



CITY OF  
GEARHART

**Staff Report**

For City Council Meeting - 4/5/2023

***Subject - Ordinance/Resolutions - Ordinance #937 - An Ordinance Amending Rules and Order of Business for Meetings of the City Council***

**Synopsis:** In March, the Council took a look at draft Ordinance #937. To recap, Ordinance #653 was passed in 1991. It describes the rules and order of business to follow during City Council Meetings. In 1995, it was amended via Ordinance #697 to change meeting start times from 7:30 p.m. to 7:00 p.m. and to state meetings falling on a holiday closure would occur the following Wednesday. The Mayor requested City staff look into amending current rules and processes in order to keep meetings on track and running at an appropriate length while still handling required city business, informing the public, and meeting community needs. There were Council and public concerns over language concerning questions, and there was also praise for the reinstatement of additional opportunities for the public to comment. The attached updated Ordinance #937 draft reflects requested changes.

***Council Options:***

- Motion to approve Ordinance #937 reading once by the title only;
- Make further changes and motion to approve as amended;
- Take other action desired by Council.

**Recommended Motion:** Staff has no recommendation on the order of business of meetings; this is a Council decision. If motioned to approve by title only, the ordinance would be read again by title only in May, taking effect 30 days later.

**Legal Analysis:** N/A

**Financial Analysis:** N/A

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'Chad', is written over the name 'Chad' which is printed below it.

Chad

## ORDINANCE NO. 937

### AN ORDINANCE AMENDING RULES AND ORDER OF BUSINESS FOR MEETINGS OF THE GEARHART CITY COUNCIL

The City of Gearhart ordains as follows:

*Section 6 of Ordinance 653 shall be amended to read as follows:*

**Section 6. Order of Business for Regular Meetings.** The order of business for each regular meeting shall proceed as follows unless otherwise altered by a majority vote of the Council:

- (a) Public hearings.
- (b) Routine business to proceed as follows:
  - i. Declaration of conflict of interest, approval of minutes, reports from standing or special committees.
- (c) Reports from the Mayor, City Councilors, and City officers.
- (d) Visitors. (Those on the agenda invited to speak and/or present.)
- (e) **Public comment (oral) from the public on items not on the agenda. Public comment is a time for comment. It is not a time for debate, nor is it time for members of the public to inundate Council or City staff with questions. Oral comments shall be limited to issues involving City business and shall not exceed five minutes. If a speaker chooses to ask a question during their commentary and it can be readily addressed, it will be within the speaker's allotted speaking time; There is no time extension due to Council reply. Questions needing investigation and/or to avoid further questioning (back-and-forth), Council will respond by the next regular meeting, if not sooner. Written correspondence received or submitted electronically, and requests to speak electronically, must be submitted to the City Recorder by 4:00 p.m. the day of the meeting. In person attendees wishing to speak are required to sign in prior to the meeting.**
- (f) Reading and adoption of ordinances.
- (g) Reading and adoption of resolutions.
- (h) Old business. (3 minute citizen comment permitted prior to debate by Council subject to limitations by the Chair.)
- (i) New business. (3 minute citizen comment permitted prior to debate by Council subject to limitations by the Chair.)
  - i. Includes awarding of bids.
  - ii. Includes Council action on issues presented at the public hearings.
- (j) Council concerns. (Discussion of any matters not on the agenda, but on which no decision can be made until the next Council meeting.)
- (k) Adjournment.

Passed by the City Council of Gearhart this \_\_\_\_ day of \_\_\_\_\_, 2023.

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

Approved and signed by the Mayor of Gearhart this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Mayor Kerry Smith

ATTEST:

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City Administrator, Chad Sweet