

**RESOLUTION NO. 20-6894**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF GRANTS PASS  
AMENDING THE PROCEDURES FOR CONDUCT OF BUSINESS, SECTION 7  
ORDER OF BUSINESS AND SECTION 10 PUBLIC COMMENT.**

**WHEREAS:**

1. The City Council desires to adopt procedures to facilitate the orderly and efficient conduct of business before the Council; and
2. The Council desires to modify said rules as noted herein and shall retain the right to further modify the procedures as it feels will best fit its needs.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Grants Pass that the procedures regarding the conduct of Council business previously adopted by the Council are in full force and effect except as amended and added to as follows:

**Section 1. RULES OF PROCEDURE.** Except as modified herein or hereafter, Robert's Rules of Order as set forth in the "Robert's Rules of Order Newly Revised, 10<sup>th</sup> Edition" edited by Henry Robert III and William J. Evans, Daniel Honemann, Thomas Balch shall be applied to govern the procedure of the Council. However, the validity of an ordinance, resolution, or other action as applied by a court of competent jurisdiction shall not be affected by a failure to observe said Rules.

**Section 2. DATE OF ADOPTION.** Unless formally vetoed by the Mayor as set forth in the Charter, ordinances without an emergency clause shall take effect 30 days after the date of adoption by the Council or thereafter at an alternate date specified in the ordinance.

**Section 3. EMERGENCY CLAUSE.** Unless formally vetoed by the Mayor as set forth in the Charter, ordinances with an emergency clause shall take effect immediately on the date of adoption by the Council or thereafter at an alternate date specified in the ordinance. The "Whereas" portion of an ordinance containing an emergency clause shall generally describe the basis of the need for immediate action.

**Section 4. LAND USE CRITERIA.** A motion in final form regarding a land use decision shall address the criteria set forth in the Development Code as necessary to support the decision before any appellate body.

**Section 5. ATTENDANCE AND TELEPHONIC ATTENDANCE.**

- A. Councilors and the Mayor must be physically present at a meeting except as follows:

1. A Councilor or the Mayor may attend the meeting and fully participate as if physically present via a telephone conference call or other electronic communication so long as all persons present at the meeting can hear discussions clearly to and from the Councilor or the Mayor not physically present. No Councilor or the Mayor may act as chairperson of any meeting if attending by telephone.
2. Attendance by electronic communication shall be limited to six times per Councilor or the Mayor per calendar year beginning in January of each year. No more than two members shall be allowed to attend by telephone at any given meeting. Attendance by telephone will be arranged in order of notice by member to the governing body or the City Administration office.

B. Notwithstanding Section 5(A) above, a Councilor or the Mayor must be physically present to attend any executive session.

**Section 6. AGENDA.** The City Manager shall prepare an agenda of the business to be presented at a regular Council meeting. The Mayor, Council President, City Manager commonly will discuss the content of the Agenda at the semi-monthly meeting prior to formally setting the Agenda. Council members commonly request topics for the agenda through communication with the Mayor, Council President or City Manager which are then considered at the semi-monthly meeting.

The agenda for current and future meetings and workshops shall be reviewed by the Council on the Monday workshop preceding the regular meeting. At the workshop, with the consent of the Council, any item may be removed from the agenda or added to the agenda. At the workshop, any item can be added to a future agenda or workshop with the support of three Council members.

At the regular meeting, the agenda may be altered in accordance with the Rules of Procedure. Nothing in this section should be construed to alter any authority granted under the Charter.

**Section 7. ORDER OF BUSINESS.** Unless modified at the workshop or through the Rules of Procedure, items on the agenda shall be considered in the following order and as printed on the "Council Agenda" page of the Council packet. (Note: This shall not be construed to prevent the Council from considering items under new business which are not on the agenda.):

Invocation, Flag Salute  
Roll Call  
Proclamations & Presentations  
Public Hearing  
Council Action  
Appointments  
Public Comment (items not on the agenda)

- Review emails

Consent Agenda  
Matters from Mayor, Council and Staff

- Review Public Comment
- Committee Motions
- Council Liaison Reports
- Mayor & Council Comments
- Staff Comments

Executive Session

**Section 8. MEETING DATES.** Unless the Council sets a different date, regular Council meetings shall be scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month (not including Holidays). Meetings times will be from 6 – 9 pm. Meetings may be extended beyond that time with a majority vote of the Council. Unfinished business shall automatically be placed on the next regular Council agenda, unless the Council specifies a different time for consideration of such items, and additional notices of said continuation shall not be required.

The Council will meet each Monday (or Tuesday if Monday is a holiday) at 11:45 a.m. for a less formal Council meeting which will be referred to as a Workshop in order to discuss City business. As needed, City Council or the City Manager may notice and conduct business during the Workshop, which would normally be conducted during a regular Council meeting. Workshops shall not constitute a regular meeting for the purpose of determining attendance under Chapter VII Section 1 of the City Charter. Unless directed otherwise by a majority of the Council, the City Manager may cancel a meeting if there is insufficient business pending before the Council to warrant a meeting.

**Section 9. COMMENCEMENT & ADJOURNMENT.** Meetings shall commence at the time selected by the City Council and in accord with the Charter and shall adjourn with a majority vote of the City Council in accord with the rules of procedure.

**Section 10. PUBLIC COMMENT.** Public comment is an opportunity for the public to address the Council on items not related to a public hearing or Council action item pertaining to City jurisdiction. Public comment process:

- a. Public comment cards must be completed and turned into the City

Recorder by 5:50 pm prior to the meeting.

- b. Public comment cards can be picked up and submitted during normal business hours (8 am – 5 pm Monday – Friday) at the City Administration office.
- c. The public comment period will be limited to no more than 30 minutes.
- d. The Mayor or Chair will call on the citizen during public comment.
- e. Individuals will be given 3 minutes to speak.
- f. If more than two people are speaking on one topic, those individuals will be asked to select a spokesperson and that one individual will be provided 5 minutes.

**Section 11. PRESENTATION LIMITS.** Except as noted, the following time limits apply to presentations at a regular Council meeting (however, these time limits do not include time for responding to questions from the Council):

- A. Public comment on issues being considered by Council: 3 minutes
- B. for Land Use Matters, the following limits apply:
  - 15 minutes Staff, Applicant, Appellant - Initial presentations on any particular issue.
  - 5 minutes Staff, Applicant, Appellant - Rebuttal presentation on any particular issue.
  - 3 minutes General Public - per individual - any public hearing.

NOTE: The time for staff, applicant, and appellant presentations may be allocated to multiple individuals. However, all or portions of the limit for individuals may not be allocated to another person or added to another time allotment. The Council by a majority vote at the meeting or at a workshop preceding the regular meeting, may authorize an increase in the specified times.

- C. 10 minutes for presentations by Staff, Applicant, Appellant on non-land use matters.
- D. The Council should, but is not required to, give deference to requests where there are complex issues or where the individual represents a larger group of citizens.

**Section 12. DISCUSSION WITHOUT A MOTION.** Discussion may proceed prior to a motion being made and is not out of order unless it is not germane to the issue under consideration.

**Section 13. EQUAL OPPORTUNITY FOR DISCUSSION.** Every Councilor shall be allowed to speak on the same item of business prior to a Councilor or the Mayor exercising a second opportunity to speak.

**Section 14. RECOGNITION BY THE PRESIDING OFFICER.** Although a Councilor may verbally request the presiding officer for an opportunity to speak, it is preferred that a Councilor raise their hand for recognition.

**Section 15. ALTERNATE RECOGNITION.** Should the presiding officer be occupied with other business and therefore unaware of one or more Councilors requesting an opportunity to speak, a Councilor may be recognized by the President of the Council or in their absence by the most senior Councilor.

**Section 16. CLOSING PUBLIC TESTIMONY.** Once public testimony has closed, it may not be reopened without the consent of the Council. If consent is not clear, a formal motion, second, and votes are required. Questions for staff are not considered public testimony.

**Section 17. SECOND READING AT SAME SESSION AS FIRST READING.** No ordinance shall be placed upon second reading during the meeting at which a first reading occurred except by unanimous consent of the Councilors voting thereon.

**Section 18. MOTION TO RECONSIDER.** A motion to reconsider a previous vote is in order if the motion is made by a person who voted in the majority and is made not later than the next regular meeting after the original vote was taken. When any vote shall be reconsidered, the Council may, at the same time, proceed to reconsider any previous vote or order in relation to the same subject matter without further notice. A vote to reconsider is then followed by a re-vote on the previous question. When reconsideration is not had as provided herein, such matter or one substantially the same may again be considered by the Council after six months have elapsed or if the motion to reconsider is passed by the Council by a 2/3 vote of those present.

**Section 19. PUBLIC TESTIMONY.** After the staff presentation, the public testimony portion of a hearing is for the purpose of hearing from applicants, appellants, and the general public. Each presenter shall be given an opportunity to speak, free of any attempt by Councilors, the Mayor, or staff to lead the testimony, embarrass the individual, or comment on the person's testimony either in favor or against an issue. Although Councilors, the Mayor, and staff may inquire of the presenter for clarification of questions germane to the criteria or issue, Councilors, the Mayor, and staff shall refrain from interjecting their own testimony or opinions for or against the issue until the public testimony is closed and the issue is returned to the Council for discussion and action.

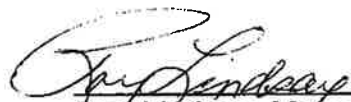
The presiding officer shall be responsible for ensuring order and decorum is maintained. Comments and disagreements should be addressed to the topic at hand and avoid negative personal remarks. Attendees and speakers are required to strictly abide by the directions of the presiding officer. Behavior or actions that are unreasonably loud or disruptive may be cause of removal from Council meetings. Disruptive behavior includes engaging in violent or distracting action, making loud or disruptive noise or using loud or disruptive language and refusing to obey an order of the presiding officer.

**Section 20. MEETING MINUTES.** Council meeting minutes shall be transcribed in brief summary format. Council meetings and workshops shall be recorded with audio and video indexing.


**EFFECTIVE DATE.** This Resolution shall be effective immediately upon its passage by the City Council and approval by the Mayor.

**ADOPTED** by the Council of the City of Grants Pass, Oregon, in regular session this 5<sup>th</sup> day of February 2020.

**SUBMITTED** to and approved by the Mayor of the City of Grants Pass, Oregon, this 7<sup>th</sup> day of February 2020.

  
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Roy Lindsay, Mayor

**ATTEST:**

  
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Karen Frerk, City Recorder

Date submitted to Mayor 2/7/20

Approved as to form, Mark Bartholomew, City Attorney   
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