

## **City Council Rules**

### **City of Yachats, Oregon**

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## **1.0 AUTHORITY AND PURPOSE STATEMENT**

The Charter of the City of Yachats requires that the Council adopt rules for the governance of its proceedings. The City utilizes the Council-Manager form of government, which combines the political leadership of local elected officials (Mayor and City Council) with the managerial experience of an appointed City Manager. All power and authority to set policy rests with the City Council. The City Council has hired a nonpartisan City Manager who has broad authority to administer, supervise and lead the organization. The following set of rules shall be in effect upon their adoption by the Council and until such time as they are amended or new rules adopted.

## **2.0 CITY COUNCIL COMPOSITION**

### **2.1 Council Seats**

The Council consists of a Mayor and four Councilors. Election of members is governed by the provisions of the City Charter, provided that, in addition to the qualifications for office set forth in the City Charter, a person shall not be deemed to have been elected to office unless the person shall have received a number of votes equal to at least to 5% of the ballots cast by City residents in said election.

### **2.2 Vacation of Council Seats**

Should a Council position become vacant due to resignation, illness, death or other factors, or when an open seat is not filled in a general election, the Council will solicit candidates to fill the remaining term of the open position. The Council will discuss each candidate's qualifications and merits and subsequently vote to select a single candidate. Vote totals will be public. The selected candidate will immediately be sworn in and seated.

### **2.3 Seating of Elected Officials**

Newly elected Councilors and the Mayor are to be sworn in during the first meeting of the year, pursuant to Oregon law.

## **3.0 MEETINGS OF THE COUNCIL**

### **3.1 Meetings to be Public**

The deliberations and proceedings of the Council shall be open to the public, except as state law may provide otherwise (e.g., executive sessions).

### **3.2 Regular City Council Meetings**

The Council shall meet monthly, on a consistent schedule, as determined by a vote of the current Council, in the City Hall Council Chambers or at any other place that the

Council may direct. If a Council meeting date falls on a recognized City holiday, the Council shall set an alternative date, time and place for that meeting.

### **3.3 Special City Council Meetings**

A special meeting is any meeting that is not a regular meeting, work session or executive session. The Mayor, or in the Mayor's absence, the President of the Council, may call a special meeting of the Council. Three (3) Councilors may also call a special meeting by filing a request with the City Manager. Notice of a special meeting shall be given to each member of the Council and to the public at least 24 hours in advance of the meeting. Notice may be given in writing, in person, by telephone or by email. No business other than that, for which a special meeting is called, can be transacted at a special meeting. Binding votes may be taken in a special meeting. Special meetings should be used sparingly.

### **3.4 Work Session Meetings**

Work Session meetings are informal sessions to review upcoming issues, receive reports, conduct goal setting sessions, and for special training purposes. No resolutions shall be adopted in a Work Session.

#### **3.4.1 Examples of Work Sessions Include:**

- Staff/Council Discussion. Provide an opportunity for discussion between staff and Council to analyze an issue and receive direction from the Council on how to proceed.
- Information. Receive selected information concerning proposed agenda items.
- Available Data. Establish if enough information has been submitted for the Council to make informed decisions so that, if more information is required, City staff can be advised that additional information is required before the regular meeting.
- Provide the City Manager, Mayor, and Council President with guidance on setting the agenda for future regular meetings.

### **3.5 Executive Sessions**

An executive session (a meeting closed to the public) may be held in accordance with the Oregon Public Meetings Law. The Presiding Officer, or three (3) Councilors, may call any regular, special, or emergency meeting into executive session by citing the specific provision of ORS 192.660 that authorizes the session. Executive sessions may also be separately scheduled pursuant to the requirements for special meetings.

#### **3.5.1 Attendance at Executive Sessions**

The Presiding Officer shall determine the persons, other than the Councilors, who may attend an executive session.

#### **3.5.2 Media Attendance**

Representatives of the news media shall be allowed to attend executive

sessions, except those called pursuant to the ORS subsection applicable to deliberations with persons designated to carry on labor negotiations. The Presiding Officer shall instruct any media representatives present not to disclose the substance of any discussion during executive session.

### **3.5.3 Final Decision Prohibited**

No final decision shall be made in executive session. To make a final decision, the Presiding Officer shall either call the meeting into open session or place the decision on the agenda of a future open session.

## **4.0 MEETING PROCEDURES**

### **4.1 Presiding Officer and Duties**

The Mayor, or in the absence of the Mayor, the Council President, shall be the Presiding Officer at all meetings. In case of the absence of the Mayor and the Council President, the City Manager shall call the meeting to order and the Council shall elect a Presiding Officer by majority vote. The Presiding Officer shall conduct all meetings, preserve order, enforce the rules of the Council and determine the order and length of discussion on any matter before the Council subject to these rules. The Presiding Officer may debate and vote on any issue.

### **4.2 Quorum Requirements**

The Presiding Officer shall call the meeting to order at the time designated for a scheduled meeting. Except to adjourn, a quorum is necessary to conduct business at any meeting of the City Council. Quorum is defined by the Charter as a majority of the Council members.

### **4.3 Right of Councilors to be Heard**

Every Councilor desiring to speak shall gain the attention of the Presiding Officer by raising his/her hand and, upon recognition by the Presiding Officer, shall confine their remarks to the question under debate. It is recommended that no Councilor speak more than once on the same subject until all Councilors who wish to speak have had the opportunity to do so. The agenda item "Other Business - Council" is the time for Councilors to offer a topic for consideration for a future Council agenda. Councilors should state their concern up front, followed by a brief explanation of why the Council may want to consider the topic at a future meeting.

#### **4.3.1 Questioning of Staff**

Councilors desiring to question the administrative staff may direct the inquiry to the Presiding Officer or to the person designated by the Presiding Officer to answer the inquiry during the Council meeting.

### **4.4 Administrative Staff, City Employees Addressing Council**

City administrative staff and other City employees desiring to address the Council shall first be recognized by the Presiding Officer and shall address such remarks to the Presiding Officer. The staff shall respond to questions or comments by the Council or members of the public with permission of the Presiding Officer, and shall do so in a polite, tactful manner.

#### **4.5 Public Comment**

There may be an opportunity to speak on scheduled agenda items as the items are announced. An audience member may be recognized by the Presiding Officer by a show of hand and, once recognized, they will be invited to come forward to the podium. A person shall enter into further comment/discussion only after being recognized by the Presiding Officer. After being recognized by the Presiding Officer, the person shall indicate whether they are a resident of the City of Yachats. Audience members are asked to address their comments to the Presiding Officer, avoid personalizing or directing comments to any one or more individuals, try to be succinct and avoid lengthy commentary. Audience members addressing the Council shall be limited to five minutes unless further time is granted by the Presiding Officer. Responses from Councilors should be made after being recognized by the Presiding Officer.

##### **4.5.1 Agenda Item "Public Comment"**

The agenda item "Public Comment" provides an opportunity for any member of the public to speak on any topic that is not on the meeting agenda. Such comments shall be limited to five minutes unless further time is granted by the Presiding Officer.

#### **4.6 Rules of Order**

The City of Yachats has adopted the latest edition of Modern Parliamentary Procedure by Ray E. Keesey as its procedural guide for deliberation and decision making, subject to Charter and ordinance provisions.

##### **4.6.1 Main Motions**

Main motions such as requests for action, policy changes, appointments, etc., may use the following parliamentary procedure. After a motion has been made, the Presiding Officer may:

- Ask if the motion is understood by the entire Council;
- Invite discussion from the Council;
- Restate the motion in its final form (the minutes taker can repeat the motion);
- Ask for the affirmative vote followed by the negative vote; and
- Announces the result of the voting and add any necessary information to interpret or to affect the decision.

##### **4.6.2 Ordinary and Special Motions**

General consent may be used for ordinary and special motions such as:

- to adjourn

- to recess
- to close deliberation
- to postpone
- to refer
- to withdraw, reconsider, or rescind

#### **4.6.3 Points of Order**

The Presiding Officer shall determine all points of order, although the Council may vote to override the Presiding Officer on a point of order.

### **4.7 Order of Business**

The recommended order of business of the City Council is as follows. The Mayor or Presiding Officer has authority to adjust the agenda items and order of business.

- Announcements
- Correspondence
- Public Comment
- Consent Agenda: Staff Reports, Council and Commission Minutes, Financial Reports
- Ordinances for Approval
- Resolutions Memorializing Actions Taken by Simple Motion at Previous Meeting
- Resolutions Not Requiring Further Discussion by Council
- Actions Not Requiring Further Discussion by Council and those actions outlined in Council Rules
- Third Party Reports and Presentations
- Public Hearings
- Ongoing Business
- New Business
- Other Business
- From the Council
- From the Staff

#### **4.7.1 Consent Agenda**

Prior to the vote on the Consent Agenda, a Councilor may request that one or more items be excluded or amended. The remaining items may then be voted upon as a whole. Items removed from the Consent Agenda will be addressed immediately following the Consent Agenda vote and prior to the next agenda item.

### **4.8 Voting Procedures**

The vote on every motion shall be taken and entered in the meeting minutes. The Council will normally exercise its administrative authority by approving resolutions. Actions adopted by simple motion shall be memorialized by adoption of a resolution at the following meeting. Such resolutions shall be placed on the Consent Agenda.

#### **4.9 Duty to Vote**

Except as otherwise provided by law, every Council member shall vote, unless three or more Councilors excuse the member from voting. Any Councilor shall withdraw themselves from consideration of the item being voted on should there exist an ethical concern as described in the Oregon Ethics Rules (which have been summarized by the League of Oregon Cities). If a member is not ready to vote, the member may request additional time to consider their response and the Council may wait.

##### **4.9.1 Reconsideration of Actions Taken**

Any Councilor who voted with the majority may move for a reconsideration of an action at the same or the next regular meeting. Once a matter has been reconsidered at the same meeting, no motion for further reconsideration shall be made without the unanimous consent of the Council.

##### **4.9.2 Absentee Voting**

The right to vote is limited to those present at the time of the vote. Attendance by electronic means is considered presence.

#### **4.10 Public Hearings**

The public hearing procedure shall be followed as set forth in the Municipal Code and any resolutions adopted by the Council. The Presiding Officer may, with approval of the Council, limit the time and number of speakers at each public hearing. In such event, the Presiding Officer shall announce such restriction prior to beginning the hearing.

### **5.0 MEETING ORDERLINESS AND BEHAVIOR**

#### **5.1 Preservation of Order**

The Presiding Officer shall preserve order and decorum, discourage attacks on personalities or the impugning of Councilors' motives, and confine Councilor debate to the question under discussion. Persons in attendance at the meeting who become disorderly, abusive, or disruptive may be removed from the meeting. The Presiding Officer may summon the assistance of law enforcement officers or administrative staff to assist in maintaining order and, if an arrest of a person(s) is deemed necessary by the Presiding Officer to restore or maintain order, the Presiding Officer may sign a complaint or citation on behalf of the City.

#### **5.2 Meeting Decorum**

Meetings shall be conducted considering the following rules and constraints.

##### **5.2.1 Improper Conduct**

The following actions are not condoned by the City Council and may be cause for the Presiding Officer to have the person(s) removed from the Council Chambers. Persons attending via video or telephone connection are subject to the

provisions of this Section.

- Using disruptive language, making loud noise, or conduct which obstructs the work of conducting the Council's business. This includes threatening words or gestures toward anyone in attendance.
- Engaging in violent or distracting action.
- Willful injury to furnishings or the interior of the Council Chambers or other meeting place.
- Refusal to obey any rules of conduct, including the limitations on occupancy and seating capacity.
- Refusal to obey an order of the Presiding Officer or an order issued by a Councilor, which order has been approved by a majority of the Councilors present.

### **5.2.2 Removal Action**

The Presiding Officer shall warn any person(s) whose conduct is described above before taking action to have such person(s) removed.

### **5.2.3 Vacating Council Chambers**

If a meeting is disrupted by members of the audience, the Presiding Officer, or a majority of the Councilors present, may call for a recess until order is restored.

### **5.2.4 Picture Taking and Filming**

Photography and filming in the Council Chambers or other meeting places shall be allowed when permitted by the Presiding Officer.

### **5.2.5 Seating Capacity And Safety Requirements**

The safe occupancy and seating capacity of the Council Chambers, as determined by the Fire Marshal, shall be posted within the Council Chambers. The limitations on occupancy and seating capacity so determined and posted shall be complied with at all times. Aisles shall be kept clear at all times. Members of the audience shall abide by the seating plan in the Chambers and should not move forward of the seating areas unless invited to address and be recognized by the Presiding Officer.

### **5.2.6 Flags, Signs and Posters**

Given limited seating and sight lines in the Council Chambers, flags, posters, signs and placards are not allowed if they obstruct any attendee's sight or auditory access. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as to not interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

### **5.3 News Media**

The Council recognizes the important role of the news media in informing the public about the decisions, activities and priorities of government. Accommodation shall be made, where practical, for members of the press at Council meetings so that they may observe and hear proceedings clearly. The terms "news media," "press" and "Representative of the press," for the purpose of these rules, are interchangeable and mean someone who:

- Represents an established channel of communication, such as a newspaper or magazine, radio or television station; and
- Regularly reports on the activities of government or the governing body.

Final decisions on the qualifications of an individual as a representative of the news media shall rest with the Council.

## **6.0 ANNUAL GOAL SETTING**

### **6.1 Goal Setting Frequency**

In each calendar year, the City Council shall hold a public Goal Setting Work Session in conjunction with the appropriate City department heads.

### **6.2 Procedures and Objectives**

Goal setting considerations include as follows:

- Prior to the Goal Setting Work Session, the City shall solicit comments from Commissions, staff, and the community for additions and amendments to City goals.
- The City Council shall consider community strategic needs, review existing goals as they relate to those needs, and revise goals as appropriate.
- Goals may be both short-term (1-5 years) and long-term (5-20 years).
- Adopted goals shall serve as preliminary groundwork for proposed budget recommendations.
- The Council shall set realistic timetables for accomplishing goals after consultation with appropriate Commissions and staff.
- Appropriate Commissions and department heads shall prepare implementation plans for each City Goal Action and written evaluations shall be conducted semi-annually to measure programs.
- At least semi-annually, staff and the Council shall review progress on goals and make adjustments and recommendations as needed.

## **7.0 MEETING AGENDA PACKETS**

### **7.1 Agenda Development**

At least two weeks prior to the next regularly scheduled meeting, the Mayor, Council

President and City Manager will meet to develop the agenda.

#### **7.1.1 Councilor Input**

At least one week prior to the meeting, any Councilor may request to have an item placed on the Council agenda.

#### **7.1.2 Postponement of Proposed Agenda Item**

Any Councilor may request, if responsible for an agenda item, postponement of the item to another meeting if the Councilor cannot be present at the time the discussion was originally scheduled.

#### **7.1.3 Item Postponement**

Any two Councilors may request that an item be postponed to the following meeting. Further postponement requires a majority vote of the Councilors present.

#### **7.1.4 Public Submission of Agenda Topics**

Public submission of topics for inclusion on future agendas shall be submitted to the Mayor and/or City Manager.

#### **7.1.5 Agenda Additions**

Matters which are not on the agenda may be added after the meeting begins if there is a consensus of the Council to do so. The agenda also allows for "other business" to be discussed at the end of the meeting and, if necessary, action may be taken.

### **7.2 Packet Availability**

Meeting agendas and meeting materials (hereinafter referred to as packets) are public records and will be so maintained and available for public inspection and copying at actual cost. City staff will make every effort to have packets available, physically and electronically, one week before a Council meeting. A complete packet will also be available for audience review during Council meetings.

### **7.3 Packet Material**

The packet shall include materials relevant and in corresponding order to the agenda items.

## **8.0 MEETING MINUTES**

### **8.1 General Format**

All official printed minutes of Council meetings shall comply with Oregon law. While sound and/or video recordings may be made, the printed minutes constitute the official record of Council meetings.

## **8.2 Contents of Minutes**

Minutes shall include:

- The names of Council members and City staff attending the meeting, as well as the names of absent Council members.
- The date, time, and place of the meeting.
- All motions, resolutions, orders, measures and ordinances, whether approved or merely proposed, and the disposition of such motions, resolutions, orders, measures and ordinances.
- The results of all votes taken by the Council and, unless the motion or measure is unanimously approved, the vote of each Council member.
- An outline of the substance of the Council's discussion of any matter.
- A reference to any document discussed at the meeting, subject to public records law.
- The names of members of the public who are invited to address the Council, including a notation of whether the individual is a City resident and the name of the organization, if any, represented by such individual.
- In the case of an emergency meeting, the nature of the emergency that led to the calling of the meeting.

Minutes need not be a verbatim record but shall be sufficient to inform the public of matters discussed and actions proposed or taken.

### **8.2.1 Executive Sessions**

Minutes must also be kept for executive sessions and such minutes shall identify the confidential subject matter that was the basis of the executive session, as set forth in Section 3.5. However, the minutes need not record the details of such confidential matters. If an executive session occurs during a regular Council meeting, the minutes of that regular meeting can satisfy the requirements of this paragraph.

### **8.3 Submission to Council; Approval of Minutes**

After preparation of the draft form by the City Manager or designee, the draft minutes shall be presented to the Council at the next regular meeting. The Council may amend the minutes to more accurately reflect what transpired at a meeting. Before adoption of the Consent Agenda, any Councilor may call for additions or corrections to the minutes and, unless there is disagreement from other Councilors, the motion to approve the Consent Agenda shall include approval of the minutes as amended. The Council may also postpone approval of the minutes, pending review of a transcript (if any) of the relevant portion of the meeting in question. The Council is the final authority regarding the minutes and any amendments thereto. After Council approval, the City Manager shall revise the draft minutes to incorporate any amendments approved by the Council. Under no circumstances shall the minutes be modified following approval by the Council, unless such modification is approved by the Council at a subsequent meeting.

#### **8.4 Retention of Minutes**

Council approved minutes shall be kept in a secure location and shall be retained for at least the duration required by Oregon law.

#### **8.5 Public Access and Copies**

Minutes of meetings shall be made available to the public within a reasonable time after the minutes have been approved. A copy of the official written minutes shall be available for public inspection at City Hall during office hours. A copy of the minutes shall be available to the public at cost. The City Manager shall from time to time establish a copying charge that is reasonably related to the cost of providing such copies, which calculation may reflect both the City's actual cost of making copies, plus an adjustment based on the time spent by City staff in fulfilling a request for a copy of the minutes.

##### **8.5.1 Audio Recordings**

If City staff have made an audio recording of a Council meeting, members of the public shall be allowed to listen to that recording at City Hall during office hours, and shall further be allowed to use their own storage device to make a copy of an audio recording. The City Manager may establish additional reasonable rules and procedures to ensure the preservation of original sound recordings. The City is not required to prepare a transcript of an audio recording, although if the City has prepared a transcript for other purposes, that transcript shall be available to the public, subject to the copying charge applicable to written meeting minutes. The retention period for audio recordings shall be determined by the Council from time to time.

### **9.0 GUIDELINES AND PROCEDURES FOR COUNCILORS**

#### **9.1 General Conduct**

- A Councilor should speak only for himself/herself and not for other Councilors, unless authorized to do so by the Council.
- Councilors should avoid personalizing issues so that discussion of matters may remain issue oriented.
- The City will provide Councilors with a City email address to be used for City business.

While Councilors can communicate among themselves via email, those emails should not include a quorum and may not be forwarded to others in a manner which creates a quorum.

#### **9.2 Record Retention**

All written notes and drawings made by any Councilor during a public meeting are public records subject to the Oregon Public Records Act, and can be requested by the public.

Such notes and drawings must be made available on request during a Councilor's term of office. At the completion of a term, or annually, all such notes shall be submitted to the City Recorder.

#### **9.2.1 Social Media Postings**

If a Councilor posts information on a social media account maintained by the City, such postings are subject to the Oregon Public Records Act. This principle also applies to a Councilor's postings on a private account if that account is being used to distribute City information to the public. In such case, the Councilor is responsible for managing and retaining the social media records in the same manner applicable to written notes and drawings.

### **9.3 Conflict of Interest**

Generally, conflicts of interest arise in situations where a Councilor, as a public official deliberating in a quasi-judicial proceeding, has an actual or potential financial interest in the matter before the Council. Under Oregon law, an actual conflict of interest is defined as one that would be to the private financial benefit of the Councilor, a relative or a business with which the Councilor is associated. A potential conflict of interest is one that could be to the private financial benefit of the Councilor, a relative or a business with which the Councilor is associated. For purposes of this Section, a relative means a spouse, child, sibling or parent of the Councilor or the Councilor's spouse. A Councilor must publicly announce potential and actual conflicts of interest and, in the case of an actual conflict of interest, must refrain from participating in debate on the issue and from voting on the issue.

#### **9.3.1 Statement of Economic Interest**

Annually, Councilors and Planning Commission members must file a Statement of Economic Interest. The City Recorder shall ensure that any correspondence related to this obligation is sent to Councilors.

### **9.4 Legal Advice**

Use of the City Attorney's time must be authorized by the Mayor, Council President or City Manager. If a Councilor wishes to ask the City Attorney for advice that requires legal research, that request must be approved by a majority of the Council. Before requesting research or advice from the City Attorney, Councilors are encouraged to consult with the City Manager to ascertain whether the question can be answered more cost-effectively by alternate means. (The foregoing sentence does not apply to issues related to the performance of the City Manager.) If the City Attorney provides a written response to a Councilor's inquiry, such response shall be provided to the full Council.

### **9.5 Communication with Staff**

Councilors shall respect the separation between policy making and administration by:

- Refraining from interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.

- Respecting the administrative functions of the City Manager and department heads by refraining from actions which could undermine their authority.
- Not attempting to influence or coerce the City Manager or department heads concerning personnel, purchasing, awarding contracts, selection of consultants, processing of development applications or the granting of City licenses and permits.
- Addressing all formal inquiries and requests for information from staff to the City Manager.
- Limiting individual inquiries and requests for information from staff, contract resources 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 should be directed to the City Manager.
- Councilors should never express concerns about the performance of a City employee or contract resource in public, to the employee or contractor directly, or other City employees, volunteers, Commission members, committee members, or outside agencies. Comments about staff or contractor performance should be made to the City Manager through private correspondence or conversation.
- Nothing in this Section precludes Councilors from obtaining information and asking questions during Council meetings or from evaluating the performance of the City Manager.

## **9.6 Sanctions**

Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Council Rules can lead to other sanctions as deemed appropriate by the Council.

### **9.6.1 Initial Response to Infractions**

Council members should point out to the offending Council member infractions of the Council Rules, indicating the specific infraction(s). If the offending behavior continues, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, the matter should be referred to the Council President.

### **9.6.2 Initiation of Sanctioning Process**

The Mayor is responsible for initiating action if a Councilor's behavior warrants sanction. If the Mayor's behavior is in question, then the Council President shall assume that responsibility. If no action is taken by the Mayor or, if applicable, by the Council President, then the alleged violation(s) can be reported to the full Council in a public meeting.

### **9.6.3 Investigation of Infractions**

If there is a question regarding whether a violation of Council Rules has occurred, the issue should be referred to the Mayor, or the Council President if the

Mayor's behavior is in question. The Mayor, or Council President if applicable, should ask the City Manager to investigate the allegation and report the findings to the Mayor or Council President. It is the Mayor's responsibility (or the Council President's, if applicable) to take the next appropriate action. Such action can include, but is not limited to: discussing and counseling the individual regarding the violation(s); recommending sanctions to the full Council for consideration at a public meeting; or forming an ad hoc subcommittee of the Council to review the allegation and results of any investigation, and to recommend sanction options to the full Council.

## **9.7 Confidentiality**

### **9.7.1 Confidential Documents and Information**

In the case of matters that are confidential and not subject to disclosure under the Oregon Open Meetings Act, Councilors shall keep all written materials provided to them in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, City staff, or the City Attorney.

### **9.7.2 Confidential Negotiations**

If the Council in executive session has provided direction to City staff on proposed terms and conditions for any type of negotiation, whether related to property acquisition or disposal, pending or likely claims or litigation, labor negotiations or personnel matters, all contact with other parties shall be made by designated City staff or other representatives of the City. Unless authorized by the Mayor, Councilors may not have any contact or discussion with any other party or its representative, nor communicate any executive session discussion.

### **9.7.3 Authorized Disclosures**

All public statements, information, or press releases relating to a confidential matter will be handled by staff designated by a majority of the Council.

### **9.7.4 Sanctions for Disclosures**

The Council, by vote, may reprimand or take any other appropriate legal action against a member who discloses a confidential matter.

## **9.8 Expenses and Reimbursement**

Councilors will follow the same rules and procedures for reimbursement as those applicable to City employees, as established by City policy. Councilor expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) must require advance Council approval according to the purchasing rules that apply Citywide.

### **9.8.1 Travel**

A Council member who will be traveling on City business may make his or her own reservations for travel and lodging in accordance with City policy. Upon request to the City Manager, travel accommodations for Council members will be made by City staff. The City does not reimburse Councilors for expenses incurred by their spouses.