

TO: City Council for March 7, 2016
FROM: Carla Holzworth, City Recorder
DATE: March 1, 2016
THROUGH: Mark W. Shepard, P.E., City Manager
SUBJECT: Council Policy 2.01, "Meeting Procedures"



Action Requested:

Staff recommends Council adopt proposed amendments to Council Policy 2.01, "Meeting Procedures."

Discussion:

At the February 16 meeting, Council passed Ordinance 2016-04 amending Municipal Code Chapter 1.19, "Council Procedures" to reflect that Council's order of business shall be prescribed in Council Policy 2.01, "Meeting Procedures."

Council Policy 2.01 has been edited to reflect the addition of Council's order of business and removal of references to Standing Committees. The word Subcommittee(s) was replaced with *ad hoc* Committee(s) to recognize that during the temporary suspension of Standing Committees, Council may occasionally wish to form *ad hoc* Committees to address selected topics in more depth.

The phrase *recordings will be stored in accordance with guidelines set forth in the State's City Records and Retention Schedule* is proposed to be deleted. The language is not necessary because staff adheres to retention guidelines for all City records, including recordings, as directed in Administrative Policy 1.09, "Citywide Records Management and Retention Program."

Proposed amendments include other minor housekeeping changes, such as replacing the words public and citizen with the word community.

Policy changes are shown in **bold** and strikethrough so that Council can see the proposed amendments. A clean version of the proposed Policy is also attached.

Budget Impact:

None

Attachments: Proposed Council Policy 2.01, "Meeting Procedures" – **bold**/strikethrough
Proposed Council Policy 2.01, "Meeting Procedures" – clean copy



City of Corvallis

City Council Policy – Council Procedures

Policy # 2.01

Meeting Procedures



| | |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy: | It is the Council's policy to provide information about procedures related to meetings of the Council and City boards and commissions. <hr/> |
| Purpose: | The purpose is to establish a policy concerning Council meetings and Board, Commission, Subcommittee ad hoc Committee , and Task Force meeting days, times, and locations. <hr/> |
| Scope: | This policy applies to the Mayor; City Council; City Board, Commission, and Task Force members; and City staff <hr/> |
| Guidelines: | <p>The usual order of business of Council shall be as follows:</p> <ol style="list-style-type: none">1. Call to Order2. Pledge of Allegiance3. Roll Call4. Proclamation/Presentation/Recognition5. Community Comments6. Consent Agenda7. Items Removed from Consent Agenda8. Unfinished Business9. Ordinances and Resolutions10. New Business11. Mayor, Councilor, and City Manager Reports12. Public Hearings13. Adjournment <p>The Council may revise the order of business at its discretion.</p> <p>Minutes of Council ad hoc Committee meetings shall be read verbatim to the Council only when they contain recommendations which must be acted upon by the Council and then only that portion relating to the recommendation shall be read.</p> <p>All requests for information concerning past City practices or the historical development of current City practices shall be made to the City Manager, preferably at a time allowing the City Manager to prepare a response.</p> <p>Questions of staff by Council persons shall be facilitated by the City Manager, except those posed to the City Attorney.</p> |

Sturgis' rules of order shall be adhered to in deliberating, reviewing, and approving Council actions. Issues are to be brought forward in the appropriate forum. The Mayor or Council President, or Council ~~Subcommittee~~ **ad hoc Committee** Chairs should be consulted in determining that forum.

City Council, **Council Work Session**, and Planning Commission, and **Historic Resources Commission** meetings will be recorded, and the recordings will be stored in accordance with guidelines set forth in the State's City Records and Retention Schedule **made available to the public on the City's website.** Recordings of Committee meetings and other meetings will be made on special occasions or at any time that the Committee conducts a public hearing. Upon request by interested parties, copies of the recordings will be made and charged, consistent with Administrative Policy 1.14, "Public Records Requests."

Material is not to be included in the packets to Council unless identified by a submitter's signature and address.

When the Council President presides at a Council meeting in the absence of the Mayor, the Council President should vote only in order to break a tie vote.

Council meetings will adjourn at 11:00 pm, allowing one-half hour increment extensions upon a majority Council vote.

Board, and Commission, Subcommittee ~~ad hoc~~ Committee, and Task Force Meetings

Board, Commission, ~~Subcommittee~~ **ad hoc Committee**, Task Force, and similar Mayor-appointed committees conducting City business shall be encouraged to meet in City-owned facilities.

Board, Commission, ~~Subcommittee~~ **ad hoc Committee**, Task Force, and similar Mayor-appointed committees conducting City business shall be on a day, during a time, and at a location that accommodates members, staff, and the public's participation, as determined by the Chair working in consultation with staff. Meeting room charges (rent, minimum order, etc.) will be paid for by the City. If the Chair and City staff determines that charges are too expensive, the meeting location shall be moved.

Chairs of Boards, Commissions, ~~Subcommittee~~ **ad hoc Committees**, Task Forces, and similar Mayor-appointed committees conducting City business shall be encouraged to follow the attached **Standard Meeting Format (Attachment A)**.

~~Council Standing Committee Meetings~~

~~Chairs of Council Standing Committees shall be encouraged to follow the attached meeting format.~~

Review/Update: The City Recorder will prepare this Council Policy for review every five years for Council approval.

| Rev # | Name | Change Date | Character of Change |
|--------------|--------------|--------------------|----------------------------|
| 0 | | 12-03-1973 | Adopted |
| 1 | | 04-02-1979 | Amended |
| 2 | | 10-07-1991 | Affirmed |
| 3 | | 11-04-1996 | Amended |
| 4 | | 03-05-2001 | Affirmed |
| 5 | | 07-21-2003 | Amended |
| 6 | | 02-17-2009 | Amended |
| 7 | | 10-20-2014 | Amended |
| 8 | C. Holzworth | 03-07-2016 | Amended |

COUNCIL STANDING COMMITTEE

STANDARD MEETING FORMAT

1. ~~Call to order by Chair~~ Chair: ~~"I call to order this (date) meeting of the (group name)."~~
2. ~~Introduction of Committee members~~ Chair: ~~"Would Committee members please introduce themselves?"
(It is the Chair's discretion whether to ask audience members to introduce themselves.)~~
3. ~~Explain purpose and responsibility of Committee~~ Chair: ~~"I would like to briefly explain the nature and purpose of this Committee."
(Provide a brief, simple explanation of the Committee's responsibilities, as stated in Council Policy 91-2.02, "Council Process.")~~
4. ~~Explain purpose of meeting~~ Chair: ~~"Today's meeting will include discussion of _____ issues."~~
5. ~~Explain role of public input~~ Chair: ~~"Public input is important to the decision-making process in Corvallis government. Your comments, concerns, and ideas are appreciated. We will provide opportunity for public input after the staff report for each discussion item."~~
6. ~~Review of agenda~~ Chair: ~~"Are there any changes to today's meeting agenda?"

Chair: "Are there any requests to re-order the items on today's meeting agenda?"~~
7. ~~Committee Business~~ Chair: ~~Follow agenda — receive staff reports, receive public input as appropriate, facilitate committee discussions, solicit motions, and announce decisions.~~
8. ~~Other Business~~ Chair: ~~"Is there a member of the public present who has other business for the Committee? Do Committee members or staff have other business?"~~

9. ~~Executive Session
(if appropriate)~~

~~Chair: "The Committee will now enter Executive Session. In compliance with Oregon law, only representatives of the news media, designated staff, and other Council designated persons are allowed to attend the executive session. News media representatives are directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions will be made during the executive session. Committee members and staff are reminded that the confidential executive session discussions belong to the Committee as a body and should only be disclosed if the Committee, as a body, approves disclosure. Any Committee or staff member who may not be able to maintain the Committee's confidences should leave the meeting room."~~

~~Chair: (Facilitate staff report presentations and executive session discussions.)~~

~~(If Committee decision is necessary, return to open session before requesting motion.)~~

10. Adjourn

Chair: "The meeting is adjourned."

ADVISORY BOARD/COMMISSION/COMMITTEE/TASK FORCE

STANDARD MEETING FORMAT

(Note: The Chair may determine the order of business)

1. Call to order by Chair Chair: "I call to order this (date) meeting of the (group name)."

2. Introduction of group members Chair: "Would all members of this advisory group please introduce themselves and also, if appropriate, state their appointment/affiliation to this group?" (e.g., ~~citizen~~ **community member** at large, Council Liaison, etc.)
(It is the Chair's discretion whether to ask audience members to introduce themselves.)

3. Explain purpose and responsibility of group Chair: "I would like to briefly explain the nature and purpose of this advisory group."
(Provide a brief, simple explanation of the group's charge, as stated in the Municipal Code.)

4. Explain purpose of meeting Chair: "Today's meeting will include discussion of _____ issues."

5. Explain role of public input ~~community~~ **comments** Chair: "~~Public input is~~ **Community comments are** important to the decision-making process in Corvallis government. Your comments, concerns, and ideas are appreciated. An opportunity for ~~public~~ **community** comments will be provided. ~~Any public input is~~ **All community comments are considered to be a public record.**"

6. Review of agenda Chair: "Are there any changes to today's meeting agenda?"

Chair: "Are there any requests to re-order the items on today's meeting agenda?"

7. Approval of previous meeting's minutes
- Chair: "Are there any corrections to the minutes of the (date) meeting?"
- Chair: Invite a motion to approve the (date) meeting minutes *(as amended, if appropriate)*.
- Chair: "All those in favor of the motion, please say 'aye.'"
- Chair: "All those opposed to the motion, please say 'naye.'"
- Chair: "The minutes of the (date) meeting are approved *(as amended, if appropriate)*."
8. **Public Community** Comments
- Chair: The Chair may solicit ~~public comment~~ **community comments** after each agenda item staff report and/or generally. "Is there a member of the **public community** present who would like to offer comments to the ~~Commission/Board/Committee~~ (group name), not related to business on the agenda?"
9. Unfinished Business
- Chair: *Follow agenda – receive staff reports, ~~public~~ **community** comments, facilitate discussions, solicit motions, and announce decisions.*
10. New Business
- Chair: *Follow agenda – receive staff reports, ~~public~~ **community** comments, facilitate discussions, solicit motions, and announce decisions.*
11. Other Business
- Chair: *Follow agenda – receive staff reports, ~~public~~ **community** comments, facilitate discussions, solicit motions, and announce decisions.*

12. Executive Session
(as appropriate)

Chair: "The (group name) will now enter Executive Session. In compliance with Oregon law, only representatives of the news media, designated staff, and other **(group name)** Council-designated persons are allowed to attend the executive session. News media representatives are directed not to report on any executive session discussions, except to state the general subject of the discussion, as previously announced. No decisions will be made during the executive session. (Group name) members and staff are reminded that the confidential executive session discussions belong to the ~~Board/Commission/Committee~~-(**group name**) as a body and should only be disclosed if the ~~Board/Commission/Committee~~, (**group name**) as a body, approves disclosure. Any ~~Board/Commission/Committee~~-(**group name**) or staff member who may not be able to maintain the ~~Board's/Commission's/Committee's~~ (**group name**) confidences should leave the meeting room."

Chair: *(Facilitate staff report presentations and executive session discussions.)*

(If a ~~Board/Commission/Committee~~ decision is necessary, return to open session before requesting motion.)

13. Adjourn

Chair: "The meeting is adjourned."



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(It is the Chair's discretion whether to ask audience members to introduce themselves.)

3. Explain purpose and responsibility of group Chair: "I would like to briefly explain the nature and purpose of this advisory group."
(Provide a brief, simple explanation of the group's charge, as stated in the Municipal Code.)

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5. Explain role of community comments Chair: "Community comments are important to the decision-making process in Corvallis government. Your comments, concerns, and ideas are appreciated. An opportunity for community comments will be provided. All community comments are considered to be a public record."

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Chair: *(Facilitate staff report presentations and executive session discussions.)*

(If a Commission decision is necessary, return to open session before requesting motion.)

13. Adjourn

Chair: "The meeting is adjourned."