

CITY OF LEBANON WARD 3 CITY COUNCIL VACANCY APPLICATION PACKET



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PRESS RELEASE

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FOR IMMEDIATE RELEASE
Date: April 14, 2022

VACANCY ON LEBANON CITY COUNCIL

The Lebanon City Council invites interested persons to apply for a vacancy on the Lebanon City Council – Ward 3. The position should be filled by a qualified elector who resides within the boundaries of Ward 3. To qualify, applicants must be a registered voter, have lived in the City of Lebanon continuously for a minimum of six months prior to appointment, and may not be an immediate family member of an already seated elected official or City staff member.

Ward 3 can generally be described as the southeast portion of the City. The City's official ward map can be viewed on the City's website at <https://www.ci.lebanon.or.us/citycouncil/page/city-ward-map>.

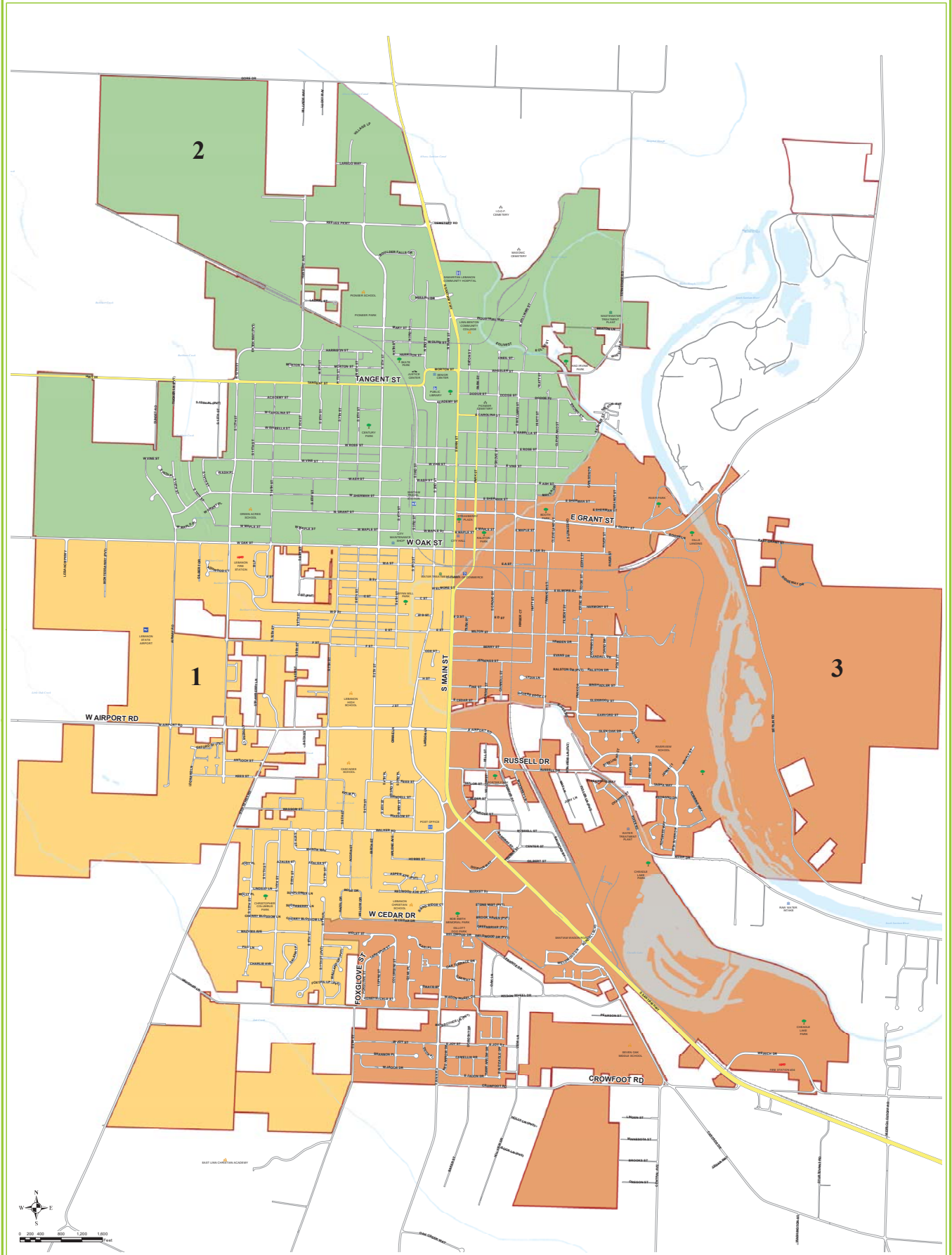
The term of this position ends December 31, 2024. The successful candidate would be eligible to run for office in the November 2024 General Election for a four-year term.

The City Council functions as the governing body of the City of Lebanon. The Council adopts city ordinances and resolutions, the city budget, and is the final authority for city business. The City Council normally meets monthly at 6:00 p.m. on the 2nd Wednesday and at noon on the 4th Wednesday, if needed. Councilors on occasion are asked to attend special meetings and events.

A completed Board/Committee/Commission/Council Application can be mailed or delivered to the City Recorder's Office, Lebanon City Hall, 925 Main Street, Lebanon, Oregon 97355 or sent via email to cityrecorder@ci.lebanon.or.us. The application packet is located on the City's website at <https://www.ci.lebanon.or.us/cc/page/boardcommissioncommittee-vacancies> or may be picked up at City Hall. The completed application must be received by **5 p.m. on May 13**. **Each applicant will be interviewed by the Lebanon City Council at the May 25, 2022 Noon City Council Meeting.** The successful candidate will be sworn in at the **June 8, 2022 City Council Meeting**.

Contact City Recorder Kim Scheafer at 541-258-4264 or kscheafer@ci.lebanon.or.us for further information.

-END-



Ward Boundary Map and City Council Members

Mayor Paul Aziz



Ward 1 / Oak Creek

Wayne Dykstra
Wayne Rieskamp

Ward 2 / Pioneer

Kim Ulfers
Gamael Nassar

Ward 3 / Santiam

Jason Bolen, President
Michelle Steinhebel

Effective: October 13, 2021

City of Lebanon

Role of the Mayor and City Councilor

The Mayor and six Councilors together make up the governing body of the City of Lebanon. The Council determines the ordinances and policies that direct the overall functions, activities and priorities for the City. In addition, the City Council is the final approving body for the City budget, which allocates all of the City's financial resources.

Individual Councilors do *not* give direction or supervision to the City staff, except at public meetings of the City Council and by majority vote of the Council.

The Lebanon City Council holds a regular meeting on the second Wednesday at 6:00 p.m. and at noon on the fourth Wednesday (if needed) each month. Meetings on the second Wednesday normally begin at 6:00 p.m. and can conclude as late as 11:00 p.m.

Work Sessions are less formal meetings that enable the Council to focus on and explore in detail a topic with staff and/or consultants. Unlike regular Council meetings, work sessions do not include public hearings or other opportunities for citizen comments. Should action be required, that topic would be brought back to the next available regular session, at which time citizens would have the opportunity to comment before a formal action is taken.

The City Council, by law, conducts ***all*** its business at either a regular or special public meeting.

Besides official City Council meetings, Councilors are encouraged and often times expected, to participate in various community events, as well as functions of municipal organizations, i.e., League of Oregon Cities and Council of Governments.

The Mayor has the additional responsibilities of chairing the City Council Meetings; appointing members to all City advisory boards, committees and commissions; and representing the City at official functions. The Mayor does not normally vote during City Council meetings, except in the event of a tie.

Chapter 2.04 - CITY COUNCIL MEETINGS

Sections:

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 1, 1978)

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.
- B. 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 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.

(Ord. 2931 § 1, 2019; Ord. 2386 § 1, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(1) (part), 1978)

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.

(Ord. 2931 § 2, 2019; Ord. 2386 § 2, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(1) (part), 1978)

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.

(Ord. 2931 § 3, 2019; Ord. 2386 § 3, 2005; Ord. 2305 § 1 (part), 2002; Ord. 2072 § 1, 1990; Ord. 1829 § 1, 1981; Ord. 1792 § 1, 1980; Ord. 1713 § 2(2)(a), 1978)

* Prior history: Ord. 1777.

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 be called, conducted, with notice to the public as required by the Oregon Public Meetings Laws.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(2)(b), 1978)

2.04.080 - Emergency meetings.

Emergency meetings of the city council may be held as provided by Oregon law.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(2)(c), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(2)(d), 1978)

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.

(Ord. 2386 § 4, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(3), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(4), 1978)

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.

(Ord. 2386 § 6, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(6), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 2(7) (part), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(1), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(2), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(3), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(4), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(5), 1978)

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.

(Ord. 2386 § 7, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(6), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(7), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 4(8), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 5(1), 1978)

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.

(Ord. 2386 § 8, 2005; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 5(2), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 5(3), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 5(4), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 5(5), 1978)

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 as nonvoting members does not count for establishing a quorum. Said appointments shall normally be for a two, three, or four 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.

(Ord. 2386 § 9, 2005; Ord. 2305 § 1 (part), 2002)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 6(1), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 6(2), 1978)

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.

(Ord. 2931 § 4, 2019; Ord. 2305 § 1 (part), 2002; Ord. 1713 § 6(3), 1978)

2.04.310 - 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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 7(1), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 7(2), 1978)

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.

(Ord. 2305 § 1 (part), 2002; Ord. 1713 § 8(2), 1978)

Chapter 2.12 - OFFICERS AND EMPLOYEES

Sections:

2.12.010 - Employee handbook adopted.

The employee policies and procedures manual is adopted and made a part of the city's personnel system and may be amended only in writing by the city council or city administrator.

(Ord. 2307 § 1 (part), 2002; Ord. 1756 § 1, 1979)

2.12.020 - Employees and officers barred from city council or mayoralty.

A salaried or compensated city employee, or a salaried or compensated appointed city officer, may not continue in such employment or office and may not receive any such salary or compensation while serving as mayor or councilman of the city.

(Ord. 2307 § 1 (part), 2002; Ord. 1541 § 1, 1974)

2.12.030—2.12.050 - Reserved.

Editor's note— Ord. No. 2939, § 1, adopted December 11, 2019, renumbered §§ 2.12.030—2.12.050 as 2.13.010—2.13.030, creating Chapter 2.13. The historical notation remains with the renumbered provisions.

Chapter 2.13 - CANDIDATE NOMINATIONS FOR ELECTIVE OFFICE

2.13.010 - Nomination to elective office—Petition form.

The form of petition for nomination to elective office in the city shall be submitted on forms provided by the secretary of state. The city recorder shall approve completed forms prior to the candidate obtaining elector signatures. The petition must be signed by at least twenty-five electors residing in the proper ward. Once candidates have obtained the required number of signatures, they shall submit the signature sheets

to Linn County elections for verification. When the required number of verified signatures have been obtained, all pages comprising a petition for nomination shall be filed with the city recorder as one instrument in the manner prescribed by the secretary of state.

(Ord. 2307 § 1 (part), 2002: Ord. 1790 § 1, 1980)

(Ord. No. 2939, § 1, 12-11-2019)

2.13.020 - Nomination to elective office—Fee in lieu of petition

Any person seeking nomination to an elective office in the city may, in lieu of obtaining the twenty-five signatures, submit a filing fee of twenty-five dollars and forms provided by the secretary of state with the city recorder in the manner prescribed by the secretary of state.

The city recorder shall receive completed candidate paperwork on or after the 2nd Monday in July through July 31 during the hours of eight a.m. to five p.m. If July 31 falls on a weekend, the filing deadline shall be the next business day at five p.m.

(Ord. 2307 § 1 (part), 2002: Ord. 1790 § 2, 1980)

(Ord. No. 2939, § 1, 12-11-2019)

2.13.030 - Nomination to elective office—Charter provisions govern.

In all other respects than those provided for in Sections 2.13.010 and 2.13.020, the nomination process for elective office shall be governed by the Lebanon Charter.

(Ord. 2307 § 1 (part), 2002: Ord. 1790 § 3, 1980)

(Ord. No. 2939, § 1, 12-11-2019)



City Recorder's Office
 925 S. Main Street
 Lebanon, OR 97355
 541.258.4905
cityrecorder@ci.lebanon.or.us
www.ci.lebanon.or.us

APPLICATION FOR BOARD / COMMITTEE / COMMISSION

Applicant Information (Please type/print clearly):

Name:		Date:
Home Address:		
Mailing Address:		
Home Phone:	Email Address:	Business Phone:
Occupation:	Employer:	Emergency Contact Phone:
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> <i>Ad Hoc Committee</i> _____ <small>(Print the Ad Hoc Committee Name)</small>		<input type="checkbox"/> <i>Non-Election Council Vacancy</i>
<input type="checkbox"/> <i>Arts Commission</i>	<input type="checkbox"/> <i>Budget Committee</i> <small>(Must be Registered Voter)</small>	<input type="checkbox"/> <i>Library Advisory Committee</i>
<input type="checkbox"/> <i>Planning Commission</i>	<input type="checkbox"/> <i>Senior & Disabled Services Advisory Committee</i>	<input type="checkbox"/> <i>Trees & Trails Advisory Committee</i>
Are you applying for reappointment: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long did you serve in this capacity? ____ Year(s) ____ Month(s)		
Describe experience related to position applying for:		
List current and/or previous involvement on any government boards/committees/commissions/councils:		
Explain why you are interested in serving in this capacity (attach additional sheet if needed):		

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

<p>DATE RECEIVED: ____ / ____ / ____</p> <p>DATE SENT TO:</p> <p>Director: ____ / ____ / ____ Mayor: ____ / ____ / ____</p> <p>Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>City Council Appointment Date: ____ / ____ / ____</p> <p>Applicant Notification Date: ____ / ____ / ____</p> <p>Term Start Date: ____ / ____ / ____</p> <p>Term End Date: ____ / ____ / ____</p>
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 925 S. Main Street
 Lebanon, OR 97355
 541.258.4905
cityrecorder@ci.lebanon.or.us
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APPLICATION FOR BOARD / COMMITTEE / COMMISSION

Applicant Information (Please type/print clearly):

Name:		Date:
Home Address:		
Mailing Address:		
Home Phone:	Email Address:	Business Phone:
Occupation:	Employer:	Emergency Contact Phone:
Preferred method of contact: <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Email		
Please mark which one you are interested in serving on:		
<input type="checkbox"/> <i>Ad Hoc Committee</i> _____ <small>(Print the Ad Hoc Committee Name)</small>		<input type="checkbox"/> <i>Non-Election Council Vacancy</i>
<input type="checkbox"/> <i>Arts Commission</i>	<input type="checkbox"/> <i>Budget Committee</i> <small>(Must be Registered Voter)</small>	<input type="checkbox"/> <i>Library Advisory Committee</i>
<input type="checkbox"/> <i>Planning Commission</i>	<input type="checkbox"/> <i>Senior & Disabled Services Advisory Committee</i>	<input type="checkbox"/> <i>Trees & Trails Advisory Committee</i>
Are you applying for reappointment: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, how long did you serve in this capacity: ____ Year(s) ____ Month(s)		
Describe experience related to position applying for:		
List current and/or previous involvement on any government boards/committees/commissions/councils:		
Explain why you are interested in serving in this capacity (attach additional sheet if needed):		

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

DATE RECEIVED: ____ / ____ / ____	City Council Appointment Date: ____ / ____ / ____
DATE SENT TO:	Applicant Notification Date: ____ / ____ / ____
Director: ____ / ____ / ____ Mayor: ____ / ____ / ____	Term Start Date: ____ / ____ / ____
Applicant Appointed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Term End Date: ____ / ____ / ____