



# Commission Policy and Procedure

SUBJECT: Commission Meetings Policy and Procedure	EFFECTIVE DATE: June 5, 2019
POLICY NUMBER: Commission Policy 1-1	REVIEWED: Adopted January 20, 1999 Revised June 5, 2019

## 1.0 PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for agenda preparation, scheduling, attendance and rules of order for Commission meetings.

## 2.0 APPLICABILITY

- 2.1 The policy applies to all elected officials, administrative personnel and citizens.

## 3.0 IN GENERAL

- 3.1 It is the responsibility of the City Manager to ensure that the Oregon City Commission meeting guidelines are met before, during and after each meeting of the City Commission.

## 4.0 OREGON CITY COMMISSION MEETING GUIDELINES

4.1 Commission Meetings. Commission meetings are conducted on the first and third Wednesday of each month beginning at 7:00 PM unless otherwise designated by the Commission. If a meeting falls on a legal holiday, then it will be held on the following day.

4.2 Rules of Procedure. The rules of procedure governing Commission meetings shall be the latest revised edition of Robert's Rules of Order.

4.3 Length of Commission Meetings. The number of items to be included on the agenda for Commission meetings is left to the discretion of the City Manager. Since it is the desire of the Commission that no meetings exceed two (2) hours in length, the City Manager may adjust the number of items on the agenda accordingly.

4.4 Special Meetings. The Mayor upon his/her own motion may, or at the request of three (3) members of the Commission shall, by giving notice to all members of the Commission then in the City, call a special meeting of the Commission for a time no earlier than three (3) nor later than forty-eight (48) hours after the notice is given. Special meetings of the Commission may also be held at any time by the common consent of all the members of the Commission.

4.5 Quorum. A majority of members of the Commission shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance.

4.6 Records of Proceedings. The City Commission shall cause a record of its proceedings to be kept. The ayes and nays upon any question before it, shall be taken and entered in the record.

4.7 Proceedings to be Public. No action by the Commission shall have legal effect unless the motion for the action and vote by which it is disposed of take place at proceedings open to the public.

4.8 The Mayor's Function. The Mayor shall be chair of the Commission and preside over its deliberations. He/she shall have a vote on all questions before the Commission. He/she shall have authority to preserve order, enforce the rules of the Commission and determine the order of business under the rules of the Commission.

4.9 Commission Packets. Commission packets containing the agenda and relevant staff reports will be delivered to the Mayor and Commission the Friday prior to each City Commission meeting date.

4.10 Agenda Preparation. It is the responsibility of the City Recorder to prepare the City Commission meeting agenda, organize the agenda and staff reports into packets and arrange delivery of the packets to the Mayor and Commission members.

4.11 Agenda Items. Items for the Commission meeting agenda may be placed on the agenda by any of the following methods:

- 4.11.1. By the City Commission through consensus of a majority of members to the City Manager.
- 4.11.2. By City staff through reports reviewed by the City Manager.
- 4.11.3. By the City Manager or Department Directors.
- 4.11.4. By citizens through consensus of a majority of Commission members either through vocal or written requests to include background of the issue to be addressed, the resolution wanted and funding required to gain resolution.
- 4.11.5. By City staff to boards/commissions and committees through reports submitted to the City Manager.
- 4.11.6. By the City's legal counsel through communication submitted to the City Manager.

4.12 Staff Reports. Staff reports submitted to the City Recorder by department directors for agenda items must be concise and clear and include all the facts and background information necessary for the Commission to make a decision.

It is the responsibility of the department directors to submit to the City Recorder, their staff reports and agenda materials throughout the week prior to the Commission meeting but no later than 12:00 Noon on Thursday of that week.

It is the responsibility of the City Manager to review and sign each staff report and return them to the City Recorder to process for the Commission packets.

4.13 Commission Meeting Attendance. Department directors having items on a Commission meeting agenda must attend that meeting. Other department directors may attend at their option. The City Manager will attend all City Commission meetings, unless excused.

4.14 Commission Meeting Follow-Up. All City Commission requests must be followed up in a timely and efficient manner pursuant to Administrative Policy 2-5: Administrative Response to City Commission Requests.