



**CITY COUNCIL
COUNCIL RULES SUBCOMMITTEE MINUTES
DECEMBER 14, 2017, 5:00 PM
NEWBERG CITY HALL · 414 E. First Street
Permit Center Conference Room**

I. CALL MEETING TO ORDER

Chair Patrick Johnson called the meeting to order at 5:00 p.m.

II. ROLL CALL

Members Present: Bob Andrews, Mayor Patrick Johnson, Chair Scott Essin, Councilor

Staff Present: Truman Stone, City Attorney DawnKaren Bevill, Administrative Assistant

III. APPROVAL OF NOVEMBER 29, 2017 MINUTES

Essin/Andrews moved to approve the Council Rules Subcommittee minutes for November 29, 2017.
(3/Yes/0/No)

IV. REVIEW COUNCIL RULES

The subcommittee reviewed Section 7, Rule 7.11 – Section 11. Truman Stone, City Attorney, stated there is some confusion in Rule 7.11 on conducting an administrative hearing and the format verses taking administrative actions. Mr. Stone suggested cross-referencing the ORS requirement regarding public comments when raising fees. Mr. Stone will bring language back to the subcommittee in January regarding this rule.

The subcommittee agreed to delete the first sentence in Rule 7.12; further wordsmithing needed to this rule with a reference to the code. They agreed to delete the word “land-use” in Rule 7.12 B.

Truman Stone suggested removing the apostrophe after the word “ex-parte” throughout the document.

Mayor Andrews suggested attaching a sample of “How to Testify” instructions to the Council Rules, as well as to the website.

The subcommittee reviewed Rule 9.3 and agreed to add verbiage to the end of the first sentence as follows; “The mayor will appoint members of the ad-hoc committees *subject to council ratification*.”

Truman Stone suggested hyphenating “ad-hoc” throughout the rules.

Verbiage added to the fourth sentence in Rule 9.6 as follows; “However, a majority of the committee, as determined by telephone poll *or electronic poll*, request a meeting of the committee.

The subcommittee agreed to add the following language to the first sentence of Rule 9.8; The mayor, city manager, and the city attorney will be exofficio, non-voting members of all ad-hoc committees *and will not be used in determining a voting quorum.*

Verbiage changed in Rule 10.1.C as follows; "Email or social media sites may not be used to discuss policy issues with a quorum of the council or a quorum of an advisory body in any manner which would be in violation of the OPML.

Chair Johnson suggested adding Rule 10.2 – Crosstalk to this section, as well as to Rule 7.3. Mayor Andrews will draft language with the city attorney.

Mayor Andrews stated the "How to Testify" brochure should be added as Exhibit 5 to the Council Rules.

V. PROJECT ASSIGNMENTS

The LOC - Model Rules of Procedure for Council Meetings, will be reviewed at the next scheduled meeting.

VI. SUBCOMMITTEE MEETING SCHEDULE FOR 2018

DawnKaren Bevill, Administrative Assistant, will email a tentative meeting schedule for January 2018 to the subcommittee.

VII. NEXT MEETING: Wednesday, January 10, 2018

VIII. ADJOURNMENT

Chair Johnson adjourned the meeting at 6:07 p.m.

Approved by the City Council – Council Rules Subcommittee this 10th day of January, 2018.


Patrick Johnson, Chair


DawnKaren Bevill, Administrative Assistant