

RESOLUTION NO. 1469

A RESOLUTION REPEALING THE CANBY CITY COUNCIL'S POLICIES & OPERATING GUIDELINES ADOPTED IN NOVEMBER OF 2025 AND ADOPTING AN UPDATED VERSION OF NEW POLICIES & OPERATING GUIDELINES IN AUGUST OF 2026.

WHEREAS, the City of Canby (City) City Charter requires the City Council to adopt rules to govern the conduct of its business;

WHEREAS, the City Council desires to update its Policies & Operating Guidelines, adopted November of 2025;

WHEREAS, the Council Rules Subcommittee, comprised of members of the City Council, has developed a proposed updated Policies & Operating Guidelines; and

WHEREAS, the City Council desires to repeal its Policies & Operating Guidelines adopted in November of 2025 and adopt the new Policies & Operating Guidelines.

NOW THEREFORE, IT IS HEREBY RESOLVED by the City of Canby City Council as follows:

1. The City Council repeals the Policies & Operating Guidelines adopted in November of 2025.
2. The City Council adopts the Policies & Operating Guidelines, attached to this Resolution as Exhibit A.
3. The City Council authorizes the Interim City Administrator or designee to administratively take all actions necessary to correct any typographical errors, scrivener's errors, or formatting errors in the Policies & Operating Guidelines, attached to this Resolution as Exhibit A.
4. Except as provided below, this Resolution shall become effective at the first Council meeting following its adoption.

ADOPTED this 5th day of August, 2026, by the Canby City Council.


Brian Hodson
Mayor

ATTEST:


Maya Benham, CMC
City Recorder



COUNCIL POLICIES & OPERATING GUIDELINES

ADOPTED AUGUST 5, 2026

Policies & Operating Guidelines

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Introduction

The Mayor and City Council follow a standardized set of policies and operating guidelines to guide the City Council as it deliberates on public policy matters and conducts the business of the City. In addition, they believe it is important to articulate a vision of those values and principles that set the cornerstone for the type of governance that the citizens of Canby are entitled to from their elected officials.

This document is intended to educate the elected officials on the mechanism around which the governing body of the City of Canby addresses community issues, develops proactive and responsible public policy, and attends to the affairs of the City. This document also provides citizens with an understanding of the Council's roles and responsibilities their interaction with City staff, local elected officials, and the community at large. The same rules and procedures also apply to Canby Urban Renewal Agency where applicable. With regard to the Urban Renewal Agency, substitute "Chair" for Mayor and "Commissioner" for Councilor.

Glossary of Terms

Agenda – The official list of items to be discussed, decisions to be made, or events to be held during a meeting.

Appointed Official – Officials appointed by the City Council. Under the City’s Charter, the City’s appointed officials are the City Administrator, the City Attorney, and the Municipal Judge.

Canby Municipal Code – The organized collection of the City’s laws.

Charter – The legal document that establishes the City’s structure, scope of authority, and method of governance and administration. The Charter supersedes all ordinances, resolutions, rules, regulations, and policies.

Executive Session - Any Council meeting or part of a Council meeting which is closed to certain persons for deliberation on certain matters as expressly permitted by law.

Meeting – The convening of the Council for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting types include regular meetings, special meetings, emergency meetings, work sessions, and executive sessions. By state law, meetings must be open to the public except when otherwise expressly permitted by law.

Meeting, Emergency – A Council meeting that may be held with less than 24 hours’ advance notice in response to an actual emergency.

Meeting, Regular – The Council’s meetings scheduled for the first and third Wednesdays of each month.

Meeting, Special – A Council meeting held outside of the Council’s regular meeting times and with at least 24 hours’ advance notice.

Minutes - The official record of a meeting. Minutes may be written or made via audio or video recordings. Under state law, minutes must include at least the following information: Members present; motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition; results of all votes; the vote of each member by name; the substance of any discussion on any matter; and a reference to any document discussed at the meeting, unless even a reference to the document is exempt under public records.

Motion – A formal proposal made by a member of Council for an official action; also a direction or decision by the Council when acting in its administrative capacity, generally less formal than a resolution.

Order – The Council’s decision when the Council is acting in its quasi-judicial capacity.

Ordinance – A law enacted by the Council when acting in its legislative capacity. Ordinances are organized into the Canby Municipal Code. Ordinances superseded rules, regulations, and policies. Ordinances are superseded by the Charter.

Quorum – A majority of the members of Council, excluding the Mayor. Council is comprised of six Councilors and one Mayor, therefore a quorum is four Councilors.

Resolution – A direction or decision by the Council when acting in its administrative capacity or the Council’s official expression of opinion on a particular matter. Resolutions are superseded by ordinances and the Charter.

Work Session – A Council meeting held for the purpose of Council receiving and discussing information regarding a specific topic.

CHAPTER 1 – General Governance

I. Rules of Procedure.

- A. Unless otherwise provided by charter, ordinance or these rules, the procedure for Council meetings, and any subcommittee of the Council, shall be guided by Robert's Rules of Order, 12th Edition.
- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

II. Quorum. A quorum is required to conduct official City business.

A majority of the members of the Council, as defined the charter, shall constitute a quorum for its business. In the event a quorum is not present, the members of Council present shall adjourn the meeting, but a smaller number may meet and compel the attendance of absent members in the manner provided by Ordinance.

III. Presiding Officer.

- A. The mayor shall preside over all meetings as the presiding officer. The mayor shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity.
- B. In the mayor's absence the president of the Council shall preside over the meeting as the presiding officer. The president of the Council shall retain all rights and privileges of the office of the mayor as set out in the City charter when acting in this capacity
- C. If both the mayor and the president of the Council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:
 - 1. The city recorder shall call the Council to order and call the roll of the members.
 - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
 - 3. Should either the mayor or the president of the Council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
 - 4. The presiding officer shall retain all rights and privileges of a member of

Council when acting in this capacity.

IV. Other Elected and Appointed Officers.

- A. City Administrator. The city administrator is required to attend all meetings of the Council and is permitted to participate in any discussion; however, the city administrator has no authority to cast a vote in any decision rendered by the Council.
- B. City Attorney. The city attorney may attend any meeting of the Council, and will, upon request, give an opinion, either written or oral, on legal questions. The city attorney shall substantively review all of the following items prior to their presentation to the Council:
 - 1. All contracts presented to the Council for approval.
 - 2. All legislative land use decisions.
 - 3. Any appeals to be heard and decided by the Council.
 - 4. Any other item so requested by the Council or the City Administrator.

V. Agendas. The city administrator and mayor shall prepare an agenda for every meeting of Council that is subject to Oregon's public meetings law.

- A. Agendas and informational material for meetings shall be distributed to the Council at least seven (7) days preceding the meeting or as soon as is reasonably practical.
- B. No Council approval shall be required for an agenda of any meeting.
- C. The city administrator may place routine items and items referred by staff on the agenda without Council approval or action.
- D. The city administrator, with the approval of the mayor, may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal with explanation under announcements/ proclamations.
- E. An item may be added to the agenda as long as it receives support from three Council members. The request must be made to the city administrator and mayor at least eight (8) days preceding the meeting.

VI. Order of Business. The order of business for all regular meetings shall be as listed below. However, when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by a majority vote.

- 1. Call to Order.
- 2. Roll Call.

3. Staff Introductions, as needed.
4. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.
5. Proclamations/ Special Presentations.
6. Consent Agenda.
 - a. Appointments, as needed.
7. Public Hearings, as needed.
8. Ordinances and Resolutions.
 - a. Slate of Ordinances
9. Other Business.
10. City Administrator Business & Staff Reports.
11. Mayor's Business.
12. Councilor Comments & Liaison Reports.
13. Citizen Input, Public Comment on Non-Agenda Items, & Community Announcements.
14. Action Review.
15. Adjournment.

B. Call to Order. The presiding chair shall call all meetings of the Council to order. The call to order shall note the date, time, and location of the meeting so that it may accurately be reflected in the minutes.

C. Roll Call. The city recorder shall conduct a roll call to determine which members of the Council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, the meeting shall be adjourned.

D. Announcements/Proclamations. Announcements are intended to be procedural in nature, such as an item being removed from the agenda. Proclamations are awards or recognition by the Council.

E. Reports of Boards, Commissions, Committees, Elected Officials and City Employees. When necessary, reports can be given to the Council by boards, commissions committees, elected officials, and/or City employees.

1. When appropriate, reports to the Council should include written materials which are provided to the Council at least three days in advance of the meeting.
2. Oral reports to the Council should generally not exceed 10 minutes in length.

3. The Council may ask questions of the presenter upon conclusion of the report being given.

F. Public Comment

1. Public comment during Council meetings is not an absolute right. Rather, the Council permits public comment only for the limited purposes of hearing from the public about matters directly related to the business of the City that is within the Council's jurisdiction. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of concern, official action, or deliberation which are or may come before the Council. The Council is not creating an opportunity for and will not accept public comment on matters that fall outside the scope of the Council's jurisdiction, such as employment issues related to employees and officers who are not appointed or supervised by Council.
2. Two periods for public comment will be reserved for every regular meeting of the Council. Each period shall not exceed a maximum of 30 minutes, unless a majority of councilors present vote to extend the time before public comment begins. The first period for public comment shall be limited to items not on the agenda and the second period of public comment shall be used to comment on any issue of City business.
3. Persons wishing to speak during public comment must complete a public comment card with information including but not limited to the person's name, address, phone number, and topic upon which the person wishes to speak and indicate if they would like follow-up from a representative of the City prior to the public comments section on the agenda.
4. Persons wishing to speak during public comment virtually must email the city recorder and/ or deputy city recorder by 4:30pm prior to the Council meeting with their contact information and topic.
5. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing. All public comment given during public hearings must be related to the specific hearing topic.
6. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which their public comment cards were received. Speakers shall identify themselves by their names and by their city of residence. The presiding officer may allow additional persons to speak

if they submit a public comment card and sufficient time is left in the 30-minute period.

7. Should there be more speakers than can be heard for three minutes each during either of the 30-minute periods provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
 8. If someone participating in public comment requires more than 3 minutes for comment, they may pool time from other community members physically present at the meeting. To do so, those members must complete the pooling time information located on the back of the comment card prior to submitting to city recorder. A speaker may pool no more than 12 minutes.
 9. Comments should be made to the presiding officer. If a councilor has a clarifying question for a speaker, the councilor shall give the question to staff who will follow up with the speaker outside of the public comment period.
 10. All those participating in public comments must adhere to the same standards of decorum as members of the Council. Public comment must not unduly interfere with the Council's ability to conduct business or otherwise disrupt Council meetings. Comments that substantially interrupt, delay, or disturb the peace and good order of the proceedings of the Council are not permitted. Examples of such types of comments include shouting, use of profanity or vulgarity, or speaking outside of allotted time. In addition, public comment may not be used for belligerent or abusive behavior including true threats, fighting words, or incitements to imminent lawless action. Abusive and harassing comments that could lead to the creation of a hostile work environment for City employees required to attend Council meetings likewise unduly interferes with the Council's ability to conduct its business and are therefore prohibited. The Council requests that all public comment is provided in a manner that is respectful to those in attendance at the meeting.
- G. Consent Agenda. In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.
1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
 2. Any item on the consent agenda may be removed for separate consideration by any member of the Council.
 3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council

must declare a conflict of interest.

H. Ordinances and Resolutions – See [Chapter 3](#)

I. Public Hearings Generally

1. A public hearing may be held on any matter upon majority vote of the Council. A public hearing shall be held when required by law. Public hearings may be held to consider legislative, quasi-judicial, or administrative matters.
2. Persons wishing to speak shall sign the “hearing roster” with the person’s name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The mayor or the presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, shall indicate whether they are a resident of the City, and may give their address. All remarks shall be addressed to the Council as a body and not to any member thereof.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, shall conform to the process established by the Planning Commission.
6. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the Council when exercising this option. The presiding officer may intervene if a councilor is violating the spirit of this guideline.
7. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by councilors should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial on the matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding

officer, with the approval of the Council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.

9. At the end of public testimony and questions of staff, the Council shall initiate deliberations by introducing a motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. Any written testimony or physical evidence that a party desires to have introduced into the record of the hearing shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a councilor receiving any such communication must disclose the fact that such a communication has been received and the content of the communication.
11. Documents submitted to the City as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and may be disclosed if a public records request is submitted for the documents and disclosure is required or permitted under Oregon public records law. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

J. Written Communications to Council.

1. Unsolicited communications to the mayor and/or Council concerning matters on the agenda shall be forwarded to the Council in the agenda packet, but shall not be individually itemized on the agenda.
2. Unsolicited communications to the mayor and/or Council concerning matters that are not on an agenda shall be forwarded to the mayor and/or Council but shall not be included in the agenda packet.
3. The city administrator may, in his or her discretion, bring any matter raised by an unsolicited communication to the attention of the Council as an agenda item, provided that such communication is accompanied by a staff report setting forth the reason the matter should be considered by the Council, and making a recommendation for Council action.

CHAPTER 2 – Meeting Time, Location, and Frequency

- I. Regular meetings.** The Council shall meet every 1st & 3rd Wednesday evening at 7:00 P.M., except in the event of a City holiday, Council recess, or other event or condition which requires cancellation or rescheduling. In the event of other event or condition which requires cancellation or rescheduling, the Council shall decide to cancel or reschedule by motion. Regular meetings shall conclude no later than 9:00 P.M. unless Council votes, by motion, to continue past 9:00 P.M.
- II. Special meetings.** Special meetings may be called by the mayor or by request of three members of the Council.

 - A. Notice of the special meeting shall be given to each member of the Council, the city administrator, and all interested persons that have on file a written request for notice of special meetings.
 - B. Notice of the special meeting shall be given to all members of the Council and the city administrator via telephone and email.
 - C. Special meetings shall be noticed in accordance with Oregon’s public meetings law and on 24 hours’ reasonable notice to the public and at least 24 hours’ actual notice to the Council members.
- III. Emergency meetings.** Emergency meetings may be called by the presiding officer or by the city administrator and will be held in compliance with Oregon’s public meetings law.

 - A. Notice of the emergency meeting shall be given to each member of the Council, the city administrator, the press, and all interested persons who have on file a written request for notice of special meetings.
 - B. Notice of the emergency meeting shall be given to all members of Council and the city administrator via telephone and email.
 - C. Emergency meetings are those meetings called with less than 24 hours’ notice and the Council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
 - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
- IV. Executive Sessions.** Executive sessions may be called by the mayor, by the request of three members of Council, by the city administrator, or by the city attorney. If an executive session is called by the request of three members of Council, the executive session shall be scheduled within seven calendar days of the members’ request, unless as otherwise agreed to by the requesting members. Executive sessions shall be held in compliance with Oregon public meetings law. Unless

otherwise required by Oregon public meetings law, only members of the Council, the city administrator, and persons specifically invited by the city administrator or the Council shall be allowed to attend executive sessions. Members of Council are encouraged to attend executive sessions in person whenever possible. Councilors who remotely attend sessions must, at the beginning of the executive session, affirm compliance with the following:

- A. Councilors must ensure that their surroundings are private, secure, and free from distractions.
- B. Councilors must preserve the confidentiality of the executive session. Councilors must ensure that no other individuals are able to see the executive session, hear the executive session, or otherwise access information from the executive session.
- C. Councilors remotely attending executive sessions must attend via an electronic device with audio and video capabilities. Councilors must check that their devices' internet connection, audio, and video are working in advance to avoid technical issues.
- D. Councilors must keep their video on whenever possible.

V. Work Sessions. Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon public meetings law and must be noticed accordingly.
- B. Work sessions are intended to allow for preliminary discussions and the Council is not permitted to take formal or final action on any matter at a work session.
- C. Two or more Council members may request a work session.
- D. Work sessions shall be scheduled by the city administrator and mayor.
- E. The city administrator shall invite any relevant staff to work sessions so that the sessions are as productive as possible.
- F. There shall be no designated public comment period during a work session, unless otherwise required by law. However, the presiding officer may allow or solicit public comments related to the topic of the work session.

VI. Holidays. In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be held on the following day. or rescheduled.

VII. Emergency Cancellation of Meetings. A Council meeting may be canceled at any time prior to the meeting by the mayor and/or the city administrator with approval of the mayor. Notice of the reason of cancellation must be provided to the Council. This should be done prior to the public notification of the cancellation. If not possible to notify members of Council prior to public notification, notification to members of Council shall be done a reasonable time after the cancellation notification to the public has been posted.

- VIII. Location.** Council meetings shall ordinarily be held at Council chambers in civic offices. In the event City Hall is not available for a meeting or in the event that the Council decides to hold a meeting outside of City Hall, the Council shall meet at a venue open to the public which is located within the jurisdictional limits of the City and meets the requirements of Oregon public meetings law.
- IX. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.
- X. Attendance.** Members of the Council shall notify the presiding officer and city recorder if they will be unable to attend any meetings or if they need to attend virtually. Notice must be given at least 24 hours in advance of the meeting, except in situations where 24 hours' advance notice is not possible. Under the charter, a Council position becomes vacant if the member of Council is absent from the City for more than 30 days without Council permission or absent from all meetings of the Council within a 60-day period and upon declaration by the Council of the vacancy.

CHAPTER 3 – Ordinances and Resolutions

- I. **Ordinances.** All ordinances considered by and voted upon by the Council shall adhere to the rules outlined herein.
 - A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction.
 - B. Preparation and Introduction.
 1. All ordinances shall, before presentation to the Council, have been reviewed and approved as to form by the city attorney, or the City’s legal counsel.
 2. Ordinances shall be introduced by the presiding officer. The city administrator shall provide details of the ordinance with the assistance of department directors, staff members, city legal counsel, or industry experts as needed.
 3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section to be amended or repealed.
 - C. Method of Adoption.
 1. An ordinance is introduced for consideration by the Council for presentation for first reading. After introduction, the Council may direct that:
 - a. A public hearing on the ordinance be held;
 - b. Refer the ordinance to committee for review and recommendation;
 - c. Refer the ordinance to the city administrator for further revision;
 - d. Pass the ordinance to a second reading; or
 - e. Reject the ordinance in whole or in part.
 2. All ordinances, when introduced for first reading, shall be identified by title and number and must be presented using the introduction process outlined above.
 3. All ordinances shall be read at two meetings of the Council. If approved by the Council, the first reading may be by title only and a brief outline covering the purpose of the ordinance. The second reading may be by title only unless any person present requests to have the ordinance or any part thereof read in full. Immediately following the first reading of a proposed ordinance, it shall be signed and published by the city recorder at least once at full length in a newspaper published in Canby; provided, however, that the Council may order instead that the proposed ordinance be posted in three public and

conspicuous places in said City for a period of 5 days prior to the passage of said ordinance. Whenever the Council proposes to take final action on any proposed ordinance at a special meeting, notice thereof, giving the time of such meeting, shall be published or posted along with the ordinance. In any event, before final action has been taken on any proposed ordinance, there shall be filed by or with the city recorder proof by affidavit of the publication or posting of the proposed ordinance.

4. Except as otherwise provided by this section, each ordinance that was unanimously approved at its first reading shall, for its second reading, be placed on a slate of ordinances that shall be approved by the Council as a group through a single motion and vote to approve. When the Council votes to approve a slate of ordinances, the City Recorder shall call the role and enter the ayes, nays, and abstentions in the record.
5. Any member of Council, the Mayor, the City Administrator, or the City Attorney may object to the inclusion of an ordinance on the slate of ordinances. In the event of an objection, the ordinance shall be removed from the slate of ordinances and shall be considered separately from the slate of ordinances. Ordinances to be considered separately shall be read by title only unless any person present requests to have the ordinance or any part thereof read in full.
6. All proposed amendments to an ordinance shall be in writing and may be made by interlineation upon the ordinance.
7. An affirmative vote of a majority of members of the Council shall be necessary to pass an ordinance.
8. An ordinance shall take effect on the 30th day following its passage or, if the Council deems it advisable, at different time specified by the ordinance. However, in the event of an emergency, an ordinance may take effect immediately.

II. Resolutions. All resolutions considered by and voted upon by the Council shall adhere to the rules outlined herein.

- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction.
- B. Preparation and Introduction.
 1. All resolutions shall, before presentation to the Council, have been reviewed and approved as to form by the city attorney, or the city's legal counsel.
 2. Resolutions shall be introduced by the presiding officer. The city administrator shall provide details of the resolution with the assistance of

department directors, staff members, city legal counsel, or industry experts as needed.

3. No resolution shall relate to more than one subject, which shall be clearly expressed in its title, and no resolution shall be amended or repealed unless the new resolution contains the title of the resolution to be amended or repealed.

C. Method of Adoption.

1. A resolution is introduced for consideration by the Council for presentation. After introduction, the Council may direct that:
 - a. A public hearing on the resolution be held;
 - b. Pass the resolution; or
 - c. Reject the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number and must be presented using the introduction process outlined above. All proposed amendments to a resolution shall be in writing and may be made by interlineation upon the resolution.
3. An affirmative vote of a majority of the Council present shall be necessary to adopt a resolution.
4. A resolution shall become effective upon its adoption unless otherwise stated by the resolution.

CHAPTER 4 – Motions, Debate, and Voting

I. **Motions.** All motions shall be distinctly worded.

A. The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the Council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No motion shall be received when a question is under debate except for the following:
 - a. To lay the matter on the table;
 - b. To call for the previous question;
 - c. To postpone;
 - d. To refer; or
 - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the Council.
7. Amendments are voted on first, then the main motion if voted on as amended.
8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - a. A call for the question fails without a majority vote.
 - b. Debate on the main subject resumes if the motion fails.
10. In the case of a tie-vote, the mayor shall cast a vote to break the tie. This is the only scenario where the mayor is able to cast a vote.
11. The presiding officer shall repeat the motion prior to a vote.
12. A motion to adjourn cannot be amended.

B. Motion to Reconsider. A motion to reconsider may only be made by a member

of the prevailing side. Any member may second the motion.

1. No motion shall be made more than once.
2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

II. Debate. The following rules shall govern the debate of any item being discussed by the Council:

- A. Every member desiring to speak shall address the presiding officer, and, upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B. A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C. The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

III. Voting. Except as the Charter may provide otherwise, a concurrence of a majority of the members of Council present at a Council meeting at which a quorum is present shall be necessary to decide any question before the Council. The mayor shall have no vote on questions before the Council except in the case of tie. All votes shall be recorded in the meeting minutes.

CHAPTER 5 – Minutes

I. Generally.

- A. Minutes of the Council’s meetings shall be composed of written minutes and the audio and video recordings of the meetings, except in the case of executive sessions whose minutes shall only be written. The City Recorder shall maintain an electronic copy of the minutes in accordance with state law.
- B. The minutes shall contain the following information:
 - 1. The date, time, and place of the meeting;
 - 2. The councilors in attendance;
 - 3. The motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;
 - 4. The results of all votes and the vote of each member by name;
 - 5. The substance of any discussion on any matter; and
 - 6. A reference to any document discussed at the meeting.

II. Approval. The Council shall approve all minutes of any meeting.

- A. All minutes of regular meetings shall be approved within sixty days of the meeting having occurred.
- B. The draft minutes shall be submitted to the Council as part of the Council’s packet prior to the meeting where they will be discussed.
- C. Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

CHAPTER 6 – Appointments

- I. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City’s charter. All appointments require a majority vote of the entire Council.
 - A. Reviews. Any person appointed by the Council shall be subject to an annual review by the Council unless otherwise required by any applicable employment contract.
 - B. Removals. All appointed persons may be removed by a majority vote of the entire Council.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
 - A. Unless otherwise mandated by state law and except as provided for in the Canby Municipal Code, the mayor, in consultation with the Council liaison and staff liaison to a board, board, commission, or committee, shall interview potential candidates for open board positions and make a recommendation to Council of an appointee. Appointees shall be approved by a majority vote of the Council as part of the consent agenda. Any appointee’s consideration or nomination may be removed from the consent agenda by majority vote of the Council present for further discussion and vote.
 - B. The applications of first-time appointees to advisory boards will be included in Council packets.
 - C. Unless otherwise prohibited by the Council, the mayor shall have the authority to create and appoint subcommittees of committees authorized by the Council.
 - D. Removals. All appointed persons may be removed by a majority vote of Council, in accordance with the Charter and any applicable employment contract.

CHAPTER 7 – Filling of Vacant Council Position

PROCESS FOR APPOINTING COUNCIL MEMBER.

The City Council shall appoint Council members to vacancies in accordance with the Canby City Charter and as supplemented by these rules. In case of conflict between these rules and the Charter, the Charter shall control.

- a. Candidate Interview and Appointment Process
 1. In the event of a vacancy, the appointment process begins by posting the open position for no less than 30 days with a set application deadline.
 2. A work session may be held to create questions for candidate interview. Once interview questions are finalized, those questions will be provided to candidates prior to interviews.
 3. After application deadline, all applications will be forwarded to Council members.
 4. After candidates have been identified, a determination will be made whether to hold candidate interviews during a regular Council meeting or a special meeting by majority vote of Council.
 5. Each candidate will be given no more than 20 minutes per interview. The time may be adjusted based upon number of candidates and time available.
 6. During interview process, all candidates who have not been interviewed are to remain outside the interview room. After a candidate has interviewed, they are permitted to remain in the interview room.
 7. Council members may rank their top candidates.
 8. In turn, each Council member will provide their ranking and have an opportunity to discuss their reasons why.
 9. If a consensus candidate among all rankings is identified, a motion shall be made for that candidate with a vote to follow. If no consensus is reached, a motion for any candidate may be made.

CHAPTER 8 – Ethics, Decorum, Outside Statements

- I. Ethics.** All members of the Council shall review and observe the requirements of state ethics law. In addition to complying with state ethics law, all members of the Council shall refrain from:
 - A. Disclosing confidential information.
 - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
 - C. Expressing an opinion contrary to the official position of the Council without so saying.
 - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.
 - E. Members of the Council must give public notice of any conflict of interest or potential conflict of interest and the notice will be reported in the meeting minutes. In addition to matters of financial interest, members will maintain the highest standards of ethical conduct and assure fair and equal treatment of all persons, claims, and transactions coming before the Council.
 - F. In accordance with state law, it is each Council member's responsibility to file all required statements of economic interest with the Oregon Government Ethics Commission.
- II. Decorum.**
 - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal of the Council.
 - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
 - C. Members of the City staff and all other persons attending meetings shall observe the Council's rules of proceedings and adhere to the same standards of decorum as members of Council.
- III. Statements to the Media and Other Organizations**
 - A. Representing City. The Council may authorize the Mayor, a member of the Council, or a City employee to appear before another governmental agency, the media, or an organization to give a statement on a matter as a representative of the Council. If so authorized, the Mayor, member of Council, or City employee must only state the official position of the Council that has been approved by a majority of the Council.
 - B. Personal Opinions. If the Mayor or a member of the Council appears before a

governmental agency, the media, or an organization to give a statement on a matter without the Council's authorization, then the Mayor or member of the Council gives such statement in their personal capacity, not as a representative of the City, and such statement shall not be attributed to the Council. The Mayor or member of Council must clearly state that they are expressing their own opinion in their personal capacity and not the opinion of the Council before giving their statement.

CHAPTER 9 – Interactions with Staff

- I. Staff.** Under the Canby City Charter, neither the Council nor any of its members shall give orders or directives to any subordinate or City employee, other than officers of the City, either publicly or privately, except to and through the city administrator. Members of the Council shall respect the separation between the Council's role and the city's administrator's responsibility by:
 - A. Not interfering with the day-to-day administration of City business, which is the responsibility of the city administrator.
 - B. Refraining from actions that would undermine the authority of the city administrator or a director.
 - C. Making individual inquiries and requests for information to the city administrator. Questions from individual members of Council shall be of the type answered readily as part of staff's day-to-day responsibilities. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
 1. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.

CHAPTER 10 – Council Accountability

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter, and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances, the City charter, or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member by adopting a resolution to issue a public reprimand.

CHAPTER 11 – Review, Amendment and Repeal

- I. **Review.** There shall be a review of the policies and operating guidelines every three years.
- II. **Amendment and Repeal.** These rules of procedure are subject to amendment or repeal by resolution by the Council in accordance with the rules noted herein.
 - A. Amended rules shall go into effect at the meeting after the resolution to amend these rules was adopted.
 - B. If major changes are needed, it is recommended that the mayor create a subcommittee of members of Council to work with City staff to create proposed changes. Afterwards, a work session will be scheduled to review changes.