

**A BILL FOR AN ORDINANCE AMENDING)
LEBANON MUNICIPAL CODE)
CHAPTER 2.04, CITY COUNCIL MEETINGS)**

**Ordinance Bill No. 18
for 2002
Bill Number 2305**

THE PEOPLE OF THE CITY OF LEBANON ORDAIN AS FOLLOWS:

Section 1. Chapter 2.04 of the Lebanon Municipal Code is hereby amended to read as follows:

Chapter 2.04 CITY COUNCIL MEETINGS

2.04.010 Rules of order.

The rules of order and procedure set out in this chapter shall govern meetings and proceedings of the city council.

2.04.020 Agenda--Preparation.

The city recorder shall prepare an agenda for each regular city 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. The agenda and supporting information shall be published and made available to the mayor, City Council and the public at least twenty-four hours prior to the scheduled meeting.

2.04.040 Agenda--Additions.

A. Any request for an item to be placed on the agenda after its publication must be approved by the City Council at its meeting.

B. Further additions to the council agenda must be made with the consent of a majority of the council.

2.04.060 Regular meetings.

The city council shall ordinarily hold its regular meetings at seven-thirty p.m. on the second and fourth Wednesdays of each calendar month in Lebanon, Linn County, Oregon, and/or at such place and time as shall be designated by the city council, with public notice given, and located within the city limits of Lebanon, Linn County, Oregon; provided, that the City Council shall meet in public session at least once every month.

2.04.070 Special meetings.

The city council may be convened by the mayor or by a majority of the council at any time upon giving notice to each member of the council at the time present in the city, as required by law. Such meetings shall called, conducted, with notice to the public as required by the Oregon Public Meetings laws

2.04.080 Emergency meetings.

Emergency meetings of the City Council may be held as provided by Oregon law.

2.04.090 Executive sessions.

The City Council may, from time to time, meet in Executive session for the reasons and in the manner provided by Oregon law.

2.04.100 Presiding officer.

The mayor shall be the presiding officer at city 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.

2.04.110 Call to order.

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

2.04.120 Quorum requirement.

If there is not a quorum, it shall be the duty of the city administrator or his designee 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 city council to proceed to business. Should they fail to appear after such notice, the members present shall adjourn to the next regular meeting or to a later date.

2.04.130 Minutes approval.

If a quorum is found to be present after the calling of the roll, the presiding officer shall ask for a motion to approve the minutes, as printed or amended, of the preceding meeting.

2.04.140 Mayor to follow agenda.

At the commencement of each city council session, the mayor shall determine from the agenda the order of business to be followed.

2.04.150 Introduction and withdrawal of motions.

No motion shall be debated until it has been seconded and distinctly announced by the presiding officer. It shall be read by the city recorder when required for information. A motion may be withdrawn at any time before amendment with the consent of the second.

2.04.160 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 will be taken first.

2.04.170 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:

- A. To adjourn;
- B. For a call of the council;
- C. To lay on the table;
- D. To postpone to a day certain;
- E. To commit;
- F. To amend;
- G. To postpone indefinitely.

2.04.180 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 city 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.

2.04.190 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.

2.04.200 Motion to reconsider.

A motion to reconsider any vote taken by the city 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.

2.04.210 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 meeting on the same subject without the consent of the city 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.

2.04.220 Call to order.

If a member is called to order, he shall cease speaking until the question of order is determined by the presiding officer.

2.04.230 Voting procedure.

The presiding officer shall first ask those in favor of the motion to so indicate; he shall then ask those opposed to so indicate. If the presiding officer is in doubt as to the result, he shall order a roll call vote. A roll call vote will be taken on any question at the request of any member.

2.04.240 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 or resolution, or the appointment or removal of an officer.

2.04.250 Duty to vote--Exception.

If a question is put, all members shall vote yea or nay unless excused by the city council for special reasons; but no member shall vote on any subject in which he has a direct pecuniary interest. Any member may demand a roll call vote on any question.

2.04.260 Protests.

A member voting in the minority on a question and protesting against the vote of the city 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.

2.04.270 Appointment of officers.

Appointments of officers shall be by voice vote, and a majority of all of the members of the city council is necessary to constitute an appointment.

2.04.275 Appointment and removal of committee and commission members.

A. The Mayor shall appoint the members of all city committees and commissions whether standing or ad hoc. Said appointments shall be for a two to four year term, unless filling the unexpired term of a member who has resigned or otherwise has ceased to serve. The Mayor may not appoint a sitting councilor as a voting member of any city commission, board or committee except for those ad hoc committees consisting primarily or exclusively of city councilors or the city budget committee. All mayoral appointments or removals must be confirmed by a majority vote of the City Council.

B. The mayor may remove any city board, committee or commission member upon satisfactory evidence of lack of attendance or bad behavior. All removals must be confirmed by a majority vote of the City Council

2.04.280 Ordinance bills.

Proposed ordinances shall be known as "ordinance bills." They shall be numbered consecutively and filed by the city recorder in the order in which they are introduced, and shall be entered in the journal unless otherwise directed by the city council.

2.04.290 Introduction of bills.

A true copy of all ordinance bills shall be made available to the public in the office of the city recorder not less than two days prior to the date of the meeting in which they are introduced. Copies of the ordinance bills shall also be made available to the public at the meeting. A bill shall be read once, by title only, prior to a vote being taken on its passage; provided, however, that any two members of the city council may demand that all or a portion of a bill be read prior to a vote.

2.04.300 Procedure for passing bills.

After the bill has been read as provided in Section 2.04.290, the presiding officer shall then entertain a motion for adoption of the ordinance bill. If such a motion is made and is duly seconded, the bill shall be considered by the Council. Upon full discussion and consideration of any amendments offered by the body, the city recorder shall then call the

roll and enter the results in the minutes. Upon passage, the title of the bill shall become the title of the ordinance, and the ordinance shall be attested by the city recorder and presented to the mayor.

2.04310 Committee of the whole--Applicability of rules.

The rules specified in this chapter 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.

2.04.320 Minutes of the Council meeting entries designated.

All motions, resolutions, orders, bills, petitions or other communications shall be entered in the meeting minutes unless otherwise directed by the city council.

2.04.330 Rule changes or additions.

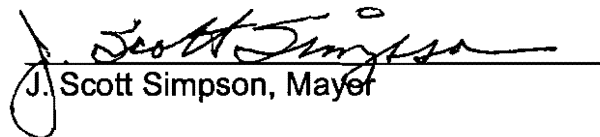
No additional rule or amendment to any rule shall be made without giving at least two weeks' notice and without the concurrence of two-thirds of the members present.

2.04.340 Applicability of Robert's Rules of Order Revised.

All cases not specifically provided for in this chapter or in the Lebanon Charter or ordinances of the city shall be governed by the latest edition of Robert's Rules of Order Revised.

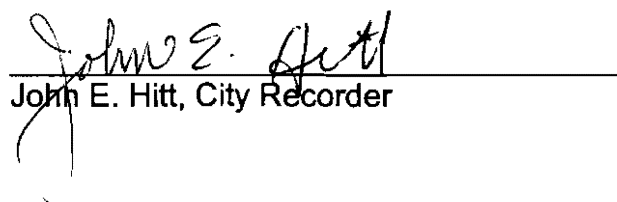
Section 2. The provisions of this ordinance shall become effective thirty days after its passage by the City Council.

Passed by the City Council by a vote of 5 yes and 0 no, on June 12, 2002.



J. Scott Simpson, Mayor

Attest:



John E. Hitt, City Recorder