



## RESOLUTION 2019-009

### ADOPTING RULES OF PROCEDURE FOR CITY COUNCIL

**WHEREAS**, Section 10 of the Sherwood City Charter requires that the City Council adopt rules by resolution each January after a general election; and

**WHEREAS**, the current version of the Rules of Procedure for City Council were adopted by Resolution 2018-033 on April 3, 2018; and

**WHEREAS**, the City Council reviewed and discussed the current version of the Rules of Procedure for City Council during the City Council Goal Setting meeting held on January 5, 2019; and


**WHEREAS**, one minor addition was suggested regarding citizen comments at special and emergency meetings.

**NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**


**Section 1.** The Rules of Procedure for City Council attached as Attachment A are hereby approved, and all prior Council Rules are hereby repealed.

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 29th of January, 2019.**

  
\_\_\_\_\_  
Keith Mays, Mayor

Attest:

  
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Sylvia Murphy, MMC, City Recorder

CITY OF SHERWOOD

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# Rules of Procedure for City Council

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**JANUARY 2019**

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Rules of Procedure for City Council





# Rules of Procedure for City Council

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## CHAPTER 1 - Councilor Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our great city Sherwood and the community it contains. While the Code of Conduct is not intended to be a set of rules that all councilors are compelled to follow, they do set aspirational goals and Council members should strive to meet the spirit of the following code of conduct:

- I. Do the right thing, in doing the right thing, I will:**
    - A. Be honest with fellow Council members, the public and others.
    - B. Credit others' contributions to moving our community's interest forward.
    - C. Make independent, objective, fair and impartial judgments by avoiding relationships and transactions that give the appearance of compromising objectivity, independence, and honesty.
    - D. Reject gifts, services or other special considerations, given with the intent to influence your decisions.
    - E. Protect confidential information concerning litigation, personnel, property or other affairs of the City.
    - F. Use Public resources such as staff time, equipment, supplies or facilities, only for City related business.
  
  - II. Get It Done, in getting it done I will:**
    - A. Review materials provided in advance of the meeting.
    - B. Make every effort to attend meetings.
    - C. Be prepared to make difficult decisions when necessary.
    - D. Make decisions after prudent consideration of the financial impact, taking into account the long-term financial needs of the City.
  
  - III. Respect and Care, in respecting and caring, I will:**
    - A. Promote meaningful public involvement in the decisions making process.
    - B. Treat Council members, board members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
    - C. Share substantive information that is relevant to a matter under consideration from sources outside the public decisions-making process with my fellow Council members and staff.
    - D. Respect the distinction between Council and staff
    - E. Encourage participation of all persons and groups
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## CHAPTER 2 – General Governance

### I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for city council meetings, and any subcommittee of Sherwood City Council, shall be guided by Robert's Rules of Order, as it may be amended from time to time.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

### II. Quorum.

- A. A quorum is required to conduct official city business.
- B. The members of the Sherwood City Council are the City Councilors and Mayor. Fifty-percent plus one of the currently serving members of the Council shall constitute a quorum.
- C. In the event a quorum is not present, the members of Council present shall adjourn the meeting.

### III. Presiding Officer.

- A. The Mayor shall preside over all meetings. The Mayor shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- B. In the Mayor's absence the Council President shall preside over the meeting. The Council President shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- C. If both the Mayor and the Council President are absent from the meeting, the following procedures shall be utilized to determine who is the presiding officer:
  1. The City Recorder shall call the council meeting to order and call the roll of the members.
  2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
  3. The presiding officer shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.

4. Should either the Mayor or the Council President arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

**IV. Agendas.** The City Manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. Agendas and informational material for meetings shall generally be distributed to the council at least three (3) days preceding the meeting.
- B. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under Approval of Agenda.
- C. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager at least two weeks prior to the meeting.
- D. Notwithstanding, Chapter one section IV agendas, three members of City Council may request an item be placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove an agenda items placed on that agenda in accordance with this provision.

**V. Order of Business.** The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the City, the order of business may be changed for any single meeting by the City Manager prior to the meeting agenda being made available to the public, except that the Citizen Comments portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:

- Call to order
- Pledge of Allegiance
- Roll call
- Approval of Agenda
- Consent Agenda
- Citizen Comments
- New Business
- Public Hearings
- City Manager Report
- Council Announcements
- Adjournment

- A. Call to Order. The presiding chair shall call all meetings of the Council to order.
- B. Roll Call. The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.
  - 1. The attendance shall be properly reflected in the minutes.
  - 2. If roll call determines that a quorum is not present, a public meeting may not occur and those members present shall adjourn.
- C. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
  - 1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
  - 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council. This action should take place during the Approval of Agenda portion of the agenda.
- D. Citizen Comment
  - 1. An opportunity for citizen comment will be reserved for every regular, special and emergency meeting of the Council. This period shall not exceed a maximum of 30 minutes, unless a majority of Councilors present vote to extend the time.
  - 2. Citizen comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the Council or City staff.
  - 3. Persons wishing to speak during citizen comments must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, not later than the Call to Order.
  - 4. Except as otherwise provided herein, the public shall be entitled to comment during citizen comments on all matters before the Council that require a vote, including ordinances and resolutions. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Citizen comments shall not be used to testify about a quasi-judicial land use matter.
  - 5. Speakers are limited to four minutes. The speakers will be called upon in the order in which they have submitted Request to Speak forms, until the time allotted for citizen comments has expired. Speakers shall identify

themselves by their names and by their city of residence. All remarks shall be addressed to the presiding officer.

E. Public Hearings Generally

1. A public hearing will be held when required by law, and may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, prior to the commencement of the public hearing at which the person wishes to speak.
3. The City Recorder shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall read a statement setting forth the procedures for the hearing and the applicable time limits. The presiding officer shall then declare the hearing open.
4. Speakers shall identify themselves by their names and by their city of residence. All remarks shall be addressed to the presiding officer.

Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided.

Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a Councilor is violating the spirit of this guideline.

5. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
6. The presiding officer may exclude immaterial matter. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
7. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.



8. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a Councilor receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.

F. A Public Hearing Procedures and Time Limits

1. For **Quasi-Judicial hearings**, the following procedures and time limits shall apply:
  - a. Staff will present the staff report – 15 min.
  - b. Questions (if any) by the City Council for staff.
  - c. Receive any written testimony.
  - d. Open the public hearing for testimony, and time will be limited as follows:
    1. Applicant(s) – 30 min (split between presentation and rebuttal).
    2. Person(s) in favor of the application – 4 min each.
    3. Person(s) opposed to the application – 4 min each.
    4. Person(s) neutral with regard to the application – 4 min each.
    5. Rebuttal from the Applicant(s) – remainder of 30 min.
  - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
  - f. Final comments by staff – 15 min.
  - g. Question of staff, if any, by the Council.
  - h. Discussion by the Council.
2. For **Legislative hearings with an applicant**, the following procedures and time limits shall apply:
  - a. Staff will present the staff report.
  - b. Questions (if any) by the City Council for staff.
  - c. Receive any written testimony.
  - d. Open the public hearing for testimony, and time will be limited as follows:

1. Applicant(s) – 30 min (split between presentation and rebuttal).
  2. Person(s) in favor of the application – 4 min each.
  3. Person(s) opposed to the application – 4 min each.
  4. Person(s) neutral with regard to the application – 4 min each.
  5. Rebuttal from the Applicant(s) – remainder of 30 min.
  6. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
  7. Final comments by staff.
  8. Questions of staff, if any, by the Council.
  9. Discussion by the Council.
3. For all **other Legislative or Administrative hearings**, the following procedures and time limits shall apply:
- a. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
  - b. Staff will present the staff report.
  - c. Questions (if any) by the City Council for staff.
  - d. Receive any written testimony.
  - e. Open the public hearing for testimony, and time will be limited to 4 minutes per person. Any interested person may present testimony.
  - f. Close the public hearing (no other comments will be heard from the public).
  - g. Final comments by staff.
  - h. Questions of staff, if any, by the Council.
  - i. Discussion by the Council.
4. For **Appeals**, the following procedures and time limits shall apply:
- a. Staff will present the staff report – 15 min.
  - b. Questions (if any) by the City Council for staff.
  - c. Receive any written testimony.
  - d. Open the public hearing for testimony. Only those who previously went on the written or verbal record in connection with the

decision being appealed may appear before Council on appeal.  
Time will be limited as follows:

- e. Applicant(s) – 30 min (split between presentation and rebuttal).
- f. Person(s) in favor of the application – 4 min each.
- g. Person(s) opposed to the application – 4 min each.
- h. Person(s) neutral with regard to the application – 4 min each.
- i. Opposing party on appeal - 30 mins (to be divided equally if there are opposing parties).
- j. Rebuttal from the Applicant(s) – remainder of 30 min.
- k. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
  1. Final comments by staff – 15 min.
  2. Questions of staff, if any, by the Council.
  3. Discussion by the Council.

**G. Written Communications to Council**

1. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters on the agenda shall be provided to the Council prior to the meeting or at the meeting, and shall be included into the meeting record.
2. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters that are not on an agenda shall be forwarded to the council.

## CHAPTER 3 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The Council shall meet every first and third Tuesday evening of each month, with the exception of designated holidays and/or Council recesses.
  - A. Meetings shall begin at 7:00 p.m.
  - B. Meetings shall adjourn at 9:30 p.m., allowing incremental extensions upon a majority vote of the Council.
  
- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the Council, or by the City Manager.
  - A. Notice of the special meeting shall be given to all members of the Council and the City Manager via email.
  - B. Special meetings shall be noticed in accordance with Oregon’s public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
  
- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of the Council, or by the City Manager.
  - A. Notice of the emergency meeting shall be given to all members of Council and the City Manager via telephone and email.
  - B. Emergency meetings are those meetings called with less than 24 hours’ notice and the Council shall identify why the meeting could not be delayed in order to allow 24 hours’ notice immediately after calling the meeting to order.
  - C. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
  - D. Emergency meetings shall be noticed in accordance with Oregon’s public meetings law.
  
- IV. **Executive Sessions.** Executive sessions may be called by the presiding officer, by the request of three members of Council, by the City Manager or by the City Attorney.
  - A. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions.
  - B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

- V. **Work Sessions.** Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
  - B. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
  - C. Work sessions may be called by the presiding officer, by the request of three members of council, or by the City Manager.
  - D. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. **Holidays.** In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be cancelled.
- VII. **Location.** Council meetings shall be held in the Community Room located at Sherwood City Hall.
- A. In the event that the Community Room at City Hall is not available for a meeting, or is not suitable for a particular meeting as determined by the City Manager, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the city.
  - B. Training sessions may be held outside of the City's jurisdictional limits, provided no deliberations toward a decision are made.
  - C. Interjurisdictional meetings may be held outside of the City's jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of one of the participating government entities.
- VIII. **Notice.** The City Recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- IX. **Attendance.** Members of the Council shall advise the City Manager if they will be unable to attend any meetings. Vacancies for City Councilor positions are defined under Section 31 of the City charter.

## CHAPTER 4 – Motions, Debate, Public Comment and Voting

- I. **Motions.** All motions shall be distinctly worded.
  - A. The following rules shall apply to motions:
    1. If a motion does not receive a second, it dies.
    2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
    3. Any motion shall be reduced to writing if requested by a member of the Council.
    4. A motion to amend can be made to a motion that is on the floor and has been seconded.
    5. No new motion shall be received when a question is under debate except for the following:
      - a. To lay the matter on the table;
      - b. To call for the question;
      - c. To postpone;
      - d. To refer; or
      - e. To amend.
    6. A motion may be withdrawn by the mover at any time without the consent of the Council.
    7. Amendments are voted on first, then the main motion is voted on as amended.
    8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
    9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
      - a. A call for the question is not permitted until all councilors have been given the floor and at least one full opportunity to speak on the main motion.
      - b. A call for the question fails without a majority vote.
      - c. Debate on the main subject resumes if the motion fails.

10. A motion that receives a tie vote fails.
  11. The presiding officer shall repeat the motion prior to a vote.
  12. A motion to adjourn cannot be amended.
- B. **Motion to Reconsider.** A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion. In the case of a tie vote, neither side is the prevailing side, and a motion to reconsider is therefore not permitted.
1. No motion, once decided, shall be made more than once in the same meeting.
  2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

**II. Debate.** The following rules shall govern the debate of any item being discussed by the Council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

## CHAPTER 5 – Minutes

### I. Generally.

- A. All minutes shall be in written form, with an electronic copy maintained by the City Recorder in accordance with the appropriate record retention schedule.
- B. The minutes shall contain the following information:
  - 1. The date, time and place of the meeting;
  - 2. The members present;
  - 3. The motions, resolutions, orders, ordinances, and measures proposed and their disposition;
  - 4. The results of all votes and the vote of each member by name;
  - 5. The substance of any discussion on any matter; and
  - 6. A reference to any document discussed at the meeting.

### II. Approval. The Council shall approve all meeting minutes.

- A. All minutes shall be approved within ninety days of the meeting having occurred, or at the next available meeting thereafter.
- B. The draft minutes shall be submitted to the Council as part of the Council's packet prior to the meeting where they will be considered.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.



## CHAPTER 6 – Appointments

- I. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City’s charter. All appointments require a majority vote of the currently serving members of the Council.
- A. Reviews. Any person appointed by the Council shall be subject to an annual review by the Council.
  - B. Removals. All appointed persons may be removed by a majority vote of the currently serving members of the Council.
  - C. Interference. If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance shall the Council be permitted to interfere with the judge’s exercise of judicial authority or discretion.
  - D. Formal Complaints. If Council receives a formal complaint directed against any appointed staff, the Mayor will call an executive session of the Council and the appointed staff that the complaint was directed against, unless that staff member requests an open meeting. Council shall comply with City HR policy on these matters.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
- A. Boards and Commissions Appointments
    - 1. The Mayor, in consultation with the applicable Council liaison, will make a recommendation to Council regarding appointments to City commissions, boards and committees, including ad-hoc committees (hereinafter “committees”). All such appointments are subject to the approval of City Council by resolution.
    - 2. A citizen may not serve on more than one City committee simultaneously without approval of the City Council by resolution. A citizen serving on two City committees may not be the chairperson of both City committees simultaneously.
    - 3. The Mayor or any three members of Council may remove a citizen from a City committee prior to the expiration of the term of office subject to the consent of the City Council by resolution.
    - 4. Council members shall encourage City committee member participation.
  - B. Councilor Liaisons
    - 1. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City committees, as the Mayor deems necessary, and

subject to the consent of the City Council by resolution. The Mayor will consider Council liaison appointments in January of every year or at the Council's annual Goal Setting sessions.

2. The Mayor, in collaboration with council members, will appoint Councilors as liaisons to all non-City commissions, boards and committees as the Mayor deems necessary, subject to the consent of the City Council by resolution.
3. The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.
4. Council members as liaisons will not vote on any issue before the committee.

## CHAPTER 7 – Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
  - A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
  - C. Expressing an opinion contrary to the official position of the Council without so saying.
  - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.
  
- II. **Decorum.**
  - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
  - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
  - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
  
- III. **Statements to the Media and Other Organizations**
  - A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
  - B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

## CHAPTER 8 – Interactions with Staff & City Attorney

- I. Staff.** All members of the Council shall respect the separation between the Council’s role and the City’s Manager’s responsibility by:
- A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.
  - B. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
  - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as part of staff’s day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
    - 1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
    - 2. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
- II. City Attorney.** Council members may make requests to the City Attorney for advice related to City business, so long as the request does not require more than two hours per month of the attorney’s time. A Councilor may make a request that exceeds two hours per month of attorney time with the concurrence of the majority of the Council.

## CHAPTER 9 – Training, Expenses, and Reimbursement

- I. **Training.** The Council is encouraged to attend training sessions throughout the year in order to gain knowledge and understanding of their roles as local elected officials in Oregon. These sessions are largely provided through the League of Oregon Cities, Oregon Association of Mayors, and other similar organizations.
  - A. Requests to attend training should be coordinated through the City Manager. The City Manager’s office shall make all necessary arrangements for any training (e.g. registration, accommodations, etc.)
  - B. The training budget for City Council will be prepared each year by the City Manager and approved by City Council through the annual budget adoption process.
  
- II. **Expenses.** City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
  - A. Councilor expenditures for non-routine reimbursable expenses in excess of \$500 will require advance Council approval. Routine reimbursable expenses are defined as conference registrations, meeting attendance, mileage, and other similar expenses.
  - B. The City Manager shall provide a monthly report to the City Council of all expenses related to City Councilors.

## CHAPTER 10 – Censure and Removal

- I. The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.
  
- II. The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

## CHAPTER 11 – Amendment and Repeal

- I. Amendment.** These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
- A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. All amendments to these rules requires a majority vote.
  - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. Repeal.** These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
- A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
  - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - C. Any repeal and replacement of these rules requires a majority vote.
  - A. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.