

RESOLUTION NO. 2020-104

RESOLUTION AMENDING COUNCIL RULES TO INCORPORATE AN INTRODUCTORY STATEMENT AND A REGULAR SESSION END TIME

WHEREAS, on September 11, 2020, the Council held a mini-retreat work session to discuss changes to the Council Rules regarding roles and responsibilities of elected officials, council communications, statements to the media, use of title and letterhead, ethics, decorum and censure, interactions with city staff and city attorney, serial communications, and public meetings law; and

WHEREAS, the Council reached consensus the Team Agreement and City Council Orientation are redundant and should be reviewed vis-à-vis the Council Rules, and

WHEREAS, the Council reached consensus the League of Oregon Cities (LOC) "Model Rules of Council Procedure" (Model) should be used a template from which to originate proposed Council Rule changes; and

WHEREAS, the Council reached consensus during an October 12, 2020, Work Session to amend the Council Rules to include an introductory statement and a regular session end time.

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

Section 1. The City Council amends the City Council Rules of Procedures to include an Introduction stating:

INTRODUCTION

In Oregon, many city charters, including Forest Grove, require a city council to establish rules of procedure for how council meetings will be governed, how appointments will be made and how council members are to interact with other councilors and city staff. The City Charter is the foundation for city governance; the Council Rules put it into practice.

Establishing rules of procedure for council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to council members on how they are to interact and engage with councilors, city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the council are elected to office.

Council rules are not exhaustive and council members should work together in good faith to identify areas in which rules are needed. City councils have a lot of discretion in

determining how to conduct their business and can exercise their inherit discretion in crafting a set of rules that match their community's culture, needs and values.

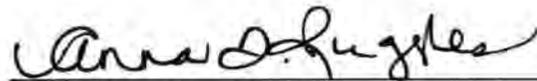
Section 2. The City Council amends the City Council Rules of Procedures Section 3.1 to read:

Section 3.1 Regular Meeting - The City Council will meet in regular session on the second and fourth Mondays of each month from 7:00-9:30 p.m. in the Community Auditorium, 1915 Main Street, or at another place in the City which the Council designates. The express approval of a majority of a quorum of the Council is necessary to extend the regular session past 9:30 p.m.

All other language in Section 3.1 would remain unchanged.

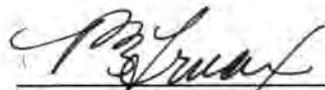
Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 9th day of November, 2020.



Anna Ruggles, City Recorder

APPROVED by the Mayor this 9th day of November, 2020.



Peter B. Truax, Mayor



A place where families and businesses thrive.

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| <i>CITY RECORDER USE ONLY:</i> | |
| AGENDA ITEM #: | <u>9</u> |
| MEETING DATE: | <u>11/9/2020</u> |
| FINAL ACTION: | <u>Reso 2020-104</u> |

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna Ruggles, City Recorder
Jesse VanderZanden, City Manager*

MEETING DATE: *November 9, 2020*

SUBJECT TITLE: *Resolution Amending City Council Rules of Procedure*

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|--------------------------|------------------------------------|--------------------------------|--|---------------------------------|--|
| ACTION REQUESTED: | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Order | <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Motion | <input type="checkbox"/> Informational |
|--------------------------|------------------------------------|--------------------------------|--|---------------------------------|--|

X all that apply

BACKGROUND:

The City Council held a work session on October 12 to discuss Council Rule changes. The work session was the first of several proposed work sessions on Council Rules. The work session followed a mini-retreat on September 11 about the roles and responsibilities of elected officials, council communications, statements to the media, use of title and letterhead, ethics, decorum and censure, interactions with city staff and city attorney, serial communications, and public meetings law.

CURRENT STATUS:

The Council reached consensus on two items at the October 12 work session: 1) to incorporate an introduction to the Council Rules modeled after the League of Oregon Cities (LOC) "Model Rules of Council Procedure" (Model) that explains the Council Rules and 2) to incorporate the meeting end time from the Team Agreement into the Council Rules, with a proviso the Council must vote to approve the meeting going past the end time.

The template below is provided to review the proposed rules:

- Regular text indicates existing Council Rule language.
- **Bold** text indicates proposed new Council Rule language.
- ~~Strikethrough~~ indicates proposed deleted existing Council Rule language.
- **Red** text indicates provisions from the Team Agreement.

The proposed rule revisions are as follows:

1. INTRODUCTION

In Oregon, many city charters, including Forest Grove, require a city council to establish rules of procedure for how council meetings will be governed, how appointments will be made and how council members are to interact with other councilors and city staff. The City Charter is the foundation for city governance; the Council Rules put it into practice.

Establishing rules of procedure for council meetings has several benefits. First, it allows for meetings to be run in an efficient and consistent manner. Second, it allows for the council and residents to debate matters of public concern in a courteous and respectful manner that lessens the likelihood of discontent and friction. Third, rules provide guidance to council members on how they are to interact and engage with councilors, city employees and members of the public. Fourth, rules of procedure ensure continuity and stability during transition years when new members of the council are elected to office.

Council rules are not exhaustive and council members should work together in good faith to identify areas in which rules are needed. City councils have a lot of discretion in determining how to conduct their business and can exercise their inherent discretion in crafting a set of rules that match their community's culture, needs and values.

2. MEETING END TIME

Section 3.1 Regular Meeting (~~Charter, Section 11~~) - The City Council will meet in regular session on the second and fourth Mondays of each month at ~~from~~ 7:00-9:30 p.m. in the Community Auditorium, 1915 Main Street, or at another place in the City which the Council designates. **The express approval of a majority of a quorum of the Council is necessary to extend the regular session past 9:30 p.m.**

If the above changes are made, the final language is indicated below. All other language in Section 3.1 would remain the same.

Section 3.1 Regular Meeting - The City Council will meet in regular session on the second and fourth Mondays of each month from 7:00-9:30 p.m. in the Community Auditorium, 1915 Main Street, or at another place in the City which the Council designates. The express approval of a majority of a quorum of the Council is necessary to extend the regular session past 9:30 p.m.

STAFF RECOMMENDATION:

Staff recommends the Council consider the attached resolution.

ATTACHMENT:

Resolution amending Council Rules.