

ORDINANCE NO. 570

AN ORDINANCE PROVIDING FOR THE TIME OF MEETINGS AND PRESCRIBING RULES AND ORDER OF BUSINESS OF THE CITY COUNCIL

THE PEOPLE OF THE CITY OF PRINEVILLE, OREGON DO ORDAIN AS FOLLOWS, that:

Rule 1. (Meetings of Council) There shall be meetings of the City Council as follows:

1. On the first Monday of January of each year at 8:00 PM in the Council Chambers of the City Hall
2. On the second Tuesday of each month at 8:00 PM in the Council Chambers of the City Hall
3. On every Wednesday of the month at 12:00 noon at a location to be announced by the City Council

If any of these meeting dates should fall on a legal holiday, the meeting shall be held on the same day in the succeeding week, except that if the first Monday of January falls on a legal holiday, the meeting shall be held on the next day. The Mayor, (or in his absence the Recorder) may, on petition of four Councilmen, call a meeting at any time for the transaction of business.

Rule 2. (Quorum; Officers Pro tem) The Mayor (or in his absence the Recorder) shall call the members to order at the stated hour. Should there not be a quorum present, it shall be the duty of the City Marshal immediately to inform the absent members (except those known to be unavoidably detained) that their presence is required to enable the Council to proceed to business. Should they fail to appear on such notice, the members present shall adjourn to the next regular meeting, or an earlier day. In case of absence of both Mayor and Recorder, or either of them at any regular, adjourned or called meeting of the Council, a quorum being present, the office of both or either of them may be filled pro tem from the Councilmen present and the business transacted as though the regular officers were present, *in which case the Councilman acting as Mayor shall retain his right to vote.*

Rule 3. (Committees) The following standing committees shall be appointed by the Mayor at the beginning of the year, each committee to consist of three members, to-wit:

1. Committee on Finance and Railroad
2. Committee on Sewers
3. Committee on Streets
4. Committee on Police, Judiciary and Licensing
5. Committee on Fire, Water and Lights
6. Committee on Parks and Recreation

All special committees shall be appointed by the presiding officer unless otherwise ordered by the Council.

Rule 4. (Relating to Presiding Officer) The presiding officer shall preserve order and decorum; he may speak on all questions of order in preference to any other member, and he shall decide on all questions of order, subject to an appeal to the Council. In cases of appeal from the decision of the chair, the appeal shall be stated as follows: "Shall the decision of the chair stand as the decision of the Council?"

Rule 5. (Duty to vote) Every member, when a question is taken, shall vote, unless the Council, for a special reason, shall excuse him; but no member shall be permitted to vote on any subject in which he has a direct pecuniary interest. Two members may demand the ayes and noes on any question.

Rule 6. (Order of Business) In the conduct of business of the Council, the following procedure shall be followed:

1. Call to Order
2. Presentation of Minutes
3. Public Business and/or Public Hearings
4. Reading of Ordinances and Resolutions
5. Unfinished Business
6. New Business and Miscellaneous Matters
7. Reports of Committees
8. Approval of Bills

Rule 7. (Reports of Committees) Each committee to which any matter is referred shall submit a report at the next meeting to be held on the second Tuesday of the month, unless further time be granted by the Council. Such report shall be made either in writing or verbally, with or without recommendation. When a committee fails to report on a subject, the matter may be brought before the Council by unanimous consent, or by motion.

Rule 8. (Numbering of Resolutions and Ordinances) All resolutions and ordinances shall be in writing and numbered consecutively in the order in which they are introduced.

Rule 9. (Introduction of Ordinances and Resolutions) All ordinances and resolutions may be introduced by any member or the Council or any committee.

Rule 10. (Passage of Resolutions) Each resolution shall be read only once before being voted on.

Rule 11. (Passage of Ordinances) Each ordinance shall be read at three regular meetings of the Council before being placed on final passage, provided, however, that with the unanimous consent of all members of the Council, an ordinance to which the emergency clause has been attached may be read the first, second and third times and placed on final passage at any regular meeting. Each ordinance shall be read in full the first time, and may be read by title only for the second and third times by unanimous consent of the Council. Any amendments to an ordinance shall be made upon the third reading. A majority of all the members elected to the Council shall be necessary to pass every ordinance.

Rule 12. (Signing and Dating of Ordinances) All ordinances shall be signed by the Mayor and Recorder, and shall have thereon the date of passage by the Council and date of approval by the Mayor.

Rule 13. All parliamentary questions which may arise before the Council, not otherwise provided for, shall be determined by Roberts' Rules of Order.

Adopted by the City Council this 27th day of January, 1965.

Approved by the Mayor this 27th day of January, 1965.

Frances Juris
Frances Juris, City Recorder

Wallace L. Boe
Wallace L. Boe, Mayor