

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

ORDINANCE BILL NO. 17  
for 2005

ORDINANCE NO. 2386

**THE CITY OF LEBANON ORDAINS AS FOLLOWS:**

**Section 1.** Chapter 2.04 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**2.04.020 Agenda - Preparation.**

The City Administrator, in consultation with the Mayor, shall prepare an agenda for each city council meeting consisting of all items of business that may be proper or necessary to bring before the council.

The agenda and supporting reports and information shall normally be published and made available to the city council and the public at least twenty-four (24) hours prior to a scheduled meeting. The city council may by motion, and upon a three-quarters vote of those present, accept new agenda items, remove agenda items, and/or accept new or additional supporting information at the time of the adoption of the agenda at the beginning of each meeting.

**Section 2.** Section 2.04.040 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**2.04.040 Agenda – Additions/Deletions**

The City administrator may, in consultation with the mayor, add or remove items from the published agenda provided notice is provided to the city council and public at least twenty-four (24) hours prior to the scheduled meeting. The city council may, in accordance with Section 2.04.020, place on the agenda or remove from the agenda any such items added or removed by the city administrator.

**Section 3.** Section 2.04.060 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**2.04.060 Regular Meetings.**

The city council shall ordinarily hold its regular meetings at seven p.m. on the second and fourth Wednesdays of each calendar month in Lebanon, Oregon and/or at such place and time as shall be designated by vote of four or more city council members, with public notice given, and such meetings 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.

The city administrator, upon notice to the city administrator orally or in writing from four or more members of the city council that the city councilor will not attend a regular or special meeting, may cancel said meeting provided that notice is given to the city council and public at least twenty-four (24) hours prior to the scheduled starting time and date of a regular or special meeting by the city administrator. Notice to the public is sufficient by notifying local media and posting a notice at the meeting room where the council meeting was to have been held.

**Section 4.** Section 2.04.100 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**2.04.100 Presiding Officer.**

The mayor shall be the presiding officer at city council meetings. The presiding officer shall preserve order and decorum. The mayor may speak to all questions of order or to any motion on the floor, or may make motions or second motions. The mayor may do so in preference to any other member except that the mayor shall grant each member an equal opportunity to speak on all matters. Matters or questions of decorum, parliamentary procedures, or order shall be decided by the mayor subject to appeal to the council by any city councilor. Appeals of the mayor's decision shall be decided by majority vote of the entire city council present.

**Section 5.** Section 2.04.120 of the Lebanon Municipal Code, Quorum requirement, enacted in Ordinance 1713, Section 2(5) and amended by part of Section 1 of Ordinance 2305 in 2002, is hereby repealed.

**Section 6.** Section 2.04.130 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**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. Minutes need not be a verbatim or a highly detailed record of the city council's proceedings; however they shall meet the requirements of state law and be done to the satisfaction of the majority of the city council. Councilors with additions, corrections or deletions to the minutes shall propose such during the discussion of consideration of the minutes.

**Section 7.** Section 2.04.200 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**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 or by any city councilor who was absent when such vote was taken. 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.

**Section 8.** Section 2.04.240 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**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. The presiding officer, whether mayor, council president, or member selected by the other members to preside over a meeting in the absence of the mayor and council president, is not entitled to vote except in the case of a tie vote of the members.

**Section 9.** Section 2.04.275 of the Lebanon Municipal Code, concerning the conduct of City Council meetings, is hereby amended to read as follows:

**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. Appointment of non voting members does not count for establishing a quorum. Said appointments shall normally be for a two (2), three (3), or four (4) year term except when filling the unexpired term of a member who has resigned or ceased to serve. Appointments for less than two years can be made to fill seats so vacated or to fill ad hoc committees whose purpose will likely be met in less than two years.

Appointment of members to ad hoc committees shall terminate immediately upon the committee's final report to the city council, or upon the vote of four or more city councilors.

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 of at least four city councilors, or the budget committee. All mayoral appointments or removals must be confirmed by majority vote of the city council, except that the mayor may appoint a committee or commission member on a temporary basis. Said temporary appointment shall become permanent upon confirmation at the next regular city council meeting.

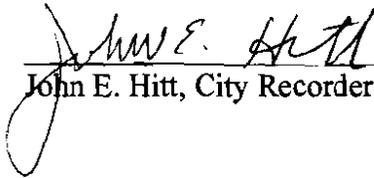
- B.** The mayor may remove any city board, committee or commission member upon satisfactory evidence of lack of attendance or bad behavior. All removals must be confirmed by a majority vote of the city council.

**Section 10.** Section 2.04.330 of the Lebanon Municipal Code, Rule Changes or Additions, enacted as Ordinance 1713 Section 8(1), amended by Ordinance 2305 Section 1 (part) is hereby repealed.

Passed by the Council of the City of Lebanon by a vote of 4 for and 3 against, and approved by the Mayor this 26 day of October, 2005.

  
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Kenneth I. Toombs, Mayor

ATTEST:

  
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John E. Hitt, City Recorder