

Donald City Council Rules of Procedure

Updated: June 2022

CITY OF DONALD | CITY HALL, 10710 MAIN STREET NE, DONALD OR

Table of Contents

CHAPTER 1 – Council Code of Conduct 3

- A. *Do the right things, in doing the right thing, I will: 3*
- B. *Get it Done, in getting it done I will: 3*
- C. *Respect and Care, in respecting and caring, I will: 3*

CHAPTER 2 – General Governance 4

- A. *Rules of Procedure. 4*
- B. *Quorum. 4*
- C. *Presiding Officer. 4*
- D. *Agendas. 5*
- E. *Order of Business. 5*
- F. *Items on Council Agenda. 8*
- G. *Items not on Council Agenda. 9*

CHAPTER 3 – Meeting Time, Location and Frequency 10

- A. *Regular Meetings. 10*
- B. *Special Meetings. 10*
- C. *Emergency Meetings. 10*
- D. *Executive Sessions. 10*
- E. *Work Sessions. 11*
- F. *Holidays. 11*
- G. *Location. 11*
- H. *Notice. 12*
- I. *Attendance. 12*

CHAPTER 4 – Motions, Debate, Public Comment and Voting 13

- A. *Motions. All motions shall be distinctly worded. 13*
- B. *Motion to Reconsider. 14*
- C. *Debate. 14*

CHAPTER 5: Minutes 15

- A. *Generally. 15*
- B. *Audio. 15*
- C. *Recording Rules. 15*
- D. *Action Agenda Summaries Submittal and Publication. 15*
- E. *The Action Agenda Summary shall contain the following information: 16*

CHAPTER 6 – Appointments 17

- A. *Appointments of City Staff. 17*
- B. *Reviews. 17*
- C. *Removals. 17*
- D. *Interference. 17*
- E. *Formal Complaints. 17*
- F. *Appointments of Members to Commissions, Committees: 17*
- G. *Appointments to Focus Groups and The Councilor Liaisons 18*

CHAPTER 7 – Ethics, Decorum, Outside Statements 19

- A. *Ethics. 19*
- B. *Disclosing confidential information. 19*
- C. *Decorum. 19*

CHAPTER 8 – Interactions with Staff and City Attorney 20

- A. *Staff. 20*
- B. *City Attorney. 20*

CHAPTER 9 – Training, Meetings, Expenses, and Reimbursement 21

- A. *Training. 21*
- B. *Expenses. 21*

CHAPTER 10 – Censure and Removal 22

- A. *Enforcement. 22*
- B. *Investigate. 22*

CHAPTER 11 – Amendment and Repeal 23

- A. *Amendment. 23*
- B. *Repeal. 23*
- C. *Annual Review. 23*

CHAPTER 1 – Council Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our City of Donald and community it contains. While the Code of Conduct is not intended to be a set of rules that all Councilors are compelled to follow, they do set aspirational goals and Council members should strive to meet the spirit of the following code of conduct:

A. Do the right things, in doing the right thing, I will:

Be honest with fellow Council members, the public and others.

Credit others' contributions to moving our community's interest forward.

Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.

Reject gifts, services or other special considerations, given with the intent to influence your decisions.

Protect confidential information concerning litigation, personnel, property or other affairs of the City.

Use Public resources such as staff time, equipment, supplies or facilities, only for City related business.

B. Get it Done, in getting it done I will:

- i. Review materials provided in advance of the meeting.
- ii. Make every effort to attend meetings.
- iii. Be prepared to make difficult decisions when necessary.
- iv. Make decisions after prudent consideration of the financial impact, taking into account the long-term financial needs of the City.

C. Respect and Care, in respecting and caring, I will:

- i. Promote meaningful public involvement in the decision-making process.
- ii. Treat Council members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
- iii. Share substantive information that is relevant to a matter under consideration from sources outside the public decision-making process with my fellow Council members and staff.
- iv. Respect the distinction between Council and staff.
- v. Encourage participation of all persons and groups.

CHAPTER 2 – General Governance

A. Rules of Procedure.

- i. Unless otherwise provided by charter, ordinance, or these rules, the procedure for City Council meetings, and any subcommittee of Donald City Council, shall be guided by Robert’s Rules of Order, as it may be amended from time to time.

Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert’s Rules of Order when such points will obscure the issues before the Council and confuse members of the public.

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

B. Quorum.

- i. A quorum is required to conduct official city business. City Charter, Chapter IV. Council, Section 14. Quorum.

Four Council members shall constitute a quorum.

In the event a quorum is not present, the members of Council present shall adjourn the meeting.

- ii. Laws regarding comments and public meeting laws for quorum also apply to social media and emails.

C. Presiding Officer.

- i. The Mayor shall preside over all meetings. The Mayor shall have all rights and privileges of the office of Mayor as set out in the City Charter, Chapter IV Council, Section 17. Mayor’s Function at Council Meetings.

In the Mayor’s absence the Council President shall preside over the meeting. The Council President shall have all rights and privileges of the office of the Mayor or set out in the City Charter, Chapter IV Council, Section 18. President of the Council.

If both the Mayor and the Council President are absent from the meeting, the following procedures shall be utilized to determine who is the presiding officer:

The City Manager shall call the council meeting to order and call the roll of the members. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.

Should either the Mayor or the Council President arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

The presiding officer shall have all rights and privileges as a member of the Council when acting in this capacity.

D. Agendas.

- i. The City Manager shall prepare an agenda for every regular meeting, and, if requested by the Mayor, for every special meeting.

Agendas and informational material for meetings shall generally be distributed to the Councilors on the Friday before the meeting.

The City Manager may remove any items on the consent agendas, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The Mayor shall announce such removal under Approval of Agenda.

A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager at least one week and one day prior to the meeting.

Notwithstanding, Chapter One Section IV Agendas, three members of City Council may request an item placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove an agenda item placed on the agenda in accordance with this provision.

E. Order of Business.

- i. The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the City, the order of business may be changed for any single meeting by the Mayor prior to the meeting agenda being made available to the public, except that the Community Member/ Business Feedback portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:

OPEN MEETING
PLEDGE OF ALLEGIANCE
ROLL CALL
ADD / DELETE AGENDA ITEMS
CORRESPONDENCE / PRESENTATIONS
COMMUNITY MEMBER'S FEEDBACK
PUBLIC HEARINGS (When Applicable)
CONSENT AGENDA
OLD BUSINESS
NEW BUSINESS
COUNCIL COMMUNICATIONS
REVIEW ITEMS
PUBLIC WORKS REPORT
CITY MANAGER REPORT
ADJOURN

Opening Meeting.

- The Mayor shall call all meetings of the Council to order.

Pledge of Allegiance.

- The Mayor shall request all in attendance to please rise and recite the pledge.

Roll Call.

- The City Manager shall conduct a roll call to determine which members of the Council are present and which are absent.
- The attendance shall be properly reflected in the minutes.
- If roll call determines that a quorum is not present, a public meeting may not occur and those members present shall be adjourned.

Consent Agenda.

- In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the Consent Agenda.
- All items on the Consent Agenda shall be approved by a single motion, unless an item is pulled for further consideration.
- Any item on the Consent Agenda may be removed for separate consideration by any member of the Council. This action should take place during the Consent Agenda portion of the agenda.
- For the purpose of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of council must declare a conflict of interest.

Community Member/ Business Comment.

- An opportunity for Community Member/ Business Comment will be reserved for every regular, special and emergency meeting of the Council. This period shall not exceed a maximum of 60 minutes (cumulative), unless a majority of Councilors present vote to extend the time.
- Community Member/ Business Comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask question of and receive answers from the Council or City Staff.
- Persons wishing to speak during Community Member/ Business Comments must sign and submit a Speaker Card Form provided by the City, which must include the person's name and full address and the topic upon which the person wishes to speak, not later than the Community / Business Feedback section.

- The Mayor will read the speaker's name and city of residence for the record.
- Except as otherwise provided herein, the public shall be entitled to comment during Community Member/ Business Comments on all matters before the Council that require a vote, including ordinances and resolutions. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Community Member / Business Comments shall not be used to testify about a quasi-judicial land use matter.
- Speakers are limited to three minutes. The speakers will be called upon in the order in which they have submitted Request to Speak forms, until the time allotted for Community Member / Business Comments has expired. Speakers shall identify themselves by their name and by their city of residence. All remarks shall be addressed to the Mayor.

Public Hearings Generally.

- A public hearing will be held when required by law, and, 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.
- Persons wishing to speak must sign and submit a Request Speaker Form provided by the City, which must include the person's name and full address and the topic upon which the person wishes to speak, prior to the commencement of the public hearing at which the person wishes to speak. The Mayor will read the speaker's name and their city of residence. The Speaker Card will record the speaker's full address.
- The City Manager or his/her designated representative shall announce at the commencement of any public hearing the as set forth on the agenda, and, shall read a statement setting forth the procedures for the hearing and the applicable time limits. The Mayor shall then declare the hearing open.
- Speakers shall identify themselves by their names and city of residence (on the Speaker Card speakers must include their full address). All remarks shall be addressed to the Mayor. The Mayor will read the speaker's name into the record and their city of residence.
- Councilors may, after recognition by the Mayor, ask clarifying or follow up questions of the individuals providing testimony after that individual has completed his/her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided.
- Question(s) should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The Mayor may intervene if a Councilor is violating the spirit of this guideline.

- Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of the staff. Questions posed by the City Councilors should be to provide clarification or additional information on testimony provided.
- The Mayor may exclude immaterial matter. The Mayor, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the Mayor shall announce any such restrictions prior to the commencement of the 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 Manager at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex-parte contacts, and a Councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

Public Hearings Procedures and Time Limits (for all types of quasi-judicial, legislative and administrative hearings).

The following procedures and time limits shall apply:

- Staff will present the staff report.
- Questions (if any) by the City Council for staff.
- Receive any written testimony.
- Open the public hearing for testimony, and time will be limited as follows:
 - Applicant(s) (split between presentation and rebuttal).
 - Person(s) in favor of the applications – 4 minutes each.
 - Person(s) opposed to the application – 4 minutes each.
 - Person(s) neutral with regard to the application – 4 minutes each.
 - Rebuttal from the Applicant(s)
- Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
- Final comments by staff.
- Question of staff, if any, by the Council.
- Discussion by the Council
- Written Communications to Council.

F. Items on Council Agenda.

- i. Paper-Based: Unsolicited paper-based communications submitted, including official City Feedback Forms, that are received by staff, addressed to the Council as a whole concerning a matter on the agenda shall be provided to the Council prior to the meeting or at the meeting and shall be included into the meeting record. Paper forms can be submitted directly to the Council prior to the start of the Community Member / Business Feedback section on the agenda.

Web-Based: Unsolicited electronic communications submitted, including official online City Feedback Forms, that are received by staff, addressed to the Council as a whole concerning a matter on the agenda shall be provided to the Council prior to the meeting or at the meeting and shall be included into the meeting record. The deadline for receiving online communication is at 2pm on the day of the Council meeting.

G. Items not on Council Agenda.

- i. City Feedback Forms that are regarding non-agenda items are first routed to the Mayor, for review, and then included in the packets for the next Council Meeting as deemed appropriate.

CHAPTER 3 – Meeting Time, Location and Frequency

All types of Council meetings are subject to Oregon’s public meetings law and must be notified accordingly.

A. Regular Meetings.

- i. The Council shall meet the second Tuesday evening of each month, with the exception of designated holidays and / or Council recesses.
- ii. Meetings shall begin at 6:45pm.

B. Special Meetings.

- i. Special meetings may be called by the Mayor, by request of three members of the Council, or by the City Manager.
- ii. Notice of the special meeting shall be given to each member of the Council and the City Manager via telephone and email.
- iii. Special Meetings shall be notified in accordance with Oregon’s public meetings law, and, at a minimum, shall be notified at least 24 hours prior to the meeting taking place via email.

C. Emergency Meetings.

- i. Emergency meetings may be called by the Mayor, by request of three members of the Council, or by the City Manager.
- ii. Notice of the emergency meeting shall be given to each member of Council and the City Manager via telephone and email.
- iii. Emergency meetings are those meetings called with less than 24 hours’ notice and the Council shall identify why the meeting could not be delayed in order to allow 24 hours’ notice immediately after calling the meeting to order.
- iv. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

D. Executive Sessions.

- i. Executive sessions may be called by the Mayor, by request of three members of the Council, or by the City Manager.
- ii. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions.
- iii. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor

negotiations, or where the matter involves litigation and the news media is a party to the litigation.

E. Work Sessions.

- i. Work Sessions are held on the first Monday evening of the month as needed.
- ii. Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
- iii. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
- iv. Work sessions may be called by the Mayor, by request of three members of the Council, or by the City Manager.
- v. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

F. Holidays.

In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be cancelled.

G. Location.

- i. Council meetings shall be held in the Council Chambers located at the Donald City Hall, 10710 Main Street NE, Donald, OR 97020.
- ii. In the event that the Council Chambers at City Hall is not available for a meeting; or is not suitable for a particular meeting as determined by the City Manager, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the City.
- iii. Training sessions may be held outside the City's jurisdictional limits, provided no deliberations toward a decision are made.
- iv. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the boundaries of one of participating government entities.
- v. No council meeting shall be held at any place where discrimination on the basis of any individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.
- vi. Council Meetings may occur in any format accepted by State Public Meeting laws, this includes telephone or electronic. All other public meeting rules, both State and Local still apply.

H. Notice.

- i. The City Manager shall provide notice of all meetings in accordance with Oregon's public meeting law.

I. Attendance.

- ii. Members of the Council shall advise the City Manager if they will be unable to attend any meetings. Vacancies for City Councilor positions are defined under City Charter VII. – Vacancies in Office.

CHAPTER 4 – Motions, Debate, Public Comment and Voting

A. Motions. All motions shall be distinctly worded.

- i. The following rules shall apply to motions:
 - a. If a motion does not receive a second, it dies.
 - b. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
 - c. Any motion shall be reduced to writing if requested by a member of the Council.
 - d. A motion to amend can be made to a motion that is on the floor and has been seconded.
 - e. No new motion shall be received when a question is under debate except for the following:
 - To lay the matter on the table;
 - To call for the question;
 - To postpone;
 - To refer; or
 - To amend.
 - f. A motion may be withdrawn by the mover at any time without the consent of the Council.
 - g. Amendments are voted on first, then the main motion is voted on as amended.
 - h. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
 - i. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - j. A call for the question is not permitted until all councilors have been given the floor and at least one full opportunity to speak on the main motion.
 - k. A call for the question fails without a majority vote.
 - l. Debate on the main subject resumes if the motion fails.
 - m. A motion that receives a tie vote fails.
 - n. The Mayor shall repeat the motion prior to a vote.
 - o. A motion to adjourn cannot be amended.

B. Motion to Reconsider.

A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion. In the case of a tie vote, neither side is prevailing side, and a motion to reconsider is therefore not permitted.

- i. No motion, once decided, shall be made more than once in the same meeting.
- ii. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

C. Debate.

The following rules shall govern the debate of any item being discussed by the Council: Every member desiring to speak shall address the Mayor, and, upon recognition by the Mayor, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.

- i. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- ii. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

CHAPTER 5: Minutes

A. Generally.

The City's primary format for meeting minutes is audio with abbreviated written minutes taken called an Action Agenda Summary (AAS).

Electronic copies of the audio recordings and the Action Agenda Summary shall be maintained by the City Manager in accordance with the appropriate record retention schedule.

B. Audio.

- i. The audio recorder must be left on during the entire Council meeting.
- ii. The audio recorder is left on for Executive Sessions and the City Manager must properly process it for recording and upholding confidentially. Requests to obtain or listen to Executive Session audio recordings must be granted by the City Attorney.
- iii. Audio recordings are posted on the City's website within two business days of the Council Meeting

C. Recording Rules.

- i. The City Manager (or representative) must conduct the Roll Call;
- ii. The Mayor (or person presiding over meeting) must state the following information for the recording:
 - Date, starting and ending times and location of the meeting;
 - State the motion;
 - State the name of the Councilors on any motion;
 - State the outcome of any motions, resolutions, orders, ordinances, measures proposed and votes;
 - For non-unanimous votes the Mayor must state each Councilor's name with their vote.
- iii. Public Meeting law requires that the minute's record all substance of any discussion on any matter as well as any reference made to a document at the meeting. An audio recording accomplishes this requirement.

D. Action Agenda Summaries Submittal and Publication.

- i. The Action Agenda Summary shall be posted on the City's website in draft form within 17 business days of the Council meeting. If unforeseen circumstances arise that prevent staff from producing it on time then the Mayor must be notified.

- ii. The draft Action Agenda Summary shall be submitted to the Council as part of the packet prior to the meeting where they will be considered. If unforeseen circumstances arise that prevent staff from producing it on time then the Mayor must be notified.
- iii. Any member of the Council may request an amendment or correction to the AAS prior to a final vote being taken on the minutes.

E. The Action Agenda Summary shall contain the following information:

- i. The date, starting and ending times and location of the meeting;
- ii. Council members and City Staff present;
- iii. Council members absent;
- iv. Record outcomes of all agenda items; ex. motions, resolutions, orders, ordinances, measures proposed and their disposition;
- v. The results of all votes. For non-unanimous votes each Council members name will be recorded with their vote;
- vi. Record substantial information from Community Member / Business Feedback including street name and city of residence of speaker (full address is recorded on the Speaker Form); and
- vii. Record substantial information regarding follow-up tasks and assignments given by the Mayor to Councilors or given to the City Manager by the Council. Dates of meetings set or similar topics that result in need for follow-up will also be recorded in the AAS.

CHAPTER 6 – Appointments

A. Appointments of City Staff.

- i. The Council appoints and can remove those positions as identified in the City Charter. Appointments require a majority vote of the currently serving members of the Council.

B. Reviews.

- i. Any person appointed by the Council shall be subject to annual review by the Council.

C. Removals.

- i. All appointed persons may be removed by a majority vote of the currently serving members of the Council.

D. Interference.

- i. The Council may meet with the municipal judge, but in no instance shall the Council be permitted to interfere with the judge's exercise of judicial authority or discretion.

E. Formal Complaints.

- i. If Council receives a formal complaint directed against any appointed staff, the Mayor will call an executive session of the Council and the appointed staff that the complaint was directed against, unless that staff member requests an open meeting. Council shall comply with the City HR policy on these matters.

F. Appointments of Members to Commissions, Committees:

- i. The Mayor will make a recommendation to Council regarding appointments by City commissions, and committees, including ad-hoc committees (hereinafter "committees"). All such appointments are subject to the approval of City Council by resolution.
- ii. The Planning Commissioners appointment process is as follows in Donald Municipal Code Section 150.03.
- iii. The Budget Committee appointment process is as follows in ORS 294.414, Section 2.
- iv. The Mayor or any three members of the Council may remove a committee member from a City committee prior to the expiration of the term of office subject to the consent of the City Council by

resolution. Council members shall encourage City committee member participation.

G. Appointments to Focus Groups and The Councilor Liaisons

- i. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City Focus Groups as the Mayor deems necessary, and subject to the consent of the City Council by resolution.
- ii. The Mayor will consider Council liaison appointments in January of every year or at the Council's annual Goal Setting sessions. City Charter, Chapter V. Powers and Duties of Officers, Section 20. Mayor.
- iii. Focus Groups will not vote, or make formal City decisions. They should instead discuss specific topics, and delve into a subject matter that is pertinent to the Focus Group. They should generate ideas, provide direction, or work plans for the Council's consideration. They are to make recommendation to Council for vote.

CHAPTER 7 – Ethics, Decorum, Outside Statements

A. Ethics.

- i. All members of the Council shall review and observe the requirements of state ethics law, ORS 244. In addition to complying with state ethics law, all members of Council shall refrain from:

B. Disclosing confidential information.

- i. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
- ii. Expressing an opinion contrary to the official position of the Council without so saying.
- iii. Conducting themselves in a manner so as to bring discredit upon the government of the City.

C. Decorum.

- i. The Mayor shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
- ii. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the Mayor or these rules.
- iii. Members of the City staff and all other persons attending meetings shall observe the City Council's Rules of Procedures and adhere to the same standards of decorum as members of Council.

CHAPTER 8 – Interactions with Staff and City Attorney

A. Staff.

- i. All members of the Council shall respect the separation between the Council's role and the City Manager's responsibility by:
- ii. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
- iii. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
- iv. Limiting individual inquiries and request for information from staff to those questions that may be answered readily as part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
- v. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall require approval of the Council.
- vi. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

B. City Attorney.

- i. Council members may make requests to the City Attorney for advice related to City Business, so long as the request does not require more than two hours in a quarter of the attorney's time. A Councilor may make a request that exceeds two hours in a quarter of attorney time with the concurrence of the majority of the Council.

CHAPTER 9 – Training, Meetings, Expenses, and Reimbursement

A. Training.

- i. The Council is encouraged to attend training sessions throughout the year in order to gain knowledge and understanding of their roles as local elected officials in Oregon. These sessions are largely provided through the League of Oregon Cities, Oregon Association of Mayors, and other similar organizations.
- ii. Requests to attend training should be coordinated through the City Manager. The City Manager's office shall make all necessary arrangements for any training (e.g. registration, accommodations, etc.)
- iii. The training budget for City Council will be prepared each year by the City Manager and approved by City Council through the annual budget adoption process. This money is documented in the General Fund's Community Development Department.

B. Expenses.

- i. City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
- ii. Councilor reimbursable expenses will require advance Council approval.

CHAPTER 10 – Censure and Removal

A. Enforcement.

- i. The Council may enforce these rules and ensure compliance with City Ordinances, Charter and State Laws applicable to governing bodies.
- ii. If a member of the Council violates these rules, City Ordinances, the City Charter or State Laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City Charter.

B. Investigate.

- i. The Council may investigate the actions of any member of the Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City Charter or State Laws applicable to governing bodies has occurred.
- ii. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

CHAPTER 11 – Amendment and Repeal

A. Amendment.

- i. These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
- ii. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
- iii. All amendments to these rules require approval of a resolution.
- iv. Amended rules shall not go into effect until the meeting after the rule was approved.

B. Repeal.

- i. These rules of procedure are subject to repeal and replacements by the Council in accordance with the rules noted herein.
- ii. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
- iii. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
- iv. Any repeal and replacement of these rules requires a majority vote.
- v. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.

C. Annual Review.

- i. Annually, at the January meeting the City Council Rules of Procedures shall be reviewed.