

ORDINANCE NO. 954

AN ORDINANCE PROVIDING RULES OF PROCEDURE FOR COUNCIL MEETINGS; AND REPEALING ORDINANCE NO. 570,

The people of the city of Prineville ordain as follows:

Section 1. Meetings. The council shall meet in regular session on the second and fourth Tuesdays of each month and the first Monday of January in the council chambers at a time set by the council. A meeting may be canceled with the concurrence of a majority of the council, but in no event shall there be less than one meeting per month.

Section 2. Regular Meetings Falling on Holidays. If the regular meeting date of the council falls on a legal holiday, as defined by ORS chapter 187, the council shall meet on the following day in the council chambers and the meeting shall be a regular meeting.

Section 3. Special Meetings. Special meetings of the council may be called at any time on the request of two members of the council, by the mayor, or by the president of the council in the mayor's absence, by giving notice of the meeting to the council members and the public in a manner and for a time as circumstances may permit, but with a view to obtaining the largest possible attendance of council members.

Section 4. Adjournment. Any meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting.

Section 5. Study Sessions. Study sessions of the council shall be held in accordance with state statutes whenever special circumstances require such a session, and the session shall be called by either the mayor, administrator, or two council members.

Section 6. Open Meetings. All meetings, other than executive sessions, shall be open to the public.

Section 7. Order of Business. The order of business at each council meeting shall be in accordance with the agenda prepared by the city administrator.

Section 8. Items to be Acted on Generally. Normally, only those items on the agenda shall be acted on by the council. Matters deemed to be emergencies or of an urgent nature by the mayor, a council member, the administrator, or city attorney may be submitted for council consideration and action.

Section 9. New Business. The mayor or a council member may bring before the council any new business under the "other matters" portion of the agenda. These matters need not be specifically listed on the agenda, but formal action on the matters shall be deferred until a subsequent council meeting unless deemed urgent.

Section 10. Reading of Minutes. Unless the reading of the minutes of the previous council meeting is requested by a majority of the council, the minutes may be approved without reading if copies have been previously furnished to each of the council members.

Section 11. Committees. The following standing committees shall be appointed by the mayor at the beginning of the year. Each committee shall consist of three members selected from the city council.

- (1) Railroad and Finance Committee.
- (2) Public Works Committee. Responsible for sewer, water, and street related areas.
- (3) Public Safety Committee. Responsible for police, fire, and ambulance related areas.

Section 12. Public Members Addressing the Council.

(1) Any public member desiring to address the council shall stand and wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual council member, staff member, or other person. No person shall enter into any discussion without being recognized by the presiding officer.

(2) Any public member addressing the council shall be limited to five minutes unless further time is granted by the presiding officer. No public member shall be allowed to speak more than once upon any one subject until every other public member choosing to speak thereon has spoken.

(3) After a motion has been made or after a public hearing has been closed, no public member shall address the council without first securing permission from the majority of the council.

Section 13. Voting. Every member shall vote when a question is taken, unless the council excuses the member for a special reason; 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 nays on any question. If not otherwise controlled by charter provision, the concurrence of a majority of the members of the council present at a council meeting shall be necessary to decide any question before the council.

Section 14. Passage of Resolutions. Each resolution shall be read only once before being voted on, and that reading may be by title only unless any member of the council requests the resolution be read in full. A resolution is effective immediately upon passage.

Section 15. Robert's Rules of Order. Robert's Rules of Order Revised shall be used as the guideline for conduct of council meetings, except in those cases where specific provisions contrary to Robert's Rules are provided in this ordinance.

Section 16. Repeal. Ordinance No. 570, Council Rules of Procedure, adopted January 27, 1965, as amended by Ordinance No. 633, adopted June 18, 1969, Ordinance No. 719, adopted February 26, 1974, Ordinance No. 849, adopted June 9, 1981, and Ordinance No. 900, adopted May 27, 1986, are repealed.

Passed by the council this 12th day of March, 1991.

Approved by the mayor this 12th day of March, 1991.



Mayor, Steve Buffelman

ATTEST:



Recorder, Henry Hartley