

NOW, THEREFORE, THE CITY OF LEBANON ORDAINS AS FOLLOWS:

Section 1. Section 2.04.020 of Chapter 2.04 of the Lebanon Municipal Code is hereby amended with the following new language in **bold**:

2.04.020 - Agenda—Preparation.

- A. The city **manager**, 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.

Section 2. Section 2.04.040 of Chapter 2.04 of the Lebanon Municipal Code is hereby amended with the following new language in **bold**:

2.04.040 - Agenda—Additions/Deletions.

The city **manager** 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 hours prior to the scheduled meeting. The city council may, in accordance with Section 2.04.020 of this chapter, place on the agenda or remove from the agenda any such items added or removed by the city **manager**.

Section 3. Section 2.04.060 of Chapter 2.04 of the Lebanon Municipal Code is hereby amended with the following new language in **bold**:

2.04.060 - Regular meetings.*

- A. The city council shall ordinarily hold its regular meetings at **six p.m. on the second Wednesday and at noon on the fourth Wednesday, if needed**, 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.**
- B. **It is the responsibility of each city councilor to notify the City Clerk's office orally or in an email if unable to attend a regular or special meeting as far in advance as possible to assure a quorum. Unexcused absences will become part of the record by the City Clerk as roll call is taken.**
- C. **Upon notice from four or more members of the city council that they are unable to attend a regular or special meeting, the city clerk will immediately notify the mayor and city manager of lack of a quorum. The mayor or city manager may cancel said meeting provided that notice is given to the city council and public at least twenty-four hours prior to the scheduled starting time and date of a regular or special meeting. 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 2.04.300 of Chapter 2.04 of the Lebanon Municipal Code is hereby amended to read as follows:

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 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.

Section 5. This ordinance shall become effective 30 days upon its passage by the Council and approval of the Mayor.

Passed by the Lebanon City Council and executed by the Mayor on this 12th day of June, 2019 by a vote of 6 yeas and 0 nays.

CITY OF LEBANON, OREGON



Paul R. Aziz, Mayor

Jason Bolen, Council President



ATTESTED BY:



Linda Kaser, City Clerk