CITY OF KEIZER

CITY COUNCIL RULES OF PROCEDURE

Adopted by Council Resolution R2013-2369 on June 17, 2013
Amended by Council Resolution R2013-2394 on October 21, 2013
Amended by Council Resolution R2014-2502 on October 20, 2014

CITY OF KEIZER
COUNCIL RULES OF PROCEDURE

TABLE OF CONTENTS

SECTION 1 – AUTHORITY
1.1 – Authority ..... Page 1

SECTION 2 – GENERAL RULES
2.1 – Open Meetings. ..... Page 1
2.2 – Ethics ..... Page 1
2.3 – Quorum ..... Page 1
2.4 – Rules of Order ..... Page 1
2.5 – Suspension of Rules ..... Page 1
2.6 – Address by Council Members ..... Page 1
2.7 – Seating Capacity and Safety Requirements ..... Page 1

SECTION 3 – MEETINGS
3.1– Regular Meeting ..... Page 2
3.2– Work Session ..... Page 2
3.3– Special Meeting ..... Page 2
3.4– Emergency Meeting ..... Page 2
3.5 – Executive Session ..... Page 2
3.6 – Cancellation of Meeting ..... Page 3
3.7 – Notice of Meeting ..... Page 3
3.8 – Americans With Disabilities Act ..... Page 3
3.9 – Attendance Duty ..... Page 3
3.10 – Excused Absence ..... Page 4

SECTION 4 – THE PRESIDING OFFICER
4.1 – Mayor ..... Page 4
4.2 – Council President ..... Page 4
4.3 – Sergeant of Arms ..... Page 5

SECTION 5 – DECORUM AND ORDER
5.1 – Presiding Officer ..... Page 5
5.2 – Councilors ..... Page 5
5.3 – Staff and Public ..... Page 5
5.4 – Removal of Any Person ..... Page 5

SECTION 6 – ORDER OF BUSINESS AND AGENDA
6.1 – Order of Business....Page 5
6.2 – Recess....Page 7
6.3 - Agenda Distribution....Page 7
6.4 – Councilors Placing an Item on Agenda....Page 7
6.5 – Special Accommodations....Page 7

SECTION 7 – PUBLIC TESTIMONY
7.1 – Public Testimony Generally....Page 7
7.2 – Roster....Page 8
7.3 – Complaints and Suggestions to the Council....Page 8
7.4 – Council Shall Carefully Consider all Testimony....Page 8

SECTION 8 – PUBLIC HEARINGS
8.1 – Public Hearings....Page 8
8.2 – Testimony....Page 8
8.3 – Testimony – Land Use Public Hearings....Page 9
8.4 – Attorney Representation....Page 9
8.5 – Closing of Hearing/Council Deliberation....Page 9
8.6 – Reopening a Hearing....Page 9

SECTION 9 – PROCEDURES FOR LAND-USE APPEALS
9.1 – Decisions Appealable....Page 9
9.2 – Notice of Appeal....Page 9
9.3 – Public Hearing Date and Notice....Page 10
9.4 – Hearing by Council....Page 10
9.5 – Decision of Council....Page 10
9.6 – Appeal Fee....Page 10

SECTION 10 – CONFLICT OF INTEREST AND OTHER DISQUALIFICATIONS
10.1 – Conflict of Interest....Page 10
10.2 – Bias....Page 11
10.3 – Ex Parte Contact....Page 11
10.4 – Absence at Public Hearing....Page 11

SECTION 11 - CENSURE
11.1 – Internal Oversight....Page 11

SECTION 12 – ORDINANCES, ORDERS, RESOLUTIONS, AND MOTIONS
12.1 – Form....Page 13
12.2 – Signing of Official Documents....Page 13
12.3 - Enactment of Ordinances....Page 13
12.4 – Motion....Page 13
12.5 – Procedures in Handling Parliamentary Motions....Page 13
12.6 – Motion for Reconsideration....Page 14

SECTION 13 – VOTING

13.1 – Voting ..... Page 14
13.2 – Abstentions ..... Page 14
13.3 – Methods of Voting ..... Page 14
13.4 – Unanimous Consent ..... Page 15
13.5 – Voting Required ..... Page 15
13.6 – Voting Results ..... Page 15
13.7 – Changing Vote ..... Page 15

SECTION 14 – MINUTES

14.1 – Recording of Minutes ..... Page 15
14.2 – Distribution of Minutes ..... Page 16
14.3 – Correction and Approval of Minutes ..... Page 16
14.4 – Reading of Minutes ..... Page 16
14.5 – Executive Session Minutes ..... Page 16

SECTION 15 – PROCLAMATIONS

15.1 – Request for Proclamations ..... Page 17
15.2 – Reading of Proclamations ..... Page 17

SECTION 16 – COUNCIL VACANCIES/APPOINTMENTS

16.1 – Vacancy of Council Position ..... Page 17
16.2 – Vacancy of Mayor Position ..... Page 17
16.3 – Declaration of Vacancy ..... Page 17
16.4 – Process for Appointment ..... Page 17
16.5 – Presentation Process ..... Page 17
16.6 – Appointment Vote ..... Page 18
16.7 – Tie Votes – Appointment Process ..... Page 19
16.8 – Tie Votes – Council Election ..... Page 19

SECTION 17 – CREATION OF CITY COMMITTEES, BOARDS AND COMMISSIONS AND COUNCIL COMMITTEES AND AD HOC TAKS FORCES

17.1 – Citizen Committees, Boards and Commissions ..... Page 19
17.2 – Membership Appointment ..... Page 19
17.3 – Qualifications ..... Page 19
17.4 – Removal of Members of Committees, Boards and Commissions ..... Page 20
17.5 – Council Task Forces ..... Page 20
17.6 – Meetings Subject to Oregon Open Meetings Law ..... Page 20
17.7 – Registry ..... Page 20
17.8 – Youth Councilor ..... Page 20
17.9 – Youth Liaison ..... Page 20
17.10 – Outside Committees ..... Page 21
17.11 – Additional Groups ..... Page 21

SECTION 18 – ELECTRONIC MAIL
18.1 – Electronic Mail ..... Page 21

SECTION 19 - CITY COUNCIL GOAL SETTING
19.1 – Council Goal Setting ..... Page 21

SECTION – 20 – CITY COUNCIL TRAINING
20.1 – Councilor Training ..... Page 22
20.2 – Mayor's Training ..... Page 22
20.3 – Reimbursement Allowance ..... Page 22
20.4 – Council Approval ..... Page 22

SECTION 21 – MISCELLANEOUS
21.1 – Amendments to Council Rules ..... Page 22
21.2 – Anonymous Communications ..... Page 22

SECTION 1 - AUTHORITY

1.1 Authority - The Charter of the City of Keizer provides that the Council shall adopt rules for the government of its members and proceedings. The following rules shall be in effect upon their adoption by the Council until they are amended or new rules are adopted. These rules shall be presented to all City Council members during the first work session in January of odd-number years following general elections. Within 30 days of taking office, each appointed or elected Councilor shall sign that they have reviewed and received a copy of these rules. The City Recorder shall retain the signature copy.

SECTION 2 - GENERAL RULES

2.1 Open Meetings – All meetings will be held in accordance with the Oregon public meeting requirements of Oregon law. No final action by the Council shall have legal effect unless the motion and the vote by which it is disposed of, take place at a proceeding that are open to the public.

2.2 Ethics – All elected officials will comply with Chapter 244 – Government Ethics of the Oregon Revised Statutes.

2.3 Quorum – A majority of the members of the Council shall constitute a quorum for its business, but no less than three Councilors may meet and compel the attendance of absent members. If a quorum is not present, those in attendance will be recorded, and the City Recorder will adjourn the meeting.

2.4 Rules of Order – *Robert's Rules of Order Newly Revised* shall govern all Council proceedings unless they conflict with these rules. The Council President will act as parliamentarian with support from the City Attorney when present.

2.5 Suspension of Rules –The vote to suspend the Rules of Procedure (including *Robert's Rules of Order Newly Revised*) requires a two-thirds majority vote of those members of the Council who are present, except as set forth in Section 6.1(j). If the motion is carried by a two-thirds vote, then the rules are suspended for that item only.

2.6 Address by Council Members – Every Councilor desiring to speak to an issue will address the Presiding Officer and upon recognition, will confine remarks to the issue under debate. Councilors questioning, seeking clarification, or soliciting a recommendation from staff will direct the concern to the City Manager. The City Manager may respond as requested or redirect the inquiry to a member of the staff.

2.7 Seating Capacity and Safety Requirements – The safe occupancy and seating capacity of the Council chambers as determined by the fire marshal shall be posted within the Council chambers. The limitations on occupancy and seating shall be complied with at all times. Aisles and emergency exits shall be kept clear at all times.

SECTION 3 – COUNCIL MEETINGS

3.1 Regular Meeting - The Keizer City Council will meet in regular session on the first and third Mondays of each month at 7:00 p.m. in the Robert L. Simon Council Chambers or at another place in the City which the City Council designates. If such date falls on a legal holiday (per ORS Chapter 187), the meeting shall be held at the usual hour and place on the following day.

3.2 Work Session – The Keizer City Council may hold a work session on the second Monday of each month in the Robert L. Simon Council Chambers or at another time or place in the City in which the City Council designates. Such sessions shall allow the City Council an opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects, or to hold open discussions on any City-related subject, provided that all discussions thereon shall be informal with **no vote** or **formal action** taken. Work sessions shall be open to the public, however an opportunity for public testimony will only be allowed at the discretion of the Presiding Officer or by a majority vote of the Council members.

3.3 Special Meeting – The Presiding Officer, upon his or her own motion may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council, call a special meeting of the Council. At least 24 hours notice shall be given for the meeting. Special meetings of the Council may also be held at any time by the common consent of all members of the Council. Only the subjects listed on the special meeting agenda may be acted upon.

3.4 Emergency Meeting – An emergency meeting of the City Council may be called by the Presiding Officer or City Manager on less than 24 hours' notice provided that an actual emergency exists. The minutes of the meeting must describe the emergency justifying less than 24 hours notice and why the meeting could not be delayed. Attempts will be made to contact the media to provide notice of the emergency meeting.

3.5 Executive Session – Executive sessions shall be held in accordance with Oregon law – ORS 192.660. Matters discussed in executive session shall be exempt from public disclosure pursuant to State Statutes. Executive sessions shall be closed to all persons **except** the City Council; persons reporting to Council on the subject of the executive session; the City Manager unless directed otherwise by the Council; City staff persons as allowed by the City Council to attend; news media representatives, unless excluded by the Public Meeting Law (eg…media representatives may be excluded for discussions regarding labor negotiations); and other persons authorized by the City Council to attend. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion.

Prior to opening an executive session the Presiding Officer shall:

- announce the purpose of the executive session,
- the state statute authorizing the executive session,

- and a notification to all present, including the media, that matters discussed in executive session are not to be disclosed or reported to the public.

An executive session may be held during any open meeting for which proper notice has been given or outside of any regular meeting when properly noticed. No formal or final action may be taken during an executive session, but an opinion or consensus of the Council may be gathered.

3.6 Cancellation of Meeting - Upon a majority vote of the members of the City Council present, a meeting may be canceled when deemed appropriate. The Charter requires one regular meeting be held each month. Notice of cancellation shall be posted on the bulletin board at City Hall, City's web site and social media sites, distributed to members of the media, and to known interested citizens.

3.7 Notice of Meeting – The City Recorder shall provide:

- notice of the time,
- place, and
- agenda items for any gathering of the Keizer City Council.

Notice shall be posted on the bulletin board at City Hall, posted on the City's web site, delivered by mail or otherwise to members of the media, and other interested persons upon written request. Notice shall be given at least 24 hours prior to the meeting to members of the governing body, the public and media for any special meeting, unless the meeting is considered an emergency as defined by law. Notice of executive sessions shall cite the specific law that authorizes the executive session.

3.8 – Americans With Disabilities Act – All meetings of the Council shall be held in compliance with the Americans With Disabilities Act.

3.9 – Attendance Duty – It is the duty of each member of the City Council to attend all meetings of the Council. The Charter provides in Chapter VII – Section 29 that a Council office will be deemed vacant upon his or her absence from meetings of the Council for 60 days without like consent. Consent will be given for good cause.

Good cause shall include, but is not limited to:

- Illness;
- Family obligations;
- Employment requirements;
- Scheduled vacations; or
- Other city business

Telephonic, video or internet attendance does not ensure that all testimony, discussions,

staff information and deliberations are available fully and equally. Therefore methods of attendance other than personal onsite attendance shall not be considered "in attendance" and a Council Member may not vote unless physically present at the meeting.

3.10 – Excused Absence – When any Council member cannot attend a meeting of the Council, the member shall notify the Presiding Officer prior to the meeting. If there are no objections from other Councilors, the Presiding Officer may announce the absence is for good cause and the absence shall be listed in the minutes as excused. If the City Council determines the absence is not for good cause, the absence shall be listed in the minutes as unexcused.

SECTION 4 – THE PRESIDING OFFICER

4.1 Mayor – The Mayor shall preside at all regular, work sessions, special meetings and executive sessions of the City Council and shall be the recognized head of the City for all ceremonial purposes. The Mayor shall have all duties and privileges of any Councilor, and shall not be denied any right or privilege by reason of his or her position as Presiding Officer. In the absence of the Mayor, the Council President shall serve as the Presiding Officer. In the absence of both the Mayor and Council President, the office of both or either shall be filled pro tem by the Councilor with the longest continuous service on Council from the Councilors present and business transacted accordingly.

4.2 Council President – At the first meeting of the Council in each odd-numbered year, the Council will elect a Council President from its members by majority vote of those Council members present. The Councilor with the longest continuous tenure, who has not served as Council President previously, will be nominated. Others may be nominated from the Council, including the current Council President. In the event that no candidate receives a majority vote, a second vote will be conducted. The first place candidates shall be nominated. If there is only one first place candidate, such candidate and all second place candidates shall be nominated. If no candidate receives a majority vote, the candidates in the second vote will draw lots to determine the Council President.

Whenever the Mayor is unable to perform the functions of the office, the Council President shall act as Mayor. The Council President will initiate a motion for all prepared resolutions and ordinances and the consent calendar unless another Councilor has requested to do so or initiate the action.

4.3 Sergeant at Arms – The Sergeant at Arms will be the Council President. It will be the duty of the Sergeant at Arms to assist the Presiding Officer, as appropriate, to maintain the order and decorum at all meetings. The Council President may appoint a designee to act as the Sergeant at Arms. In the absence of the Council President, the

Sergeant at Arms will be filled by the Councilor with the longest continuous service on Council from the Councilors present.

SECTION 5 – DECORUM AND ORDER

5.1 Presiding Officer – During Council meetings, the Presiding Officer shall enforce the rules of the Council. In addition, the Presiding Officer has the authority to preserve decorum and decide all points of order, subject to appeal to the Council. The Presiding Officer shall enforce order, prevent attacks on personalities or impugning members' motives, and keep those in debate to the question under discussion.

5.2 Councilors – Council members shall preserve order and decorum during Council meetings, and shall not by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Council members shall when addressing staff, council members or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, should not impugn the motives of any speaker. Council members shall at all times conduct themselves in a manner appropriate to the dignity of their office. Council may determine by simple majority the appropriateness of a particular event or action. However, no Council member will be required to take part in an event or action that he/she believes inappropriate or undignified.

5.3 Staff and Public – Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.

5.4 Removal of Any Person. Any persons making disruptive or threatening remarks or actions during a meeting will forthwith be barred from further audience at that meeting, unless permission to continue is granted by a majority vote of the Councilors present. The Presiding Officer may direct the Sergeant at Arms to prevent further interruption by such person by any action necessary including the removal of that individual. In case the Presiding Officer should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Council present, Sergeant-at-Arms shall be authorized to remove the person or persons, as if the Presiding Officer so directed.

SECTION 6 – ORDER OF BUSINESS AND AGENDA

6.1 Order of Business - The general rule to the order of business at regular meetings of the City Council will be:

a) **Call to Order** – The Presiding Officer shall call the meeting to order.

b) **Roll Call** – The City Recorder shall call the name of each Councilor and note each Councilor's attendance or absence in the record, under the guidelines as set forth in Section 3.9 and 3.10 to establish a quorum is present to conduct business.

c) **Flag Salute** – The Presiding Officer or designee may lead the Council and audience in the Pledge of Allegiance.

d) **Special** Orders of Business – Agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items except Flag Salute, at the discretion of the Presiding Officer.

e) **Committee Reports** – Scheduled presentations, oaths of office, awards, and proclamations.

f) **Public Testimony** – An opportunity for members of the audience shall be given to address the Council on any matter, other than those issues on the agenda scheduled for public hearing, during this portion of the meeting.

g) **Public Hearings** – A public hearing shall be held on each matter required by state law or City policy. Written and oral testimony shall be heard prior to Council action. (Procedures for public hearings are addressed in Section 8 of these procedures.)

h) **Administrative Action** – Items that require formal action or Council direction on issues presented by staff.

i) **Consent Calendar** – The consent agenda shall consist of a list of routine; non-controversial matters, not typically requiring discussion, presented for Council approval by a single motion. Council members who wish to remove an item from the consent calendar shall do so prior to the motion to approve the items. Any item removed from the consent calendar shall be discussed and acted upon following approval of other consent agenda items.

j) **Council Liaison Reports.** Time provided for members of the Council to present Council liaison reports.

k) **Other Business** – Time provided for members of the Council or City staff to bring new or old matters before the Council. These matters need not be specifically listed on the agenda, but formal action on these matters will be deferred until a subsequent Council meeting. This rule may be suspended ONLY if the matter is deemed urgent by two-thirds majority vote of the Council members present and cannot wait until the next special or regular City Council meeting. A motion to reconsider a previous motion may be acted upon without suspension of the rules, as outlined in Section 12.6.

l) **Written Communications** – Opportunity to inform the Council on **significant** written communications and petitions.

m) **Agenda Input** – Issues for upcoming Council meetings shall be announced by the Presiding Officer.

n) **Adjournment** – Following completion of all matters listed on the agenda, the Presiding Officer shall declare the meeting adjourned.

The Presiding Officer may adjust the Order of Business.

6.2 Recess – The Presiding Officer may recess any meeting of the Council upon the consensus of the majority of the members present. The Presiding Officer shall announce the time in which the meeting shall reconvene.

6.3 Agenda Distribution – General practice will be copies of agendas for regular meetings shall be distributed not later than five (5) calendar days prior to the meeting to members of the Council, staff, news media, neighborhood associations and interested citizens who have requested the agenda. Council members with questions, concerns or suggestions are encouraged to communicate those to staff by no later than three (3) days before the meeting.

6.4 Councilors Placing an Item on the Agenda – A Councilor wishing to place an item on the agenda will advise the City Manager no later than seven (7) days prior to the regular meeting at which the item is to be considered. Such request to add an item for Council consideration shall require consent from two or more additional Council members to add the item.

6.5 Special Accommodations – All Council meeting agendas shall contain proper notice of the City's intent to conduct the meeting in accordance with the Americans With Disabilities Act and that persons needing accommodations may contact the City Recorder 48 hours prior to the meeting time to request the necessary accommodations. Such notice shall provide the telephone number at which the City Recorder may be contacted.

SECTION 7 – PUBLIC TESTIMONY

7.1 Public Testimony Generally - Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public testimony during each regular session of the Council. Participants must use a microphone and state their name and city of residence for the record prior to addressing Council. Testimony will be limited to five minutes. No yielding or ceding of time is allowed. The Council may request further information be presented to the Council on such date and in such manner, as it deems appropriate. Items brought before the Council from the public during public testimony may be referred to the staff for appropriate action and a report returned to the Council, if requested. Such procedure

should not prevent the staff, Mayor, or City Council from answering directly to a citizen inquiry at the time it is brought before the Council.

7.2 Roster - All persons or groups wishing to address the Council during the time set for public comments shall, prior to the convening of the meeting, sign the roster provided by the City Recorder, indicating the name of the person, the address of the person, and the

subject of public concern on which the persons or groups wishes to address the Council. Those who have not signed the roster may address the Council at the discretion of the Presiding Officer.

7.3 Complaints and Suggestions to the Council - When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

(1) If legislative, and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, the City Manager or an advisory body for study and recommendation.

(2) If administrative, and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer shall then refer the complaint directly to the City Manager for his or her review if the complaint has not already been reviewed. The Council may direct the City Manager to report to the Council when his/her review has been made.

7.4 Council Shall Carefully Consider All Testimony – All Council Members should give those presenting testimony their undivided attention. Sidebar conversations should be kept to a minimum.

SECTION 8 – PUBLIC HEARINGS

8.1 Public Hearings - A public hearing shall be held on each matter required by state law or City policy. The Presiding Officer shall preside over the hearing and announce the type of hearing and the guidelines for the hearing. The Presiding Officer shall declare the hearing to be open and invite the City Manager or member of the staff to present the staff report together with any petitions, letters, or written comments on the matter.

8.2 Testimony – Members of the audience may present oral testimony on the matters scheduled for public hearing. The Presiding Officer will call forth members of the audience who have signed up to present testimony under the guidelines specified at the opening of the hearing. If appropriate, the Presiding Officer may first ask those persons in favor of the matter to come forward, with those speaking in opposition coming after.
All Testimony, except for the applicant, will be limited to five minutes per person. The applicant's testimony will be limited to a total of thirty minutes. The applicant may reserve all or any portion of the applicant's testimony to use as rebuttal. Multiple applicants and their representatives shall share the thirty minutes. The Presiding Officer may further limit testimony if a speaker persists in being threatening and disorderly, or abusive, following a warning to that effect from the Presiding Officer. Upon being recognized by the Presiding Officer, any member of the Council or the City staff may ask questions of any

speaker. **Upon closure of the hearing, no further testimony will be allowed.**

8.3 Testimony - Land-Use Public Hearings – In addition to the procedures outlined above, during a quasi-judicial hearing the speaking order will be:

- the applicant will be allowed to testify first,
- then anyone who wishes to present evidence in favor of the application,
- followed by anyone presenting evidence in opposition or to provide general information.
- The applicant in the case will be offered an opportunity for rebuttal.

8.4 Attorney Representation – Any person attending a hearing has the right to be represented by an attorney.

8.5 Closing of Hearing/Council Deliberation – The Presiding Officer shall either close the hearing or continue it to a date and time certain for presentation of further evidence or argument. Upon closing the hearing, the Council may deliberate on the matter immediately, or may deliberate on the matter at a later time. During deliberations, the Council may request advice from the City Manager or staff as to the consequences and implications of the proposal or alternatives thereto based upon the facts presented during the hearing.

8.6 Reopening a Hearing – If it appears that substantial new factual material is necessary to reach a decision on the matter, the Council may, by majority vote, order the hearing reopened or refer the matter to a hearing before the City Hearings Officer or the City Planning Commission for further development of the record. In either case, a new notice of hearing shall be given.

SECTION 9 – PROCEDURE FOR LAND-USE APPEALS

9.1 Decisions Appealable – Where final decision authority is granted to the Zoning Administrator, Planning Commission or Keizer Hearings Officer as defined by the Keizer Development Code, such decision shall be final unless the City Recorder receives a Notice of Appeal to the Council pursuant to Section 3.207 of the Keizer Development Code.

9.2 Notice of Appeal – Every notice of appeal shall contain the material required and the fee as listed in the appeal provisions outlined in Section 3.207 and 3.208 of the Keizer Development Code.

9.3 Public Hearing Date and Notice – Upon receipt of an appeal of a decision of the Zoning Administrator or Hearings Officer, the City Recorder shall set a date for public hearing before the City Council not less than 30 days from the receipt of the appeal. Notice of the hearing shall be in accordance with the guidelines set forth in Section 3.204 of the Keizer Development Code.

9.4 Hearing by Council – The Council shall conduct a public hearing on the appeal at

the time and place designated on the notice of hearing. The public hearing shall be conducted in accordance with the provisions of Section 3.205.03 through 3.205.06 of the Keizer Development Code and with the adopted Council Rules of Procedures. The appellant or a designated representative shall appear at said hearing and offer justification of the appeal. If the appellant or representative fails to do so, the appeal shall be denied.

9.5 Decision of Council – The City Council may affirm, amend, or reverse the action of the Hearings Officer, Planning Commission or Zoning Administrator and may grant approval subject to conditions necessary to carry out the Comprehensive Plan and as provided for in the Keizer Development Code. The City Council may also remand the matter back to the Hearings Officer, Planning Commission or Zoning Administrator for additional information, subject to the agreement of the applicant to extend the 120-day review period.

9.6 Appeal Fee – An appeal fee established by the City Council shall be required to defray costs incidental to the proceedings and shall be paid at the time of filing an appeal. The appeal fee shall be determined by the City Council. This fee is not refundable unless the City Council upholds the appeal and reverses the order of the Hearings Officer or Zoning Administrator. However, the Council may refund some or the entire appeal fee, at its discretion, if a decision is not reversed but the conditions of approval are substantially revised.

SECTION 10 – CONFLICT OF INTEREST OR OTHER DISQUALIFICATIONS

10.1 Conflict of Interest – In every case in which a Councilor is faced with a potential conflict of interest or an actual conflict of interest, the nature of the conflict must be disclosed during the public meeting and recorded in the minutes. If an actual conflict of interest exists, the Council member, after disclosing the conflict, shall remove themselves from the Council Chambers and refrain from both participation in the discussion and the vote on the issue. However, if the Councilor is a direct party on the issue, they will be allowed to remain in the Council Chambers.

A **potential** conflict of interest would be any action, decision, or recommendation in which the effect ***could*** be to the private pecuniary benefit or detriment of the Councilor or relative of the Councilor or any business which the Councilor or Councilor's relative is associated.

An **actual** conflict of interest would be any action, decision, or recommendation in which the effect ***would*** be to the private pecuniary benefit or detriment of the Councilor or relative of the Councilor or any business which the Councilor or

Councilor's relative is associated.

10.2 Bias –In quasi-judicial cases, Councilors should recuse themselves from any decision or discussions if they have a prejudice or prejudgment of the facts to such a degree that the Councilor is incapable of rendering an objective decision on the merits. Members of the Council should avoid voicing an opinion prior to the testimony and avoid ex parte contacts.

***Exception**: If the recusal results in a lack of a quorum for a decision that has to be made immediately, the Council member may be counted for the purpose of establishing a quorum, however the member must abstain from voting.*

10.3 Ex Parte Contact – Ex Parte contacts only apply in a quasi-judicial case. Members of the Council should avoid any communication outside of the public hearing process with the applicant or an outside party on land-use applications. A site visit is not considered an ex parte contact unless there is communication with an outside party or if information is gained from the visit that could be a factor in future decisions. Any ex parte contact, including the nature of the contact and the information obtained, should be disclosed at the beginning of the public hearing, and again at each continued public hearing.

10.4 Absence at Public Hearing – A member of the Council shall not participate in the discussion or vote on a quasi-judicial land use application when they were not present during the public hearing.

***Exception**: If the Council member has reviewed the audio or video tape recordings of the proceedings and any evidence presented at the hearing, the Councilor may participate in the discussion and vote on the matter, following their announcement that they have done so.*

SECTION 11 – INTERNAL OVERSIGHT

11.1 Internal Oversight. The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council Member act in any manner constituting a substantial violation of these rules, City Ordinance or Charter, or other general laws, the remaining Council Members may issue a censure or memorandum of concern pursuant to the following procedure:

a) The process is initiated by a written statement by a Council Member explaining the alleged misconduct of a Council Member and if true, why disciplinary action is needed. Two Council Members must date and sign the statement and deliver the original to the City Manager. The City Manager shall then place the matter before the Council at the next regular Council meeting if the written statement is submitted to the City Manager not later than five (5) calendar days prior to such meeting, otherwise the matter shall be placed on the agenda for the following Council meeting.

b) An affirmative vote by five (5) or more members of the Council shall initiate an investigation. An affirmative vote by a Council Member shall not indicate that such Member believes the truth of the statement and/or the reasoning behind a proposed sanction, but merely that further investigation is warranted under the criteria set forth in subsection c) below. The Council Member in question shall not take part in the discussion or the vote.

c) If initiated, an investigation shall be conducted by a committee consisting of three Council Members appointed by the Council. Two additional Keizer residents shall be included if the Council Member being investigated makes such request. Such residents shall be selected by the Council. The investigation shall be completed within 30 days of being initiated by the Council. The Committee shall review whether the alleged misconduct occurred, and if so whether the alleged misconduct occurred while acting in their official capacity as a City Council member, including, but not limited to the following instances:
    1. During a city meeting or while representing the City of Keizer;
    2. City Council Member announced that they were a City Council Member (and therefore infers that conduct is as a City Council Member);
    3. Conduct occurred in writing available to the public (social media, newspaper) as identified as a City Council Member.

d) If misconduct is found unanimously by the members of the City Council Committee, the Committee would present the investigation conclusion to the Council with a recommendation of any sanctions. Sanctions could include
    1. A memo of concern from the full City Council, or
    2. Censure.

e) The Council shall vote on the Committee recommendation. A memorandum of concern would require a four (4) member vote of the Council; a censure would require at least a five (5) member vote. The Council Member in question shall not take part in the discussion or the vote.

f) If misconduct is not found unanimously by the City Council Committee, a public report of the Committee findings will be presented to the City Council during a Council meeting. A copy of that report will be given to the Council Member who was investigated.

SECTION 12 – ORDINANCES, ORDERS, RESOLUTIONS, AND MOTIONS

12.1 Form – All Ordinances, Orders, and Resolutions shall be presented to the Council in print or type-written form.

12.2 Signing Of Official Documents - The Mayor shall sign all records of proceedings approved by the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council within three days after their passage. After the Council approves a

bond of a City officer or a bond for a license, contract, or proposal, the Mayor shall endorse the bond. The Council President shall perform these functions whenever the Mayor is unable to perform the functions herein.

12.3 Enactment of Ordinances – All ordinances will be enacted pursuant to Chapter VIII of the Keizer City Charter except that if the Mayor is unable to perform the functions of the office, the Council President shall act as mayor pursuant to Chapter IV, Section 18 of the Keizer City Charter, including, but not limited to, signing of ordinances, resolutions and other documents.

12.4 Motion – Any Councilor moving a motion to be considered by the Council shall state the motion with clarity, specificity, and brevity so the matter is clearly understood.

12.5 Procedures In Handling Parliamentary Motions

a) To move a motion, a Councilor must be recognized by the Presiding Officer at a time when there is no other business on the floor. The Councilor then says, "I move adoption of an ordinance..." or "I move approval of a resolution..."

b) Another Council member seconds the motion. This can be done without being recognized by the Presiding Officer . If no member seconds the motion, it does not come before the meeting; it "dies" for lack of a second and the Presiding Officer calls for the next item of business. A second does not necessarily mean that the member favors the motion. It can be that the member simply wants the motion brought on the floor for discussion.

c) The Presiding Officer states the question on the motion. This procedure is necessary for the motion to come before the Council. Prior to this step, the Presiding Officer can suggest changes in the motion and the mover can change or withdraw it. No debate can take place until the Presiding Officer states the motion is on the floor. At this point, a mover may ask permission to withdraw the motion. It is unnecessary for the Presiding Officer to ask the member who seconded the original motion to withdraw the second. Withdrawal of the motion by general consent takes precedence to the second.

d) Debate then takes place on the motion. The original mover is entitled to the floor first. **Each member has the right to speak and to rebut any other speakers, but should not have the floor the second time until all who wish have spoken once.** Unless it is decided otherwise, each speaker is limited to five (5) minutes each time.

e) The Presiding Officer then puts the question to a vote. When the debate appears to have closed, the Presiding Officer asks "are you ready for the question?" If no one claims the floor, the Presiding Officer restates the motion and calls for a vote.

12.6 Motion for Reconsideration - Unless specifically governed by other provisions of the codes, ordinances, or other regulations of the City, any Councilor who voted with the majority

or who was not present at the time of the vote, may move for reconsideration of an action at the same or at the next regular meeting of the Council. A vote of reconsideration requires a **majority vote of those Councilors present**. A vote for reconsideration shall take place at the same meeting when there is no other business on the floor or at the next regular meeting of the Council under the Other Business portion of the meeting. A motion for suspension of the rules is not required. After a matter has been reconsidered, it shall not preclude the issue from being raised in the future, but not before the next regular meeting.

SECTION 13 – VOTING

13.1 Voting – Unless a different voting requirement applies, the concurrence of a majority of the members of the Council in attendance, voting when a quorum of the Council is present shall decide any question before the Council. The Presiding Officer will have a vote on all questions before the Council. It is considered inappropriate for members to explain their action once the vote has been called for and until after the vote has been taken.

13.2 Abstentions – Any Councilor abstaining should state the reason for the abstention. An abstention does not count as either an affirmative or negative vote and shall not be counted toward the number of votes required to pass or reject a motion.

13.3 Methods of Voting –The standard is the voice vote, however the Presiding Officer may decide the type of vote unless directed otherwise by a majority of the Council.

- **Voice Vote**: This is the standard method when no more than a majority vote is required. The ayes are called for first and then the nays.
- **Show of Hands**: This can be used as an alternative to a voice vote, in verifying an inconclusive voice vote or when a two-thirds vote is required for adoption.
- **Vote by Written Ballot**: This is another method that is normally used only in cases of elections or a matter where initial confidentiality is needed. Each Councilor shall place their signature on the ballot and the results (including each Councilor's specific vote) must be made public immediately following the vote.
- **Roll Call: In this m**ethod, the City Recorder calls the name of each Councilor and the Councilor responds with his or her vote on the matter. Council members will be called by position number, with the Mayor being called last.

13.4 Unanimous Consent: The Presiding Officer may use unanimous consent as a voting method if it appears that all of the Council members present agree on a particular position or direction. If any Councilor objects, a formal vote shall be taken.

13.5 Voting Required: Every member of the Council that is present when a question is addressed shall vote for or against the question, unless he or she abstains for just cause (conflict of interest, bias, etc.).

13.6 Voting Results: The Presiding Officer announces the voting result. This step is always included to ensure Council understanding of the outcome and so that the Recorder will be able to accurately reflect the outcome in the minutes. If a motion ends in a tie, the motion will be considered lost.

13.7 Changing Vote: A Council member has the right to change their vote up to the time the vote is finally announced. After that, they can make the change only by permission of the Council, which may be given by unanimous concurrence of Council. If an objection is made, a motion may be made to grant the permission. The motion is undebatable.

SECTION 14 – MINUTES

14.1 Recording of Minutes: Minutes are the official record of the City Council meetings. They record the substance of a meeting and are a clear, accurate, concise, informative record of the proceedings. Minutes will generally follow the chronological order of items considered during a meeting. Minutes are not a verbatim transcript, and the meeting does not have to be sound recorded unless otherwise required by law. For practical purposes, however, it is general practice to sound record the meetings of the City Council for back up reference. Reporting actions taken is the single most important segment of the final minutes. The minutes are to include, at a minimum:

a) Kind of meeting (regular, special, work session, etc.)

b) The name of the body meeting (City Council, Urban Renewal Agency, Budget Committee, etc.)

c) Date of the meeting and place where it is held.

d) Name and title of Presiding Officer (usually the Mayor).

e) All motions (main, amendments, withdrawals, etc.), with dispositions, with the name of the mover and, if applicable, the name of the seconded.

f) Members present.

g) Proposals, resolutions, orders, ordinances, and measures proposed and their disposition.

h) Results of all votes and the vote of each member by name, including abstentions.

i) The substance of any discussion on any matter.

j) The name and City of residence, if available, on any person appearing before the City Council to offer testimony, and the substance of such testimony.

k) Exhibits or written testimony subject to ORS 192.410 to 192.505.

l) Reference to the appropriate ORS section under which an executive session was held.

m) The signature of the individual taking the minutes.

n) Signature lines for the Mayor and the Councilors.

14.2 Distribution of Minutes: Draft minutes are distributed to the City Council with the

agenda on which those minutes appear as an item for approval. However, because the minutes are generally completed in draft form prior to distribution of the agenda packets, the minutes are available for earlier review should the need arise.

14.3 Correction and Approval of Minutes - Approval of the minutes usually take place at the next regular meeting following the date of the minutes under approval. Generally, minutes appear on the agenda under the Consent Calendar. If minor changes are made to the minutes, a Councilor may offer such amendment prior to the Consent Calendar being approved. For extensive amendments, the minutes should be pulled off the Consent Calendar for consideration. All corrections that appear will appear in the minutes of the meeting when the changes took place. If a member of the Council is absent from the meeting, such member can pull the minutes from the Consent Calendar for consideration and announce their absence and abstain from voting for approval of the minutes or they can read the minutes prior to the meeting and vote for approval as part of the Consent Calendar. When a Councilor is absent and pulls the minutes from the Consent Calendar to abstain from voting for approval of the minutes, the word "absent" shall be printed in place of a signature.

If a Councilor has a concern over the reporting of minutes, it is that Councilor's responsibility to review the tape of the meeting and bring corrections forward to the City Council at the next regular meeting with the tape cued, ready to be played, if necessary. It is not appropriate to expend staff time when only one member of Council is requesting the review.

14.4 Reading of Minutes: Unless the reading of the minutes of the previous Council meeting is requested by a majority of the Council, such minutes may be approved without reading if copies thereof have been previously furnished each Council member.

14.5 Executive Session Minutes – Minutes from Executive Sessions held pursuant to ORS 192.660 will be kept in the form of a tape recording. No transcription of Executive Session minutes will be made unless otherwise required by law.

SECTION 15 – PROCLAMATIONS

15.1 Request for Proclamations – Organizations or citizens requesting proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals on certain projects, shall be filed with the City Recorder. Upon receipt, the City Recorder will notify the Mayor of the request. If the Mayor approves the request, the City Recorder will prepare the proclamation for the Mayor's signature.

15.2 Reading of Proclamations – It will be at the discretion of the Mayor if a proclamation will be read at a City Council meeting or presented to the organization or group. It is preferred that a representative of the requesting organization be present to receive the proclamation.

SECTION 16 – COUNCIL VACANCIES/APPOINTMENTS

16.1 Vacancy of Council Position – Chapter VII – Section 29 of the Keizer City Charter outlines circumstances in which a Council position may become vacant. Vacant elective offices shall be filled by appointment. A majority vote of the remaining members of the Council shall be required to validate the appointment. Upon validation, the appointee's term of office shall begin and continue throughout the unexpired term of the predecessor.

16.2 Vacancy of Mayor Position – In the event the office of the Mayor becomes vacant, the Council President shall become Mayor. A new Council President shall be nominated accordingly from the remaining members of the Council. The Council then shall appoint a Councilor to fill the vacancy as set forth below.

16.3 Declaration of Vacancy – The vacant position shall be declared vacant by Resolution.

16.4 Process for Appointment – Upon declaration of the vacancy, the Council shall adopt a timeline for the appointment process. A press release will be issued inviting members of the community, who meet the qualifications as outlined in the Charter, to submit a letter of interest and resume. Only candidates who have submitted the letter and resume by the deadline determined by the Council may be considered. Within 45 days of the declaration of vacancy, the Council shall appoint the replacement Councilor as set forth in this Section.

16.5 Presentation Process – The candidates shall be invited to make a presentation before the City Council. The presentation process is as follows:

a) Presentation length: Five minutes. There is to be no discussion or questions by the Council whatsoever, except for the written questions noted below.

b) Order of the presentations: Drawn from the official bucket.

c) Candidates will be requested to sequester themselves outside the Council Chambers until time for their presentation so they will not gain advantage by listening to the other candidates. They may remain in the audience after their presentation.

d) Each of the six current council members may submit a written question to be given the candidates. The candidates may choose to address the questions in their presentations. The deadline for submittal of the questions shall be one week before the presentation.

e) Following close of the presentation, all candidates who have submitted a letter of interest and resume shall be considered and formal nominations shall not be made.

16.6 Appointment Vote – The Presiding Officer or City Attorney shall review the appointment process with members of the audience prior to any votes being taken. Written ballots shall be prepared containing the names of all of the candidates. The following voting process will be followed:

a) Each of the remaining members of the Council shall select one candidate and mark their ballot accordingly. If one candidate receives the majority of the votes of the remaining members of the Council, such candidate shall be appointed to fill the vacant position.

b) If no candidate receives a majority vote of all remaining members of the Council on the first ballot, a second ballot shall be distributed. The second ballot shall contain the names of the two candidates receiving the most votes from the first ballot, unless a tie resulted from the first ballot. In a first place tie situation, all first place candidates will be placed on the second ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on the second ballot. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving a majority of the votes of the remaining members of the Council shall then be appointed to the vacant position.

c) If no candidate receives a majority vote of all remaining members of the Council on the second ballot, a third and final ballot shall be distributed. The third and final ballot shall contain the names of the two candidates receiving the most votes from the second ballot, unless a tie resulted from the second ballot. In a first place tie situation, all first place candidates will be placed on the third and final ballot. If there is one first place candidate and tied second place candidates then all first and second place candidates will be placed on a third and final ballot. Each remaining member of the Council shall select one candidate and mark their ballot accordingly. The candidate receiving the majority of the votes of the remaining members of the Council shall be appointed to the vacant position. In case of a tie vote on this third and final vote, the Council will select the replacement Councilor according to the procedure outlined in Section 16.7 – Tie Votes – Appointment Process.

d) By Resolution, the Council shall validate the appointment.

16.7 Tie Votes – Appointment Process – If no candidate receives a majority vote of all remaining members of the Council on the third and final vote, the names of the two candidates receiving the most votes from the third and final ballot will be placed in an official city bucket, unless a tie resulted from the third and final ballot. In a first place tie situation, all first place candidates will be placed in the official city bucket. If there is a one first place candidate and tied second place candidates, then all first and second placed candidates' names will be placed in the official city bucket. The City Recorder will draw the successful name.

16.8 Tie Votes – Council Election – When two or more candidates running for the same Council position, have an equal and the highest number of votes, the successful candidate will be determined by a drawing of lots. Upon confirmation of a recount by the Marion County Elections Division, this determination shall take place at the first regularly scheduled meeting after such recount confirmation. The Council will use the same process to determine the successful candidate as outlined in Section 16.7 – Tie Votes – Appointment Process.

SECTION 17 – CREATION OF CITY COMMITTEES, BOARDS AND COMMISSIONS AND COUNCIL COMMITTEES AND AD-HOC TASK FORCES

17.1 Citizens Committees, Boards and Commissions. - At any time, the Council may by resolution establish any City Board, Commission or Committee deemed necessary and in the best interests of the City. Any committee so created may contain one or more Councilors as members. Unless otherwise provided, all City Boards, Commissions, and Committees so created shall sunset at the end of their mission, but in all events shall be reviewed every four years in odd numbered years, prior to Councilor liaison appointment.

17.2 Membership Appointment –The Volunteer Coordinating Committee is the only standing City Committee that receives members by direct appointment from the City Council. Each City Councilor will make a one-member appointment to the Volunteer Coordinating Committee as allowed in Resolution 2001-1295 for a two-year term. All other applicants for City Boards, Commissions, Committees or any group (other than Council Work Groups) will be recommended by the members of the Volunteer Coordinating Committee who will receive, review, and process written applications and forward recommendations to the Council for appointment consideration, unless the Resolution, Ordinance, or State Statute defines the appointment process differently.

17.3 Qualifications - No appointee may serve on more than two City Boards, Commissions or Committees at any one time, without Council approval. Budget Committee members are required to be appointed from the electorate. All of other City Boards, Commissions, Committee or Task Force members shall be appointed pursuant to Council Resolution or Ordinance.

17.4 Removal of Members of Committees, Boards, and Commissions – The Council may remove any member of any committee, board, or commission, by a vote of at least a two-thirds majority of the Council. All members of City Boards, Commissions or Committees serve at the pleasure of the Council except as otherwise provided by law. All Council seats on City Boards, Commissions or Committees are reserved for sitting Councilors; upon expiration of any Councilor's term, or upon resignation, removal or death, the Councilor's seat on any City Board, Commission or Committee occupied by that person shall be immediately declared vacant, and a sitting Councilor appointed by the Mayor as a replacement.

17.5 Council Task Forces - Council Ad-Hoc Task Forces may be created at any time by

resolution. All Council Ad-Hoc Task Forces shall have a City Councilor as Chair who shall be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such Task Force shall report to the Council without unnecessary delay upon matters referred to them. All Council Ad-Hoc Task Forces so created shall sunset at the end of their mission, but in all events shall be reviewed in January of odd numbered years prior to Councilor liaison appointment.

17.6 Meetings Subject to Oregon Open Meetings Law - All meetings of any City Boards, Commissions, Lay-Committees, Council Committee,Task Force, or Work Group shall be subject to and comply with the Oregon Public Meetings law, ORS 192.610-192.710.

17.7 Registry - The City Recorder shall prepare, keep current and retain on file in the Office of the City Recorder a list of all appointees to all City Boards, Commissions, Committees and Council Ad-Hoc Task Forces, the date of their appointment, the length of their unexpired term, and their addressees and phone numbers. All Councilors shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, Committee or Council Task Force.

17.8 Youth Councilor – Each school year one youth Councilor may be appointed as a non-voting member of the Council. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

17.9 Youth Liaison – Each school year one youth Liaison may be appointed as a non-voting member to any City Board, Committee, or Commission. To receive this appointment the candidate must be a Keizer resident who is either attending high school or a registered home schooled student. The appointment shall be by majority vote of the Councilors present, following a recommendation from the Volunteer Coordinating Committee.

17.10 Outside Committees – The Mayor shall appoint Councilors to liaison positions and outside committees the first meeting in January every odd numbered year. Each Councilor shall keep the Mayor informed of the Councilor's involvement in any and all other committees, task forces, appointments, etc. of other groups, agencies or jurisdictions.

17.11 Additional Groups – No Board, Commission, Committee, Work Group, Task Force or any public body (other than the Council) may create another public body, except for subcommittees consisting only of its members. Upon recommendation by an entity, the Council may create another Group.

SECTION 18 – ELECTRONIC MAIL

18.1 Electronic Mail – The Council will observe the following guidelines when using an

electronic method for correspondence in their elected roles:

1) All e-mail use by the Mayor and City Councilors will comply with the requirements of the Oregon Public Records Law and Oregon Revised Statutes ORS 192.410 through 192.505.

2) E-mail may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the Council, the City Manager, or City Department Managers. Councilors shall use and keep their email accounts updated. The City shall provide sufficient equipment and software for Council members.

3) E-Mail may not be used to discuss policy issues with a quorum of the Council at one time or a quorum of a standing advisory body in any manner which would be in violation of the Oregon Public Meeting Laws.

SECTION 19 – CITY COUNCIL GOAL SETTING

19.1 Council Goal Setting

1) **Goal Setting Parameters.** The City Council shall set goals at a minimum of every two years to coincide with mayoral terms of office. The goals shall include *Short Term Goals* that the Council plans on completing within the next 24 months and *Long Term Goals* that the Council plans to work on during the next two years, but will take longer to complete than 24 months.

2) **Creation of initial list.** Following the election in November of even numbered years, the newly elected Council members shall meet with the current Council members in a work session meeting to establish an initial list of potential Council goals. This initial "brainstorming" session shall be completed by 12/31 of the election year.

3) **Work Session.** During the first calendar quarter of the year following an election a work session shall be dedicated to Council Goal Setting. During this work session the initial list of potential Council goals will be refined and amended to reflect the needs, and goals of the community. These goals shall reflect, but not be limited to, the goals established in the City's Strategic Plan; Master Plans, community input city staff, city committees and City Councilors.

4) **Adoption.** Council Goals shall be adopted at a regular meeting of the Keizer City Council no later than the second regular session in April of the year following an election.

SECTION 20 – CITY COUNCIL TRAINING

Section 20.1 Councilor Training – All Councilors are encouraged to attend at least one

City affiliated training seminar/conference per calendar year. For example:

- League of Oregon Cities Annual Conference
- League of Oregon Cities Elected Officials Training Sessions
- Mid-Willamette Valley Council of Governments New City Councilor Training
- Mid-Willamette Valley Council of Governments State Wide Planning Seminar
- State of Oregon Emergency Management

Section 20.2 – Mayor's Training - In addition to the above expectation, the Mayor is expected to represent the City at the annual conferences of the Oregon Mayor's Association.

Section 20.3 – Reimbursement Allowance - Any reimbursement allowance must comply with City of Keizer Personnel Policies.

Section 20.4 – Council Approval – Council members requesting additional training with City reimbursement must do so with Council approval.

SECTION 21 – MISCELLANEOUS

Section – 21.1 - Amendments to Council Rules. Amendments to these rules shall be by made by resolution.

Section 21.2 - Anonymous Communications - Anonymous and unsigned communications shall not be introduced in Council meetings.

Signature Page

The foregoing Council Rules were adopted by the City Council on the 17th day of June, 2013 by Resolution R2013-2369, amended on the 21st day of October, 2013 by Resolution R2013-2394, and amended on the 20th day of October, 2014 by Resolution R2014-2502. By signing below the City Council members affirm they have read and received a copy of these rules.

City Council:

_____
Mayor Lore Christopher

_____
Council President Joe Egli

_____
Councilor Dennis Koho

_____
Councilor Kim Freeman

_____
Councilor Marlene Quinn

_____
Councilor Cathy Clark

_____
Councilor James Taylor