

A BILL FOR AN ORDINANCE PRESCRIBING)
RULES OF ORDER AND PROCEDURE FOR THE)
COUNCIL, AND REPEALING ORDINANCE NOS.)
11, 541, AND 917.)

ORDINANCE BILL NO. 51
for 1967

ORDINANCE NO. 1281

THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

Section 1. The following rules of order and procedure shall govern meetings and proceedings of the council:

GENERAL

Rule 1. Agenda. The recorder shall prepare a list for each council meeting of all ordinances, resolutions, reports, or other business on the table, and any new business that may be proper to bring before the council.

Rule 2. Presiding Officer. The mayor shall be the presiding officer at council meetings. The presiding officer shall preserve order and decorum. He may speak on all questions of order in preference to any other member and he shall decide all questions of order subject to an appeal to the council by any member. In case of appeal from his decision, the appeal shall be stated as follows: "Shall the decision of the presiding officer be sustained?" The presiding officer shall state all questions properly presented to the council and shall announce the decision of the council on all matters.

Rule 3. Call to Order. The mayor shall call the members of the council to order at the stated hour. In the absence of the mayor, the members present shall select a member to be the presiding officer. In the absence of both the mayor and the recorder, the members present shall select a member to record the proceedings.

Rule 4. Quorum. Should there not be a quorum, it shall be the duty of the chief of police to immediately inform the absent members, except those known to be absent from the city or unavoidably detained, that their presence is required to enable the council to proceed to business. Should they fail to appear at such notice, the members present shall adjourn to the next regular meeting or to an earlier date.

Rule 5. Roll Call; Minutes. If a quorum is found to be present after the calling of the roll, the presiding officer ~~MAY~~ cause the minutes of the previous meeting to be read, and if not objected to, ^{THEY} shall be considered approved.

ORDER OF BUSINESS

Rule 6. Order of Business. In the conduct of business of the council, the following order of business shall be substantially followed:

- (1) Roll call.
- (2) Reading of the minutes of the previous meeting.
- (3) Reports of standing committees.
- (4) Reports of special committees.
- (5) Reports of city officers.
- (6) Unfinished business.
- (7) Petitions and remonstrances.
- (8) Introduction and first reading of ordinance bills.
- (9) Second reading and amendment or commitment of ordinance bills.
- (10) Third reading of ordinance bills.
- (11) Communications and resolutions.
- (12) New business.
- (13) Bills against the city and other financial business.

Rule 7. Priority of Business. All questions relating to the priority of business shall be decided by the presiding officer without debate. A communication from the mayor is always in order.

COMMITTEES

Rule 8. Appointment. The following standing committees shall be appointed by the mayor at the first council meeting in each year:

- (1) Building and licenses.
- (2) Finance, ordinances, and records.
- (3) Fire.
- (4) Parks and recreation.
- (5) Police.
- (6) Public property.
- (7) Streets and sewers.

All special committees shall be appointed by the presiding officer, unless otherwise directed by the council.

Rule 9. Reports. Each committee to which any matter is referred shall submit at the next regular meeting after such referral, unless further time is granted by the council, a report relating to the matter referred. All reports of standing committees shall be ~~presented to the council in open session by any member of the committee, filed by the recorder, and entered in the journal.~~ presented to the council in open session by any member of the committee, filed by the recorder, and entered in the journal. If a committee fails to report timely upon a matter referred to it, the matter may be brought before the council by motion or by unanimous consent.

MOTIONS AND DEBATE

Rule 10. Introduction and Withdrawal of Motions. No motion shall be debated until it has been seconded, distinctly announced by the presiding officer, and reduced to writing. It shall be read by the recorder when required for information. A motion may be withdrawn at any time before amendment with the consent of the second.

Rule 11. Division of Question. If a question under debate contains several points, any member may have it divided; but the mover of the question shall have the right to designate the point on which the vote shall be taken first.

Rule 12. Privileged Questions. When a question is under debate, no motions shall be received but the following privileged questions which shall have precedence in the following order:

- (1) To adjourn.
- (2) For a call of the council.
- (3) To lay on the table.
- (4) To postpone to a day certain.
- (5) To commit.
- (6) To amend.
- (7) To postpone indefinitely.

Rule 13. Previous Question. The previous question shall be stated as follows: "Shall the main question now be put?" The question shall be admitted only after two members demand it. If the question is carried by a majority vote, its effect shall be to bring the council to an immediate vote on the question then under debate. Prior to a vote on a motion for the previous question, a call of the council may be ordered, but after two members have seconded the motion no call of the council shall be in order prior to the decision of the main question. On a motion for the previous question, and under the same, there shall be no debate. All incidental questions of order arising after a motion is made for the previous question, or while acting under it, shall be decided without debate.

Rule 14. Motion to Adjourn. A motion to adjourn shall always be in order and decided without debate, except that when once voted down it shall not be in order again until some other business has intervened.

Rule 15. Motion to Reconsider. A motion to reconsider any vote taken by the council may be made by a member of the prevailing side. A motion to reconsider takes precedence over all other motions, except a motion to adjourn. No motion shall be reconsidered more than once. No motion to reconsider shall be entertained later than the next regular meeting of the council after the vote sought to be reconsidered has been taken. If any vote is reconsidered by the council, any previous vote relating to the same subject matter may be reconsidered without notice.

Rule 16. Debate. A member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine himself to the question and avoid personalities and improper language. If two or more members address the presiding officer at the same time, the presiding officer shall decide which member shall speak first. If an objection is made, no member shall speak more than twice during the same day on the same subject without the consent of the council, and a member who has spoken once shall not be entitled to the floor, except for explanation, to the exclusion of another member who has not spoken.

Rule 17. Member Called to Order. If a member is called to order, he shall cease speaking until the question of order is determined by the presiding officer. If a member is called to order for improper language, the improper language shall be immediately reduced to writing by the recorder.

VOTING

Rule 18. Manner of Voting. The presiding officer shall put all questions in the following form: "As many as favor the motion, say aye;" and after the affirmative vote has been taken, "As many as are opposed, say no." If the presiding officer is in doubt as to the result, or if a division is called for before the announcement of the vote, the presiding officer shall order a roll call vote.

Rule 19. Vote of Presiding Officer. The presiding officer is not entitled to vote, except in the case of a tie vote of the members; he is not entitled to vote in any event on the final passage of an ordinance, resolution, or the appointment or removal of an officer.

Rule 20. Duty to Vote; Roll Call. If a question is put, all members shall vote unless excused by the council for special reasons; but no member shall vote on any subject in which he has a direct pecuniary interest. Two or more members may demand a roll call vote on any question, except that on a question to adjourn no roll call vote shall be in order unless at least three members demand it.

Rule 21. Protest. A member voting in the minority on a question and protesting against the vote of the council may have his protest entered in the journal, if the language and subject matter of the protest would have been admissible during the discussion of the question.

Rule 22. Appointment of Officers. Appointments of officers shall be viva voce, and a majority of all the members of the council is necessary to constitute a choice.

ORDINANCES

Rule 23. Ordinance Bills. Proposed ordinances shall be known as "ordinance bills." They shall be numbered consecutively and filed by the recorder in the order in which they are introduced, and entered in the journal unless otherwise directed by the council. If an objection is made to the introduction of an ordinance bill, it shall lie over until the next regular meeting of the council, except when the bill is reported by a committee or unless otherwise directed by the council.

Rule 24. Reading of Bills. All ordinance bills shall receive three readings before passage. The presiding officer shall give notice at each reading whether it be the first, second, or third reading. If the bill is objected to on its first reading, the presiding officer shall immediately state the question as follows: "Shall the bill be rejected?" If no objection is raised, or if the question to reject is lost, the bill shall be read the second time at once. By unanimous consent, or by a two-thirds vote of the members of the council, a bill may be read the second and third times by title only. However, a bill must be read in full at the same meeting at which presented for final passage.

Rule 25. Incorporation by Reference. The provisions of statutes of the state of Oregon and of definitely established sets of codes, rules and regulations need not be set out in full in ordinance bills, but may be incorporated therein by reference. However, a full, true, and correct copy of each set must be attached to and made a part of each ordinance bill. No copy of the provisions of statutes of the state of Oregon need be attached to the ordinance bill, but may be referred to by the usual designation thereof. The council may, by a majority vote of the members present, require any or all portions of such provisions to be read in full.

Rule 26. Procedure After Second Reading. After the second reading of a bill the presiding officer shall state: "This is the second reading of the bill; it is now ready for commitment or amendment." No bill shall be amended or committed until after it has been read twice.

Rule 27. Engrossing Amended Bills. If a bill is so amended as to make it necessary in the opinion of a majority of the members that it should be engrossed, it may be referred to the recorder for that purpose and he shall at the next regular meeting report a correctly engrossed copy of the amended bill.

Rule 28. Unanimous Consent for Third Reading at One Session. No bill shall be read the third time during the same session at which it is introduced, except by unanimous consent of the members present on a roll call vote.

Rule 29. Time for Amendments and Commitments. The final question after the second reading of a bill shall be: "Shall the bill be read a third time now?" No amendment shall be received for discussion after the third reading of any bill, but it shall be in order at all times before the final passage of a bill to refer it upon motion, with instructions to make particularly designated amendments.

Rule 30. Vote. After the third reading of a bill the presiding officer shall state: "Shall the bill pass?" The recorder shall then call the roll and enter the ayes and noes in the journal.

Rule 31. Procedure After Passage. After the passage of a bill the presiding officer shall state: "Shall the title of the bill stand as the title of the ordinance?" The recorder shall number all ordinances passed that remain unnumbered, in the order of their passage, and each ordinance shall be known by its appropriate number.

Rule 32. Presentment to Mayor. Upon the passage of an ordinance, it shall be attested by the recorder and presented by him to the mayor as required by section 51 of chapter IV of the charter.

MISCELLANEOUS RULES

Rule 33. Committee of the Whole. The rules specified herein shall be observed in committee of the whole, except as to limiting the time for debate, and except that no roll call vote shall be in order.

Rule 34. Journal Entries. All motions, resolutions, orders, bills, petitions, or other communications shall be entered in the journal, unless otherwise directed by the council.

MODIFICATION OF RULES

Rule 35. Additional and Amended Rules. No additional rule or amendment to any rule shall be made without giving at least two weeks notice and without the concurrence of two-thirds of the members present.

Rule 36. Robert's Rules. All cases not specifically provided for herein or in the charter or ordinances of the city shall be governed by Robert's Rules of Order Revised, 75th Anniversary Edition.

Section 2. Ordinance No. 11, enacted October 14, 1891; Ordinance No. 541, enacted May 20, 1941; and Ordinance No. 917, enacted October 26, 1955, are repealed.

Passed by the council and approved by the mayor this 21st day of

NOVEMBER, 1967.

Kenneth B. Mulvenna
Mayor

ATTEST:

Van R. Jones

City Recorder