



## **Staff Report**

For City Council Meeting - 3/1/2023

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

**Synopsis:** 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. A lot has changed since the mid-90s, and with the advancement of technology, 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. Draft Ordinance #937 is attached with the amended section of #653 noted and has been reviewed by the Mayor.

#### ***Council Options:***

- Motion to approve Ordinance #937 reading once by the title only;
- Motion to approve reading twice by title only declaring an emergency;
- Make changes and motion to approve in either fashion, 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 April, taking effect 30 days later.

**Legal Analysis:** N/A

**Financial Analysis:** N/A

Respectfully Submitted,

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) Citizen communications (written or 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 ask questions of and receive answers from the Council or City staff. Oral comments shall be limited to issues involving City business and shall not exceed five minutes unless additional time is granted by the Chair. Written comments and/or those submitted 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) Councilor 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

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ATTEST: City Administrator, Chad Sweet