

RESOLUTION NO. 2017-66

**RESOLUTION AMENDING CITY COUNCIL RULES OF PROCEDURE, SECTION 6,
AGENDA AND ORDER OF BUSINESS; AMENDING RESOLUTION NO. 2009-45**

WHEREAS, City Charter, Section 10, provides that the Council must adopt Council Rules by resolution to govern its meetings and proceedings; and

WHEREAS, Resolution No. 2009-45 establishes the current Council Rules of Procedure; and

WHEREAS, It is the desire of the Council to amend Council Rules of Procedure, Section 6, Agenda and Order of Business, to clarify how Councilmembers may place items on the Council agenda; and

WHEREAS, City Manager, City Attorney and City Council met in Work Sessions on May 8, June 24 and September 25, 2017, and discussed the proposed amendments to the Council Rules of Procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The Forest Grove City Council hereby approves amending Resolution No. 2009-45, City Council Rules of Procedure, Section 6, as outlined below (~~strikethrough~~ is deleted language and underline is new language):

~~6.3 — Scheduling of Agenda Items — Items may be placed on the preliminary Council agenda by the following methods: 1) a vote of the Council; and 2) a Councilmember may advise the Mayor or City Manager no later than ten (10) days prior to the meeting at which the item is to be considered.~~

6.3 Councilmembers Scheduling Agenda Items:

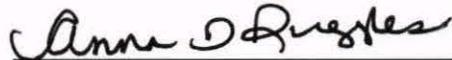
1. At any meeting of the Council, a Councilmember may request the Council add or delete an item from the final agenda for that night's meeting. The request must be approved by a majority of the Councilmembers present at the meeting and the request must not require a staff report.
2. If a Councilmember wishes to propose an item for a future agenda, the Councilmember must propose the agenda item at a Council meeting and it must be approved by a majority of the Councilmembers present at the meeting before being placed on the final agenda for the next Council meeting or an agreed upon future Council meeting.

6.4.4 ADDITIONS OR DELETIONS – Changes may be made to the final agenda at the request of the City Manager. Item(s) added to the final agenda may be placed on the final agenda as Item 4. A. or prior to the City Manager’s Report.

6.5 Changing Order of Business – At any meeting of the Council, the order of the business may be changed or any part thereof suspended or ~~items added~~ for such meeting upon consensus of the majority of the Councilmembers present.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 9th day of October, 2017.



Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 9th day of October, 2017.



Peter B Truax, Mayor



A place where families and businesses thrive.

CITY RECORDER USE ONLY:	
AGENDA ITEM #:	17
MEETING DATE:	09/17
FINAL ACTION:	200 2017-64

CITY COUNCIL STAFF REPORT

TO: City Council

FROM: Jesse VanderZanden, City Manager

PROJECT TEAM: Ashley Driscoll, City Attorney, and Anna Ruggles, City Recorder

MEETING DATE: October 9, 2017

SUBJECT TITLE: Resolution Approving Amendments to Council Rules of Procedure

ACTION REQUESTED:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Order	<input checked="" type="checkbox"/> X	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion	<input type="checkbox"/> Informational
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X all that apply

BACKGROUND: The City Charter, Section 10, provides that Council must adopt Council Rules by resolution to govern its meetings and proceedings. Resolution No. 2009-45 establishes the current Council Rules of Procedure. Section 6, Agenda and Order of Business, contains ambiguous language for placing items by Councilmembers on the Council agenda.

The City Manager, City Attorney and Council met in Work Sessions on May 8, June 24 and September 25, 2017, and discussed proposed amendments that would clarify how Councilmembers may place items on the Council agenda. Council did not want to give individual Councilors the authority to place an item on the agenda unilaterally and recognized that occasionally items would come up during a Council meeting that may need to be addressed that evening.

As proposed, an item that requires no staff preparation may be added to the agenda by a majority vote of the Councilmembers present at the meeting. An item that requires staff preparation may be added to a future agenda – either the next meeting or an agreed upon meeting in the future by a majority vote of the Councilmembers present at the meeting. If an item is added to the agenda under subsection 6.3.1 (for that night’s meeting), there is no restriction on where that agenda item will be placed. This allows Council and City Manager to determine the appropriate time on the agenda to add the item.

The proposed amendments to Section 6 are outlined below (~~strikethrough~~ is deleted language and underline is new language):

~~6.3—Scheduling of Agenda Items—Items may be placed on the preliminary Council agenda by the following methods: 1) a vote of the Council; and 2) a Councilmember may advise the Mayor or City Manager no later than ten (10) days prior to the meeting at which the item is to be considered.~~

6.3 Councilmembers Scheduling Agenda Items:

1. At any meeting of the Council, a Councilmember may request the Council add or delete an item from the final agenda for that night's meeting. The request must be approved by a majority of the Councilmembers present at the meeting and the request must not require a staff report.
2. If a Councilmember wishes to propose an item for a future agenda, the Councilmember must propose the agenda item at a Council meeting and it must be approved by a majority of the Councilmembers present at the meeting before being placed on the final agenda for the next Council meeting or an agreed upon future Council meeting.

6.4. 4. ADDITIONS OR DELETIONS – Changes may be made to the final agenda at the request of the City Manager. Item(s) added to the final agenda may be placed on the ~~final~~ agenda as Item 4. A. or prior to the City Manager's Report.

6.5 Changing Order of Business – At any meeting of the Council, the order of the business may be changed or any part thereof suspended or ~~items added~~ for such meeting upon consensus of the majority of the Councilmembers present.

FISCAL IMPACT: None

STAFF RECOMMENDATION: Staff recommends the City Council adopt the attached resolution.

ATTACHMENT(s):
Resolution