be subject to one combined voice vote of the council.

2. A motion to "approve the consent agenda" shall be made, followed by a second and brief discussion if needed. At this time, prior to voting, any item on the agenda may be removed at

the request of any council member or the mayor to be decided at a later date or discussed as a separate item under the Council Business portion of the agenda.

Order of Business:

1. The order of business at each council meeting shall be in accordance with the prepared agenda. An exception may be made at the discretion of the mayor or presiding officer.

Procedural Guidelines at Council Meetings:

1. The city manager or staff members may introduce matters before the council.

2. The city manager or staff members may answer questions from the council or questions raised by the public.

Council Discussions and Decorum:

1. Council members will conduct themselves so as to bring credit upon the city government by ensuring non-discriminatory delivery of public services, keeping informed on matters coming before the council and abiding by council decisions, whether the member voted on the prevailing side.

2. Councilors will assist the mayor in preserving order and decorum during meetings and may not, by conversation or any other action, delay or interrupt the proceedings or refuse to obey the rulings of the mayor or council rules.

3. Council members will not interrupt, by means of speaking or actions, another council member who has the floor.

4. Council members will not speak on behalf of the council unless they have been authorized to do so. Council members may provide their own opinion on a matter if they clearly articulate the opinion as their own, and not that of the council as a whole.

5. Council members will refrain from criticizing each other, City staff or other persons.

6. Council members will focus on city issues.

7. If a Council member wishes to discuss a major policy issue, it will be scheduled for a future agenda and not raised during a current agenda.

8. Council members will submit requests for information that will take substantial staff time to the entire council which will decide whether to take the requested action.

9. Council members shall seek approval from the entire council prior to committing funds for registration to any training class, conference or social event.

Members of the Public Addressing the Council:

1. Members of the public who wish to address the Council on a matter not before the council later in the meeting, may do so at a time designated for public comment.

2. The mayor, or presiding officer may set a time limit for those addressing the council.

3. Members of the public who wish to address the council shall sign in on the sheet provided for that purpose, wait for recognition prior to approaching the lectern to speak, state their name and address for the record and limit their comments to the issue at hand.

Public Hearings:

1. The mayor or presiding officer shall announce prior to each public hearing the nature of the matter to be heard as set forth on the agenda. The mayor or presiding officer shall then declare the hearing to be open and invite any member of the public audience to come forward to be heard at the appropriate time.

2. Members of the public who wish to address the council shall sign in on the sheet provided for the public hearing, wait for recognition prior to approaching the lectern to speak, state their name and address for the record and limit their comments to the issue at hand.

2. The council shall refrain from comment during a public hearing; however a council member may ask clarifying questions from a member of the public who is testifying.

3. Once a motion has been made, or after a public hearing has been closed, no member of the public shall address the council without first securing permission from the mayor or presiding officer.

Motions:

1. Roberts Rules of Order Newly Revised edition will be used as the guideline for parliamentary questions that arise.

2. When a motion is made and seconded, it shall be clearly and concisely stated by its mover. The mayor or presiding officer will state the motion has been made and seconded and ask if there is any discussion prior to voting on the motion.

3. A motion may be withdrawn by the mover at any time without the consent of the council.

4. Most motions die if they do not receive a second. Motions for nominations, withdrawal of motion, agenda order, request for roll call vote, and point of order do not require a second.

5. A motion that receives a tie vote fails.

6. A motion to table after being seconded shall have no discussion and precludes all amendments or further debate of the issue. If the motion prevails, the matter may be taken from the table only by adding it to the agenda of a future meeting at which time discussion will continue. Once tabled, it cannot be reconsidered at the same meeting.

7. A motion to postpone to a certain date is debatable and amendable, and may be reconsidered at the same meeting or no later than the next meeting. A motion to postpose indefinitely is a motion to reject without a direct vote and is debatable and not amendable.

8. A motion to call for the question ends debate on the item and is not debatable. Prior to a council member calling for the question, each council member wishing to speak on the item should have one opportunity to speak. The motion requires a second. When the question is called the mayor or presiding officer will inquire whether any council member objects. If there is an objection, the matter will be put to a vote, and it fails without a two-thirds vote. Debate may continue if the motion fails.

How a Motion Should Progress:

1. The mayor or presiding officer announces each new item to the Council and either states he is looking for a motion or requests a staff report be presented. If a staff report is presented, there can be discussion by the Council members prior to stating the motion.

2. The councilor proposes a motion. A motion is always introduced in the form, "I move to..." followed by a statement of the proposal. Discussion must wait until after the presiding officer has stated the motion to the council and motion has received a second.

3. Another councilor seconds the motion. That councilor may second the motion without addressing the mayor or presiding officer and may say "I second the motion". Seconding the motion is merely an indication that the member seconding the motion wishes the matter to be discussed by the council for consideration. If a councilor begins discussion on a motion that has not been seconded, that councilor is the automatic second.

4. If no one seconds the motion, the mayor or presiding officer may say "Is there a second to the motion?" If there is none, the presiding officer may declare, "Since there is no second, the motion has died".

5. The mayor or presiding officer states the motion has been proposed and seconded and repeats the motion to the council.

6. The council discusses or debates the motion. After the motion has been formally stated, any member has a right to discuss the motion with the exception of a motion to table. When several council members wish to speak, certain guiding principles should determine the order of speakers:

a. Preference should be given to the proposer of the motion.
b. A member who has not spoken has prior claim over one who has already

discussed the question, or who has proposed another motion.

c. A member who seldom speaks in preference to one who frequently claims the attention of the council. Discussions must be confined to the question that is before the assembly.

7. The mayor or presiding officer puts the motion to a vote. It is permissible, before taking the vote to inquire, "Is there any further discussion?" If no one responds, it is the vote announcing, "All in favor of the motion to (STATE THE MOTION), say "Aye". Following response from the council, is the statement, "Those opposed say 'No'". All council members are expected to vote on each motion unless they are disqualified for some reason. A council member who does not vote must state the basis for any conflict of interest or other disqualification.

8. The mayor or presiding officer formally announces the result of the vote: "The motion is carried" or "The motion is defeated."

Voting:

1. Voting shall be by voice. Any council member may request a "roll call vote" if the vote appears unclear. Voting shall be governed by state law.

Ordinances:

1. Adoption of ordinances shall be controlled by the provisions set forth in the City Charter as defined in Chapter VIII Section 35.

2. Public comment shall not be accepted during the second reading of an ordinance.

General Policies:

1. City policies shall be set by the mayor and council.

2. The city manager shall receive his/her authority from policies set by the mayor, the council and the City Charter. The city manager has overall authority to hire/fire, organize, set administrative policy, and implement ordinances, policies and goals of the City in accordance with City Charter Chapter V Section 24.

Special Appointment:

1. Pursuant to City Charter Chapter V Section 23, the mayor shall appoint, with council approval, members of committees, commissions, boards and task forces as established by Council rules and other persons required by the council to be appointed as necessary.

Council Member Conduct and Values:

1. The mayor and councilors agree to conduct themselves in a manner consistent with the *"Speak Your Peace Civility Project"* including the following tenants:

a. Pay attention
b. Listen
c. Be inclusive

d. Not gossip
e. Show respect
f. Be agreeable
g. Apologize
h. Give constructive criticism

2. The mayor and councilors shall refrain from influencing or managing the day to day affairs and work schedules of any staff or department director. The mayor and council may, however, discuss with or suggest to the city manager anything pertaining to city affairs and in executive session matters in accordance with ORS 192.660.

3. If a council member appears before another governmental agency or organization to provide a statement on an issue, the council member must announce whether the statement is the official position of the City or reflects personal opinion.

4. The council may make and enforce its own rules and ensure compliance with city and state laws applicable to governing bodies. If a council members substantially violates these rules or state law, the council may take action to protect council integrity by verbal admonition, written reprimand, letter of no confidence, censure, expulsion from the meeting at which the conduct occurs, or removal from committees or intergovernmental assignments.

a. Prior to taking any public action to reprimand or censure a council member, the Council must plainly state its concerns in writing or in an open public meeting and allow the council member a reasonable opportunity to respond.
b. The council may thereafter investigate the actions of any council member and meet in executive session to discuss any findings that indicate reasonable grounds exist that a substantial violation has occurred.
c. The council member under investigation may request an open hearing.

5. Council members shall:

a. Become familiar with City Charter.
b. Participate. Attend council meeting prepared.
e. Be professional.
f. Keep in mind you represent the whole city. Vote what is best for the City.
g. Declare all political action committee (PAC) affiliations.
h. Attend training opportunities as able.
i. Participate in councilor orientation within three months of election or appointment to office.

Council Attendance at Meetings:

1. Councilors will inform the mayor, city manager or city recorder if they are unable to attend any council meeting.

2. The office of a councilor may be declared vacant in accordance with the City Charter Chapter IV Section 21. Vacancies will be filled as provided by City Charter Chapter IV Section 22.

Confidentiality:

1. Council members will keep all written material and verbal communication provided to them on matters of confidentiality under law in complete confidence to insure the City's position is not compromised.

2. If council meets in Executive Session, council members may not have any contact or discussion with any other party or its representatives nor communicate any executive session discussion.

3. Unless required by law, no council member shall make public the discussions or information obtained during executive session.

Communication with Staff:

1. Council members shall observe and respect the chain of command.

2. Council will respect the separation between policy making (council function) and administration (city manager function).

2. Except in a council meeting, council members will not attempt to influence a city employee or the city manager concerning a personnel matter, purchasing issues, the award of contracts or the selection of consultants, the processing of development applications or the granting of City licenses or permits.

3. Limit individual contacts with staff members or department directors so as not to interfere with work performance, undermine the city manager's authority or prevent the entire council from having the benefit of any information received. Council members may not request staff perform significant work without prior approval from the city manager so that workloads and work plans are not adversely impacted.

Oregon Government Ethics Commission Requirements and Reporting:

1. Council members will review and observe the requirements of the State Ethics Laws (ORS 244.010 to ORS 244.390) dealing with the use of public office for private financial gain

2. Council members must give pubic notice of any conflict of interest or potential conflict of interest. Council members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons and matters coming before the council.

3. In accordance with state law, it is each council member' responsibility to file all required statements of economic interest with the Oregon Government Ethic Commission yearly.

Suspension and Amendment of Rules:

1. Any provision of these rules not governed by State Law, the Charter, or Municipal Code may be temporarily suspended by majority vote of council.

2. Rules may be amended or new rules adopted by majority vote of the council.