



**CITY COUNCIL
COUNCIL RULES SUBCOMMITTEE
OCTOBER 26, 2017, 5:00 PM
NEWBERG CITY HALL · 414 E. First Street
Permit Center Conference Room**

I. CALL MEETING TO ORDER

The meeting called to order by Chair Patrick Johnson at 5:02 p.m.

II. ROLL CALL

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

Staff Present: Joe Hannan, City Manager Truman Stone, City Attorney
Sue Ryan, City Recorder DawnKaren Bevill, Administrative Assistant

III. APPROVAL OF OCTOBER 5, 2017 & OCTOBER 12, 2017 MINUTES

MOTION: Andrews/Essin to approve the Council Rules Subcommittee minutes for October 5, 2017 & October 12, 2017. Motion carried (3 Yes/0 No)

IV. REVIEW COUNCIL RULES

The subcommittee discussed Section 5 regarding the Council packet timeline. Chair Johnson asked for realistic expectations in processing and posting the packet to the Website. Mr. Hannan replied one week prior to the Council meeting is a reasonable timeline and takes responsibility for abiding to the timeline.

Sue Ryan, City Recorder, sends out a Master Calendar to help schedule ahead. Final review of packet items should be complete the week before the packet publishes. She encourages staff to meet deadlines, as listed on the Forward Looking Calendar.

Chair Johnson explained the challenge Councilors face is having adequate time to read the packet, pose questions to staff and receive answers in time for the Council meeting when the packet is late.

Truman Stone, City Attorney, stated the importance of keeping the word “normally” in Rule 5.8, as there are circumstances that can affect the workflow process.

Sue Ryan recommended issuing only one supplemental packet when necessary, so not to pepper Council with updates. Mayor Andrews asked Chair Johnson if there should be an added sentence dealing with a supplemental agenda. Chair Johnson agreed. The subcommittee will discuss language regarding supplemental packets at a future meeting.

The subcommittee discussed Rule 6.3. Mayor Andrews suggested adding language to the last sentence as follows: "The presiding officer pro tem will exercise all the authority of the mayor *during the proceedings*." The Mayor would like to have a future discussion regarding Chapter 1, Section III of the Model Rules regarding Presiding Officers.

The subcommittee discussed Section 7.2 and the possibility of providing newly appointed councilors with information regarding the Mayor's role and duties. Truman Stone stated the language regarding the majority of the members needs clarification.

Mayor Andrews suggested adding a new section to Council Rules regarding the issue of verbal and electronic crosstalk, as well as note taking and note exchanges and what constitutes public record.

The subcommittee agreed to begin the last sentence of Rule 7.4 as follows: "A Councilor will announce the legal reason or justification for abstaining from voting."

V. PROJECT ASSIGNMENTS

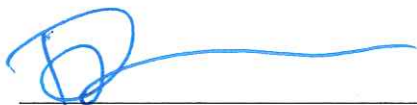
Project assignments will be reviewed at the next scheduled meeting.

VI. NEXT MEETING: THURSDAY, NOVEMBER 29, 2017 at 5 PM

VII. ADJOURNMENT:

Chair Johnson adjourned the meeting at 6:11 p.m.

Approved by the City Council – Council Rules Subcommittee this 29th day of November, 2017.



Patrick Johnson, Chair



DawnKaren Bevill, Administrative Assistant