



CITY OF CARLTON

2023 Rules of Procedure for City Council



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Chapter 1 - Councilor Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our great City of Carlton and the 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:

Do the right thing, in doing the right thing, I will:

- A. Be honest with fellow Council members, the public and others.
- B. Credit others' contributions to moving our community's interest forward.
- C. Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
- D. Reject gifts, services or other special considerations, given with the intent to influence your decisions.
- E. Protect 2. information concerning litigation, personnel, property or other affairs of the City.
- F. Use Public resources such as staff time, equipment, supplies or facilities, only for City-related business.

Get It Done, in getting it done I will:

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

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

- A. Promote meaningful public involvement in the decisions making process.
- B. Treat Council members, board members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
- C. 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.
- D. Respect the distinction between Council and staff.
- E. Encourage participation of all persons and groups.

Chapter 2 - General Governance

Section I: Rules of Procedure and Quorum

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for city council meetings, and any subcommittee of Carlton City Council, shall be guided by Robert's Rules of Order, as it may be amended from time to time.
- B. 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.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

Section II: Presiding Officer.

- A. 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:
 - 1. The City Recorder shall call the council meeting to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. The presiding officer shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
 - 4. 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.

Section III: Agendas.

- A. The City Manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.
- B. Agendas and informational material for meetings shall generally be distributed to the Council at least three (3) days preceding the meeting.
- C. The City Manager may remove any items on the consent agenda, 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 presiding officer shall announce such removal under Approval of Agenda.
- D. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager at least two weeks before the meeting.
- E. Notwithstanding, three members of City Council may request an item be placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove agenda items placed on that agenda per this provision.

Section IV: Order of Business.

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 City Manager prior to the meeting agenda being made available to the public, except that the Citizen Comments portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:

- Call to order
 - Pledge of Allegiance
 - Roll call
 - Approval of Agenda
 - Citizen Comments
 - Consent Agenda
 - New Business
 - Public Hearings
 - City Manager Report
 - Council Announcements
 - Adjournment
- A. Call to order. The presiding chair shall call all meetings of the Council to order.
- B. Roll call. The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
- C. Consent Agenda. To expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.
 2. 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 Approval of Agenda portion of the agenda.
- D. Citizen Comments
1. An opportunity for citizen comment will be reserved for every regular, special, and emergency meeting of the Council. This period shall not exceed a maximum of 30 minutes unless a majority of Councilors present vote to extend the time.
 2. Citizen 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 questions of and receives answers from the Council or City staff.
 3. Persons wishing to speak during citizen comments must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, not later than the Call to Order. This requirement shall be waived during meetings conducted digitally.
 4. Except as otherwise provided herein, the public shall be entitled to comment during citizen 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. Citizen comments shall not be used to testify about a quasi-judicial land use matter.

5. Speakers are limited to three minutes. The speakers will be called upon in the order in which they have submitted Request to Speak forms, or as recognized by the Mayor during digital meetings until the time allotted for citizen comments has expired. Speakers shall identify themselves by their names and address. All remarks shall be addressed to the presiding officer.

E. Public Hearings Generally

1. A public hearing will be held when required by law and may be held on any matter upon the majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial, or administrative matters.
2. Persons wishing to speak must sign and submit a Request to Speak form provided by the City, which must include the person's name and address prior to the commencement of the public hearing at which the person wishes to speak. This requirement shall be waived during meetings conducted digitally.
3. The Mayor or City Planner shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall read a statement setting forth the procedures for the hearing and the applicable time limits. The presiding officer shall then declare the hearing open.
4. Speakers shall identify themselves by their names and address. All remarks shall be addressed to the presiding officer.
5. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided.
6. Questions 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 presiding officer may intervene if a Councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of public testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude immaterial matter. The presiding officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing, provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
9. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. 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 Recorder 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.

H. Public Hearing Procedures and Time Limits

1. For Quasi-Judicial hearings, the following procedures and time limits shall apply:

- a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 - Applicant(s) – 30 min (split between presentation and rebuttal).
 - Person(s) in favor of the application – 3 min each.
 - Person(s) opposed to the application – 3 min each.
 - Person(s) neutral with regard to the application – 3 min each.
 - Rebuttal from the Applicant(s) – the remainder of 30 min.
 - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - f. Final comments by staff – 15 min.
 - g. Question of staff, if any, by the Council.
 - h. Discussion by the Council.
2. For Legislative hearings with an applicant, the following procedures and time limits shall apply:
- a. Staff will present the staff report.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony, and time will be limited as follows:
 - Applicant(s) – 30 min (split between presentation and rebuttal).
 - Person(s) in favor of the application – 4 min each.
 - Person(s) opposed to the application – 4 min each.
 - Person(s) neutral with regard to the application – 4 min each.
 - Rebuttal from the Applicant(s) – the remainder of 30 min.
 - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - f. Final comments by staff.
 - g. Questions of staff, if any, by the Council.
 - h. Discussion by the Council.
3. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
- a. Staff will present the staff report.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.

- d. Open the public hearing for testimony, and time will be limited to 3 minutes per person. Any interested person may present testimony.
 - e. Close the public hearing (no other comments will be heard from the public).
 - f. Final comments by staff.
 - g. Questions of staff, if any, by the Council.
 - h. Discussion by the Council.
4. For Appeals, the following procedures and time limits shall apply:
- a. Staff will present the staff report – 15 min.
 - b. Questions (if any) by the City Council for staff.
 - c. Receive any written testimony.
 - d. Open the public hearing for testimony. Only those who previously went on the written or verbal record in connection with the decision being appealed may appear before Council on appeal. Time will be limited as follows:
 - Applicant(s) – 30 min (split between presentation and rebuttal).
 - Person(s) in favor of the application – 3 min each.
 - Person(s) opposed to the application – 3 min each.
 - Person(s) neutral with regard to the application – 3 min each.
 - Opposing party on appeal - 30 mins (to be divided equally if there are opposing parties).
 - Rebuttal from the Applicant(s) – the remainder of 30 min.
 - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
 - f. Final comments by staff – 15 min.
 - g. Questions of staff, if any, by the Council.
 - h. Discussion by the Council.
- I. Written Communications to Council
1. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters on the agenda shall be provided to the Council prior to the meeting or at the meeting. They shall be included in the meeting record.
 2. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters that are not on the agenda shall be forwarded to the Council.

Chapter 3 – Meeting Time, Location and Frequency

Section I: Regular meetings.

The Council shall meet every first Tuesday evening of each month, except for designated holidays and/or Council recesses. Meetings shall begin at 7:00 P.M. and the Council and Mayor shall endeavor to normally complete all agenda items and adjourn by 9:30 P.M.

Section II: Special meetings.

- A. Special meetings may be called by the Mayor, by request of four members of the Council, or by the City Manager.
- B. Notice of the special meeting shall be given to all members of the Council and the City Manager via email.
- C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

Section III: Emergency meetings.

- A. Emergency meetings may be called by the Mayor, by the request of four members of the Council, or by the City Manager.
- B. Notice of the emergency meeting shall be given to all members of the Council and the City Manager via telephone and email.
- C. Emergency meetings are those meetings called with less than 24 hours' notice, and the Council shall identify why the meeting could not be delayed to allow 24 hours' notice immediately after calling the meeting to order.
- D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
- E. Emergency meetings shall be noticed in accordance with Oregon's public meetings law.

Section IV: Executive Sessions.

- A. Executive sessions may be called for a lawful purpose by the Mayor, by the request of four members of Council, by the City Manager or by the City Attorney.
- B. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions. Matters discussed in Executive Session shall be kept confidential by the participants in accordance with ORS 192.660.
 - 1. 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.

Section V: Work Sessions.

- A. Work sessions of the City Council are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
- B. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- C. Work sessions are intended to allow for preliminary discussions and presentations, and the Council will not normally take formal or final action on any matter at a work session
- D. Work sessions may be called by the presiding officer, by the request of three members of Council, or by the City Manager.
- E. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

Section VI: Holidays.

In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that month shall be canceled or rescheduled.

Section VII: Location.

- A. Council meetings shall be held in the Council Chambers located at Carlton City Hall.
- B. In the event that the Council Chamber 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.
- C. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.
- D. Interjurisdictional meetings may be held outside of the City's jurisdictional limits. Still, they should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of one of the participating government entities.

Section VIII: Notice.

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

Section IX: Attendance.

Members of the Council shall advise the City Manager if they are unable to attend any meetings. Vacancies for City Councilor positions based on non-attendance are prescribed under Section 7.8 of the City charter. Members of the Council may, upon pre-arrangement, attend meetings of the City Council telephonically or by electronic or digital media when they are unable to attend in person.

Chapter 4 - Motions, Debate, Public Comment and Voting

Section I: Motions.

All motions shall be distinctly worded.

A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. 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.
3. A motion to amend can be made to a motion that is on the floor and has been seconded.
4. No new motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
5. A motion may be withdrawn by the mover at any time without the consent of the Council.
6. Amendments are voted on first; then, the main motion is voted on as amended.
7. 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.
8. A call for the question is intended to close the debate on the main motion; it does not require a second and is not debatable.
 - a. 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.
 - b. A call for the question fails without a majority vote.
 - c. Debate on the main subject resumes if the motion fails.
9. A motion that receives a tie vote fails.
10. The presiding officer, the City Recorder, or the City Attorney may repeat the motion prior to a vote.
11. 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 the prevailing side, and a motion to reconsider is therefore not permitted.

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

Section II: Debate.

The following rules shall govern the debate of any item being discussed by the Council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

Chapter 5 - Minutes

Section I: Generally.

- A. All minutes shall be in written form, with an electronic copy (except as permitted by ORS Chapter 192) maintained by the City Recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
 - 1. The date, time and place of the meeting;
 - 2. The members present;
 - 3. The motions, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

Section II: Approval.

- A. The Council shall approve regular and special meeting minutes.
- B. All minutes of open Council Sessions shall be approved within ninety days of the meeting having occurred, or at the next available meeting thereafter.
- C. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting, where they will be considered.
- D. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

Chapter 6 – Appointments

Section I: Appointments of Members to Boards, Commissions, and/or Committees.

A. Boards and Commissions Appointments

1. The Mayor, as permitted by the City Charter, appoints members of City commissions, boards, and committees, including ad-hoc committees (hereinafter “committees”) with the approval of a majority vote of the Council. All such appointments are subject to the consent of the City Council. All applications for membership to City commissions, boards, and committees will be presented to the City Council at the time of City Council’s consent.
2. A citizen may not serve on more than one City committee simultaneously without the approval of the City Council. A citizen serving on two City committees may not be the chairperson of both City committees simultaneously.
3. The Mayor or any four members of the Council may remove a citizen from a City committee prior to the expiration of the term of office subject to the consent of the City Council.
4. Council members shall encourage City committee member participation.

B. Councilor Liaisons

1. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City committees, as the Mayor deems necessary and subject to the consent of the City Council. The Mayor will consider Council liaison appointments in January of every year or at the Council’s annual Goal Setting sessions.
2. The Mayor, in collaboration with council members, will appoint Councilors as liaisons to all non-City commissions, boards, and committees as the Mayor deems necessary, subject to the consent of the City Council by resolution.
3. The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.
4. Council members as liaisons will not vote on any issue before the committee.

Chapter 7 - Ethics, Decorum, Outside Statements

Section I: Ethics.

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

- A. Disclosing confidential information.
- B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
- C. Expressing an opinion contrary to the official position of the Council without so saying.
- D. Conducting themselves in a manner so as to bring discredit upon the government of the City.

Section II: Decorum.

- A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
- B. 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 presiding officer or these rules.
- C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.

Section III: Statements to the Media and Other Organizations

- A. Representing City. If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
- B. Personal Opinions. If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

Chapter 8 - Interactions with Staff & City Attorney

Section I: Staff.

All members of the Council shall respect the separation between the Council's role and the City's Manager's responsibility by:

- A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
- B. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
- C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of the staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
 1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall generally require the approval of the Council.

Section II: City Attorney.

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 per month of the attorney's time. A Councilor may make a request that exceeds two hours per month of attorney time with the concurrence of the Mayor, the City Manager, or a majority of the Council.

Chapter 9 – Training, Expenses, and Reimbursement

Section I: Training.

- A. The Council is encouraged to attend training sessions throughout the year 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.
- B. 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.)
- C. 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.

Section II: Expenses.

- A. City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
- B. Councilor expenditures for non-routine reimbursable expenses in excess of \$500 will require advance Council approval. Routine reimbursable expenses are defined as conference registrations, meeting attendance, mileage, and other similar expenses.
- C. The City Manager shall provide a quarterly or other periodic reports to the City Council of all expenses related to City Councilors.

Chapter 10 – Censure and Removal

- A. The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. 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. The Council may direct the investigation of the actions of any member of 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. 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 - City Council Preparation

- A. Councilmembers to avoid surprising their colleagues or staff. To the maximum extent possible, Councilmembers advise the City Manager in advance of issues or questions they intend to bring up at a public meeting. This refers to issues and questions that the staff would generally anticipate or have researched for that particular meeting. Getting minor questions resolved with staff prior to a public meeting will shorten meetings and move the agenda forward in a timely manner.
- B. Councilmembers should be prepared for Council or Committee meetings, which includes having read all agendas and supporting documentation prior to a meeting.
- C. Councilmembers should stay abreast of regional issues affecting neighboring cities, counties, and the operations of other districts or agencies.

Chapter 12 - Public Meetings

- A. Recusal/Conflict of Interest – Any Councilmember who desires to recuse himself or herself for bias, conflict of interest, or any other reason shall do so as soon as the item is called and shall leave the Council dais until the item is concluded.
- B. Any Council member may request a continuance of an item on the agenda if that Councilmember needs more time to become fully informed and able to render a decision. However, a continuance need not be granted if a majority of the Council deems it necessary to render a decision at the agendized time.
- C. If any Councilmember becomes aware of an unexpected issue that may be brought up by a member of the public at a Council, commission, or committee meeting, that Councilmember will, as a courtesy, inform the Mayor and the City Manager to the extent legally possible.
- D. Councilmembers are expected to attempt to persuade their colleagues to their point of view through reasoned debate, but also to accept the Council’s ultimate decision graciously and as final. Councilmembers should not place the City Manager or staff in the position of having to deal with minority positions that do not further establish Council policy.
- E. The Mayor presides over and controls the meeting, and discourages personal attacks of any kind from speakers by encouraging them instead to productively address the issues at hand.
- F. The Council listens carefully to the speakers and does not interrupt or engage in debate with speakers. The three-minute period belongs to the speaker.
- G. Councilmembers make the reasons for their votes clear to their colleagues and the public. This is particularly important when the Council is divided on an issue.
- H. Direction to staff must be determined by a majority of the Council and must be identified at the Council meeting. Tacit approval, or lack of disagreement by others, is not considered direction. The Mayor should ensure that the direction staff receives is clear and represents the majority view of the Council.

Chapter 13 - Council Interaction and Communication

- A. Councilmembers shall treat each other with the respect and courtesy that is their due as residents and public officials.
- B. Each Councilmember has the responsibility to initiate action to resolve problems cooperatively and as soon as possible, either directly with other Council members or with the City Manager.
- C. Councilmembers shall not engage in private discussions in violation of Oregon laws related to open or serial meetings. Councilmembers who feel that a conversation is potentially a violation should express his or her concern immediately and withdraw from the conversation. Council members are expected to honor such concerns and immediately cease the conversation even if they disagree.
- D. Personal attacks are always off-limits. Councilmembers start with the assumption that other members have the best interests of the City at heart, even if they disagree with their positions.
- E. Councilmembers should avoid expressions, comments, or opinions of City fault responsibility or liability in any matters involving property damage, personal injury, or alleged breach of contract or alleged violation of the law.
- F. These protocols may not, by themselves, carry the weight of the law. Councilmembers are expected to abide by them out of a desire to have a well-run City that treats its residents respectfully and with dignity. A governing body that strives to be fair informed, honest, diligent, dignified, efficient, and respectful of others will win the respect and trust of residents.
- G. If any Councilmember feels that a protocol is being violated, it is appropriate for that member to discuss it individually with the errant Councilmember. If the City Manager or staff are involved, it is appropriate to discuss it with the City Manager. If this does not resolve the situation, it is appropriate, as a last resort, to bring up the matter and ask for the issue to be put on a future agenda.
- H. A principal purpose of the protocols is to establish or uphold procedures and behavior that win the trust of the public by promoting efficient, productive, and civil interaction between Councilmembers. Any Councilmember who habitually ignores these protocols should expect to be called to task by his or her fellow Councilmembers and by the public.

Chapter 14 - Amendment and Repeal

Section I: Amendment.

- A. These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
- B. Any proposed amendment to these rules shall be noted on the agenda for a regular meeting, wherein the same shall be discussed and open for comment by the public.
- C. All amendments to these rules require the approval of an amending resolution.
- D. Amended rules shall not go into effect until the amending resolution becomes effective.

Section II: Repeal.

- A. These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
- B. The proposed repeal of these rules shall be accompanied by a proposed replacement.
- C. Any proposed repeal and replacement of these rules shall be noted on the agenda for a regular meeting, wherein the same shall be discussed and open for comment by the public.
- D. Any repeal and replacement of these rules require the approval of an amending resolution.
- E. Any repeal and replacement of these rules shall not go into effect until the resolution making such repeal and replacement goes into effect.