

## **RESOLUTION NO. 3407**

### **A RESOLUTION ADOPTING REVISED RULES OF PROCEDURE FOR USE AT MEETINGS OF THE CITY COUNCIL OF BAKER CITY.**

WHEREAS, the City Council of the City of Baker City has previously adopted rules of procedure for use at meetings of the Council, and

WHEREAS, a Council committee has reviewed said rules and has proposed certain revisions, and

WHEREAS, the Council has discussed these proposed revisions and determined them to be useful,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Baker City, Oregon that the following rules of procedure shall be adopted;

The general purpose of these rules of procedure is to ensure that meetings are run efficiently and according to simple, democratic principles, and to facilitate progress while protecting the fundamental right of the majority to rule, as well as the right of the minority to be heard.

1. Regular Council meetings shall be held on second and fourth Tuesdays of each month as set by Resolution.
2. Agenda items should be presented to the City Manager before noon on Wednesday before the Tuesday Council meeting or be delayed until the next Council meeting. All agenda items should have a staff report accompanying the agenda with a City Manager opinion. The agenda is to be distributed to Council and posted on the city web-site by Friday afternoon.
  - a) The invocation is part of the Council Agenda. It should follow the guidelines set forth in Exhibit A, attached hereto and by this reference made a part hereof.
3. 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.
4. In case of the absence of the Mayor and the Acting-Mayor of the Council, the Recorder shall call the Council to order and call 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 sit until either the Mayor or Acting-Mayor of the Council appears.

5. The presiding officer shall preserve decorum and decide all questions of order, subject to appeal to Council.

a) During Council meetings, council members shall preserve order and decorum and shall neither by conversation nor otherwise delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the Council. Every Councilor desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine comments to the question under debate and shall avoid all personalities and indecorous language. Every Councilor desiring to question the administrative staff shall address the question to the City Manager who shall be entitled either to answer the question himself or so designate some member of his staff for that purpose. A Councilor once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Councilor is called to order while speaking the Councilor shall immediately cease speaking until the question of order is determined. If ruled to be in order, the Councilor shall be permitted to proceed. If ruled to be not in order, the Councilor shall remain silent or shall alter the remarks so as to comply with the rules of the Council. All members of the Council shall accord the utmost courtesy to each other, to city employees, and to public members appearing before the Council and shall 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 as to the particular matters before the Council and in debate shall confine their remarks to the issues before the Council.

b) Public members attending Council meetings shall also observe the same rules of propriety, decorum, and good conduct applicable to members of the Council. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the council or while attending the council meeting shall be removed from the room as directed by the presiding officer. The removal shall be effected by whomever the presiding officer designates. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the presiding officer who shall direct the removal of such offenders from the room.

Any public member desiring to address the Council shall be recognized by the chair, shall state name and address in an audible tone for the record, and shall limit the remarks to the

agenda item under discussion. All remarks and questions shall be addressed to the Council as a whole and not to an individual member thereof. All remarks and questions addressed to the administration of the city shall be addressed to the City Manager and not to any individual city employee. No person other than members of the Council and the person having the floor shall enter into any discussion before the Council without the permission of the presiding officer.

The Mayor may invoke a sign-up sheet for public testimony and/or set a time limit on public testimony as needed.

6. The City Attorney shall provide any member of the Council an oral or written opinion to decide any question of law, with the approval of the Council, but not to decide upon any parliamentary rules; however, the City Attorney may advise the presiding officer on parliamentary matters.
7. When recognized by the chair a member shall confine discussion to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member shall address the chair or demand the floor while any vote is being taken.
8. No member stopped from voting by personal interest shall remain seated with the Council during the debate or vote on any such matter.
9. Any member may appeal to the Council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state the reason for the same, and the presiding officer may briefly explain the ruling; but there shall be no debate on the appeal, and no other member shall participate in the discussion. The presiding officer shall then put the question, "Shall the decision of the chair be sustained?" If a majority of the members present vote "Aye", the ruling of the chair is sustained; otherwise it is overruled.
10. No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken. Nor shall a member speak for a longer time than ten minutes without leave of Council.
11. Every member present when a question is put shall vote either "YEA" or "NAY" by raise of hand, unless 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.
12. Upon demand of any member made before the negative has been

put, the roll shall be called for yeas and nays upon any question before the Council. It shall not be in order for members to explain their vote during the roll call.

13. City Councilors occupy positions of public trust. 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 both as to the legality and to the propriety of such transactions.

14. When a motion is made and seconded, it shall be stated by the chair before debate. Any member may demand that it be put in writing. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of the Council.

15. Elections and appointments to city boards and commissions shall be governed by the following procedure:

- a) An open public roster for nominees to appointive positions shall be maintained at City Hall. Interested citizens may register for any position at any time during the year.
- b) When a vacancy occurs on any board, committee, or commission the public shall be informed of such vacancy along with an explanation of the duties and functions of the particular board, committee or commission. All interested citizens shall be encouraged to register at City Hall before a stated closing date.
- c) At the first Council meeting after the stated closing date the City Manager shall present the names and application packets of all persons who have so registered to the Council. These persons will be screened by the City Manager prior to the meeting as to availability to serve.
- d) The names so submitted by the City Manager shall be considered as being placed in nomination. Nominations would be closed at the meeting and positions would then be voted on.
- e) If more than one position is to be filled on a single board or commission, each Councilor shall cast a ballot containing the same number of votes as there are vacant positions. The highest vote getters shall be considered appointed providing they receive the votes of a majority of Councilors present and voting. If the first ballot does not effect the appointment of persons to fill all vacancies, the Council shall vote again and each Councilor shall cast the same number of votes as there are remaining positions to be filled. Again, the highest vote getters equal to the number of positions to be filled shall be appointed provided each receives a majority vote of the Councilors present and voting. Voting shall continue

in this manner until all vacant positions are filled. At the discretion of the Council, any vacant position can be re-posted for acceptance of new applications with appointment to be made at a later meeting.

16. These rules may be temporarily suspended upon a determination of two-thirds of the Councilors present that an emergency exists and such suspension is therefore necessary.

17. Each member should support the collective decision-making of the Council.

PASSED by the City Council of the City of Baker City, Oregon, and signed by the Mayor of Baker City, Oregon, this 12<sup>th</sup> day of March, 2002.

## **Exhibit A Invocation Guidelines**

The invocation is an agenda item of the City Council and the following guidelines shall apply:

1. Invocations are given at the beginning of regularly scheduled meetings.
2. Scheduling of persons to lead invocations shall be done by the Mayor or such person as the Mayor may appoint from time to time.
3. Recommendations by individual Council Members for guests to lead invocations may be submitted to the Mayor.
4. Invocations should be brief. An inspirational, non-partisan selection is appropriate.
5. Religious and cultural diversity is appreciated.