

**RESOLUTION NO. 2009-95**

A RESOLUTION AMENDING COUNCIL RULE 5: ORDER OF BUSINESS AND AGENDA;  
AND RESCINDING COUNCIL RULE 17

**Whereas**, the City Council has adopted rules of procedure for meetings of the City Council; and

**Whereas**, the City Council wishes to modify of its certain rules of procedure, by amending Rule 5, "Order of Business and Agenda," by changing the order of items on the agenda, by rescinding Rule 17, "Liquor Application Investigation Board," to make certain housekeeping changes and changes to conform to practice; and

**Whereas**, the City Council deems it necessary and proper to amend its rules of procedure to make such modifications;

NOW, THEREFORE, THE CITY OF SALEM RESOLVES AS FOLLOWS:

**Section 1.** Rule 5, "Order of Business and Agenda" is amended to read as follows:

**Rule 5: Order of Business and Agenda.**

**(a) Order of Business.** The order of business for all regular meetings of the Council shall be as follows, provided, however that when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by two-thirds vote:

- (1) Opening exercises (includes call to order, roll call, pledge of allegiance, announcements, proclamations)
- (2) Reports of boards, commissions, committees and presentations by outside agencies (includes city boards and commissions, non-profit agencies and neighborhood associations)
- (3) Public comment (agenda items)
- (4) Consent calendar (includes approval of minutes, adoption of routine resolutions, and items of business requiring council action)
- ~~(5) Information reports (items that require no Council action)~~
- ~~(5)~~ (6) Special orders of business (includes consideration of items deferred from the consent calendar and any action item which requires a selection among options, consideration of matters of special importance to the Council, and management reports)
- ~~(6)~~ (7) Unfinished business (any business held over from a previous meeting, other than public hearings and ordinances, which are placed under public hearings and ordinances)

(7) Information reports (items that require no Council action)

- (8) Public hearings (includes deliberations, and deliberations from hearings held over from previous meetings)
- (9) Ordinances
- (10) Public comment (other than agenda items)
- (11) New business (Mayor and Councilor items)
- (12) Adjournment

**(b) Agendas.** The Clerk of the Council shall prepare an agenda for every regular and special meeting. Agendas and informational material for regular meetings shall be distributed to the Council no later than the Friday preceding the meeting. No Council approval shall be required for an agenda of any regular meeting; agendas for special meetings shall be approved by majority vote of the Council.

**(c) Placement of Items on the Agenda.**

- (1) The City Manager may place routine items and items referred by staff on the agenda without Council action.
- (2) Any item placed on the consent calendar or matter raised during public comment may be placed on a subsequent agenda as a "special order of business" upon majority vote of the Council.

**(d) Removal of Items from the Agenda.** The City Manager may remove any item 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.

**(e) Postponement of Consideration Prior to the Meeting.** Any Councilor may request that consideration of an agenda item be postponed to a subsequent meeting, if the Councilor is unable to attend the meeting during which the item has been scheduled for consideration. Any Councilor requesting postponement of consideration shall submit a request to the City Manager in writing as early as possible. The request to postpone should be honored unless the matter must be acted upon at that meeting due to deadlines or other matters of timing.

**(f) Proclamations and Awards.** At each regular meeting, the first agenda item shall be used to acknowledge special recognition and awards given to the City of Salem, or for the Mayor to announce proclamations which serve to encourage and educate the community. Proclamations shall be made and placed on the agenda at the discretion of the Mayor. These items shall be included under "opening exercises." Requests for proclamations should be submitted in writing to the Mayor.

**(g) Consent Calendar.** In order to expedite the Council's business, the approval of minutes, and other routine agenda items shall be placed on the Consent Calendar. All items on the Consent Calendar will be approved by a single motion, unless the item is pulled for further consideration. Any item on the Consent Calendar may be removed for separate consideration by any member of the Council. 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, or a determination that debate on a proposed course of action is deemed desirable, any questions to staff on any item, and any item where a Councilor must declare a conflict of interest.

**(h) Council Notification of Land Use Decisions.** For purposes of Council call up under SRC 114.210, notification of land use decisions shall be made by posting on the City's website, and by notification by listserv. Any member of the public may request to be placed on the listserv. Land use chairs of neighborhood associations shall be placed on the listserv. Posting shall occur no later than the Wednesday preceding the meeting where an abstract of the decision is placed on the agenda. Call-up of a decision shall be made on the first regular council meeting following council notification of the land use decision pursuant to this subsection.

**(i) Special Orders of Business.** Except as otherwise required by these rules, items removed from the Consent Calendar for separate consideration shall be considered as a Special Order of Business and part of the next scheduled item on the agenda. Agenda items that are deferred from the Consent Calendar, Council call-up of land use decisions, business that requires the selection from among options, that are of special importance to the Council, or that are a special management report as determined by the City Manager shall be treated as Special Orders of Business.

**(j) Public Hearings.** Public hearings shall commence no later than 7:30 p.m., and any pending order of business shall be deferred until such time as the hearings have concluded. Unless otherwise required by law or Council motion, public hearings shall be scheduled by the City Manager, and may be rescheduled without further action by the Council.

**(k) New Business.** The agenda shall provide a time when the Mayor or any Councilor may bring before the Council any new business that the Mayor or Councilor feels should be deliberated upon by the Council. Any Councilor requesting an item of new business be placed on the agenda should submit the request to the City Manager, in writing, not later than 9:30 a.m. the Wednesday preceding the Council meeting. Any item of new business provided after this deadline as an addition to the agenda shall not be acted upon at the meeting where first presented.

**Section 2.** Rule 17, "Liquor Application Investigation Board" is rescinded.

**Section 3.** This resolution is effective upon adoption.

ADOPTED by the City Council this 9th day of November, 2009.

ATTEST:

City Recorder

Approved by City Attorney: \_\_\_\_\_



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