



Metro | Agenda

Meeting: Metro Council Work Session
Date: Thursday, July 25, 2013
Time: **2:30 p.m. *or immediately following the regular Council session**
Place: Council Chamber

CALL TO ORDER AND ROLL CALL

- 2:30 PM 1. ADMINISTRATIVE/ CHIEF OPERATING OFFICER COMMUNICATION**
- 2:45 PM 2. UPDATES TO COUNCIL RULES OF PROCEDURE – INFORMATION / DISCUSSION** Colin Deverell, Metro
Kelsey Newell, Metro
- 3:15 PM 3. COUNCIL BRIEFINGS/COMMUNICATION**

ADJOURN

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Agenda Item No. 2.0

**UPDATES TO COUNCIL RULES OF
PROCEDURE**

Metro Council Work Session
Thursday, July 25, 2013
Metro, Council Chamber

METRO COUNCIL

Work Session Worksheet

PRESENTATION DATE: July 25, 2013 **TIME:** 2:30 p.m. **LENGTH:** 40 Minutes

PRESENTATION TITLE: Discussion of Updates to Council Rules of Procedure

DEPARTMENT: Council Office

PRESENTER(S): Colin Deverell and Kelsey Newell; ext. 1560 and ext. 1916;
colin.deverell@oregonmetro.gov, kelsey.newell@oregonmetro.gov

WORK SESSION PURPOSE & DESIRED OUTCOMES

- Purpose: The purpose of this work session is to allow Council to review and provide feedback on proposed changes to the Council rules of procedure and rules of Council expense accounts, prior to formal adoption in August 2013.
- Outcome: Direction to staff to regarding the proposed changes.

TOPIC BACKGROUND & FRAMING THE WORK SESSION DISCUSSION

The Metro Council is required by the Metro Code to adopt, by resolution, rules of procedure for the conduct of Council business. These rules, prescribed by Metro Code Sec. 2.01.100, generally govern how the Council conducts itself in public meetings, engages the public therein, agenda orders and the like. Nearly every local jurisdiction has a similar set of rules of varying detail and length which are refreshed regularly. Another set of rules, also required by Code, govern how the Council uses funds in their expense, or “district,” accounts. Both rule sets have not been updated since 1995, prior to the year 2000 Charter amendments, and no longer conform to current ordinances and/or practices. Additionally, these rules were adopted well before any member of the current Council took office, depriving the Council from determining its own rules of conduct.

Staff has been working to refresh both the rules of procedure and expense accounts for Council review with the goal of providing a finalized set of rules for Council consideration and adoption in August 2013. The proposed changes have been vetted by the Office of Metro Attorney.

Council Rules of Procedure

The most recent version of rules adopted by the Council resides as a series of exhibits to Resolution 95-2078, adopted in 1995. Operating under a previous charter, the Council at this time was helmed by a “Presiding Officer” and had thirteen members. These rules were amended by Res. 95-2160, which added “standing committees” of councilors to navigate specific issues.

The majority of proposed changes to the rules of procedure reflect upkeep to conform to charter changes and other housekeeping. The year 2000 Charter amendments created the Council President and Chief Operating Officer positions, eliminated the previous leadership positions, and also reduced the number of Metro Council districts to six, among other changes. In the revised rules attached to this worksheet, for example, references to “Chief Executive Officer” have been deleted

and replaced with “Chief Operating Officer,” and new language has been added to highlight conformity with Oregon Public Meetings Law. However, other changes have been suggested to ensure consistency with current practices. As these are the rules that govern Council’s conduct in public meetings and in some cases more broadly, these changes merit added attention:

Exhibit A: General Rules for the Metro Council

- Items 1, 3, 5, and 6 through 10 reflect best practices additions. Nearly every other local jurisdiction states plainly the basics of when, where and how their elected bodies conduct official business. Emergency meetings and rules of conduct for public testimony are also common rules that were not included in the 1995 Council rule set.
- Item 15 clarifies the number of councilors required to affirm any question before the Council, where not otherwise stated.
- Item 16 creates a trigger for the future revision of these rules.

Exhibit B: Rules of Procedure Relating to Communications from the Public

- Item 2 removes the ability for members of the public to yield time to other members of the public, as such an allowance invites abuse. For example, if ten members of the public would like to testify on a matter before the Council, but 9 of 10 yield their 3 minutes to one person, this would permit 30 minutes worth of testimony from an individual.
- Item 2 also clarifies the ability of the presiding officer to alter the duration of testimony when large numbers of individuals are present to testify.

Exhibit C: Rules of Procedure for Consideration of Ordinances and Resolutions

- Item 1 now clarifies the ability of Metro staff to bring legislation to the Council for consideration.
- Items 3, 4 and 5 include deletion of all references to the “standing committees” of the Metro Council, which are no longer in place and whose roles have been subsumed by the Council liaisons.

Exhibit D: Rules Establishing the General Order of Business for Council Work Sessions

- Item 2 removes citizen communications at work sessions, which is not currently practiced.
- Item 4 reflects changes to work session material submission deadlines to ensure effective use of work session time.

Exhibit E: Rules Establishing the General Order of Business for Council Meetings

- All changes reflect general upkeep.

Exhibit F: Rules of Procedure and Criteria for the Consent Agenda

- All changes reflect general upkeep.

Exhibit G: Rules of Procedure for Council Liaisons

- Resolution 95-2160 added “Exhibit G: Committee Procedures” to create rules for “standing committees” of the Metro Council. These committees were unrelated to the engagement committees, e.g. JPACT or MPAC, and were assembled to allow the then-larger Council to address specific topics. The current method by which the Council engages with specific issues and projects is the Council liaison system, which staff recommends codifying broadly in the rules of procedure. The language present in this new Exhibit G is adapted from the Council Liaison System document.

Exhibit H: Rules of Procedure Related to Council Communication with Staff

- This is an entirely new, best practices addition. Every local jurisdiction with adopted rules enumerates some guidelines for the interaction between elected officials and jurisdiction staff.
- Item 2 references the Council Policy Document, which outlines a process by which the Council brings new projects, programs or initiatives to their colleagues for consideration.

Rules for Council Expense Accounts

The Metro Council is also required by Code to adopt, by resolution, rules by which it administers councilor expense accounts, or “district accounts.” These rules were last updated in 1995 with an exhibit attached to Resolution 95-2079. Staff has updated these rules to reflect Charter and institutional changes and to reflect current practice. Nearly all of the proposed changes are language-only and housekeeping in nature:

- Previously, councilor expense accounts were capped at a fixed amount regardless of budgetary realities. Section 2, item 1, removes the specific cap for councilor expense accounts and has been changed to reflect the current process for allocating expense account funds each fiscal year.
- Section 2, item 2, has been changed to replace the fixed dollar amount of the additional authorization with a percentage of the annual allocation.
- Section 2, item 4, has been changed to allow for personal mileage reimbursement for travel within the Metro boundary while on Metro business. This reflects current practice.
- Section 2, item 5c, adds a clause to conform to Oregon elections law.
- Section 2, item 5h, removes the limit for use of district account dollars for membership dues.
- In Section 3, item 5, allocates responsibility for reimbursement requests from accounts beyond the Council General account to the Chief Operating Officer, rather than the Council President, as they are governed by budgetary rules beyond those prescribed by these exhibits.

QUESTIONS FOR COUNCIL CONSIDERATION

- Do the proposed rule changes accurately reflect Council’s desired practices?
- Are there additional considerations that should be included in these updates?
- Are there any other questions?

PACKET MATERIALS

- Would legislation be required for Council action? Yes No
- If yes, is draft legislation attached? Yes No
- What other materials are you presenting today? None at this time.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ADOPTING) RESOLUTION NO. 13-XXXX
RULES AND ESTABLISHING PROCEDURES)
RELATING TO THE CONDUCT OF) Introduced by Tom Hughes,
COUNCIL BUSINESS) Council President

WHEREAS, Metro Code Section 2.01.090 requires the Council by resolution to adopt rules of procedure governing conduct of debate on matters considered by the Council; and

WHEREAS, Metro Code Section 2.01.120 requires the Council by resolution to adopt rules and procedures relating to the receipt of communications from the public at Council meetings; and

WHEREAS, Metro Code Sections 2.01.070 and 2.01.080 require the Council by resolution to adopt rules establishing procedures for the introduction and consideration of ordinances and resolutions respectively; and

WHEREAS, Metro Code Section 2.01.130 requires the Council by resolution to establish the general order of business for Council meetings, and to establish criteria for placing items on a consent agenda; and

WHEREAS, Metro Code Section 2.01.035 requires the Council by resolution to establish procedures governing the conduct of Council work sessions; and

WHEREAS, Resolution No. 95-2078, amended by Resolution No. 95-2160, established Council rules and procedures which governed debate, receipt of communications from the public, introduction and consideration of ordinances and resolutions, the general order of business, criteria for the consent agenda and other issues; now, therefore,

BE IT RESOLVED, that the Metro Council hereby repeals the rules adopted by Resolution Nos. 95-2078 and 95-2160 and, pursuant to Metro Code Section 2.01.100, adopts the following rules of procedure:

1. General rules of procedure for the Metro Council as shown in Exhibit A.
2. Rules of procedure relating to communications from the public at Council meetings as shown in Exhibit B.
3. Rules of procedure for consideration of ordinances and resolutions as shown in Exhibit C.
4. Rules establishing the general order of business for Council work sessions as shown in Exhibit D.
5. Rules establishing the general order of business for Council meetings as shown in Exhibit E.
6. Rules of procedure and criteria for the consent agenda as shown in Exhibit F.
7. Rules of procedure and criteria for Council liaisons as shown in Exhibit G.
8. Rules of procedure related to Council communication with staff as shown in Exhibit H.

ADOPTED by the Metro Council this ___ day of _____, 2013.

Tom Hughes, Council President

Approved as to form:

Alison Kean Campbell, Metro Attorney

EXHIBIT A
GENERAL RULES OF PROCEDURE FOR THE METRO COUNCIL

To conduct Council business in an orderly and expeditious manner the following general rules of procedure are established:

1. All meetings of the Metro Council shall be noticed and held in accordance with Oregon Public Meetings Law (ORS 192.610-192.710). Meetings will be held in open session, except for those that may be closed for purposes specified by law. Cancellations of any open meeting will be noticed twenty-four (24) hours in advance.
2. The Council President shall act as presiding officer at all open sessions. The presiding officer shall conduct all meetings, preserve order and enforce the rules of the Council. In the absence of the Council President, the Deputy Council President shall preside. In the absence of both the Council President and Deputy Council President, the Council President shall appoint a Councilor to preside.
3. Order and decorum shall be preserved during all public meetings. Councilors will direct discussion to the matter at hand and attendees, including staff present, will abide by the directions of the presiding officer. At the direction of the presiding officer, or by a majority of the Council present, the Council may remove anyone from the council chamber for the duration of the meeting if the following conduct is observed:
 - I. Use of unreasonably loud or disruptive language, including personal, offensive or slanderous remarks, or actions that are boisterous, threatening or personally abusive.
 - II. Making of loud or disruptive noise, including applause.
 - III. Engaging in violent or distracting action.
 - IV. Willful injury of furnishings or of the interior of the Council chamber.
 - V. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
 - VI. Refusal to obey an order of the presiding officer or an order issued by a Councilor which has been approved by a majority of the Council present.
4. Councilors shall inform the Council President and Chief Operating Officer if they are unable to attend any public meeting. The Council President shall inform the Deputy Council President and Chief Operating Officer regarding any absence by the Council President.
5. In the case of an emergency, an emergency meeting may be called by consent of all available Councilors, upon such notice as is appropriate to the circumstances. The minutes of the emergency meeting shall describe the emergency justifying less than 24 hours notice, and Metro staff shall attempt to contact the media and other interested persons to inform them of the meeting. Councilors are responsible to inform staff of how they may be reached when out of town.
6. As provided in Section 2.01.001(a) of the Metro Code, a majority of the members of the Metro Council holding office constitutes a quorum.
7. The Metro Council will meet in regular session every Thursday, beginning at 2:00 p.m. unless otherwise arranged.

8. The Metro Council will meet in work session, conducted on an as-needed basis, on Tuesdays, beginning at 2:00 p.m., unless otherwise arranged.
9. The Metro Attorney is designated as parliamentarian for the Council. Questions of parliamentary rules may be referred to the Metro Attorney through the presiding officer for interpretation.
10. Except as otherwise provided in Metro Code, or rules adopted by the Council, all business meetings of the Council shall be governed by Robert's Rules of Order, newly revised.
11. All Councilors have a right to debate each matter brought before the Council. There shall be a question before the Council prior to debate on any matter. On each matter brought before the Council for a decision, the presiding officer shall ask for a motion on the matter which must be seconded for it to be a proper question.
12. A Councilor speaking on a motion shall confine his or her remarks to the matter under consideration by the Council and shall avoid repetition and unrelated comment.
13. A Councilor may speak once for up to five (5) minutes on each main motion and substantive amendment to a main motion before the Council. A Councilor may speak more than the allotted time with unanimous consent of the Council or with consent of the presiding officer. A member may be permitted to speak a second time to clear up a matter of fact, to explain a point misunderstood, or to clear up a question that has arisen in the debate. A Councilor may be recognized by the presiding officer to question any person appearing before the Council. When a Councilor has been recognized he or she is considered to have the floor and need not be recognized for each subsequent question until he or she is finished with the questioning.
14. The Councilor who moves a matter before the Council is entitled to close the debate after other Councilors wishing to speak have spoken. The closing comments shall be limited to three (3) minutes unless extended by unanimous consent of the Council.
15. The affirmative action of four (4) or more Council members shall be necessary to decide any question before the Council. The COO, or his/her designee, shall call the roll, and the order of voting shall be rotated on each question such that each Councilor, excluding the presiding officer, has an equal opportunity to vote first. In all instances, the presiding officer shall vote last.
16. The Council shall review these rules at least once every four (4) years. Council rules are not intended to replace or supersede any applicable federal or state laws or regulations, Metro ordinances or policies, or provisions of the Metro Charter or Code. These rules may be suspended upon an affirmative vote by two-thirds of the Council.

EXHIBIT B
RULES OF PROCEDURE RELATING TO COMMUNICATIONS FROM THE PUBLIC

The Council shall encourage the appearance of members of the public both for matters on the agenda and not on the agenda. To facilitate the orderly transaction of business, the following procedures shall apply for matters other than those in which the Metro Council is acting in a quasi-judicial capacity:

1. At the beginning of each Council meeting and periodically during the meeting, the presiding officer shall announce that public testimony is allowed on matters before the Council and shall instruct members of the public to fill out sign-up cards and submit them to the Chief Operating Officer, or his/her designee. The sign-up card shall indicate the name and address of the person to testify, the agenda item on which the person wishes to speak and whether the person is speaking in favor or against the matter before the Council.
2. On items for which a public hearing is being held, a member of the public may appear only once on each separate matter before the Council and shall be limited to three (3) minutes of testimony, exclusive of answers to questions from Councilors. A member of the public may speak more than once and longer than the three (3) minutes with unanimous consent of the Council or with consent of the presiding officer. On items for which there is a significant number of members of the public present to testify, in order to conduct Council business in an orderly and expeditious manner, the presiding officer retains the right to limit individual testimony to less than three (3) minutes. Any such limit to testimony shall be prescribed before any testimony is heard on the matter at hand and shall apply to all individuals testifying.
3. On matters before the Council on which a decision is to be made, the presiding officer shall call persons to testify in whichever order he or she determines is best. The presiding officer shall request members of the public to avoid providing repetitive and unrelated testimony.
4. The presiding officer shall inform members of the public to address the Council from the rostrum or table after first gaining recognition of the presiding officer and stating his or her name for the record.

EXHIBIT C

RULES OF PROCEDURE FOR CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

1. Introduction: An ordinance or resolution may be introduced by the Council, a Councilor or Councilors, the Auditor, or the Chief Operating Officer. The Chief Operating Officer may also introduce legislation on behalf of Metro departments or committees. Each ordinance or resolution shall designate the person or persons, introducing the ordinance or resolution.
2. Filing: All legislation shall be filed with the Chief Operating Officer or his/her designee, who shall assign numbers and approve titles for all proposed ordinances or resolutions. The Council President may establish requirements for filing supporting materials with ordinances and resolutions to assist the Council in deliberating on matters brought before it. A proposed ordinance shall be filed at least ten (10) days prior to the next regular Council meeting for which it is requested to be considered for first reading. A proposed resolution shall be filed at least ten (10) days prior to consideration by the Council. The Council President may waive filing deadlines.
3. Disposition and Referral: An ordinance or resolution filed pursuant to Section Two of this Exhibit with the Council Clerk and in proper form (including all required supporting materials) shall be 1) in the case of an ordinance, placed on the next available Council agenda for first reading; or, 2) in the case of a resolution, filed with the Chief Operating Officer or his/her designee and placed on a Council agenda at the discretion of the Council President. The Chief Operating Officer or designee shall notify Councilors and the Chief Operating Officer on a weekly basis of the referral status of ordinances and resolutions.

EXHIBIT D
RULES ESTABLISHING THE GENERAL ORDER OF BUSINESS
FOR COUNCIL WORK SESSIONS

1. The primary purpose of Council work sessions is to provide the Council the opportunity to receive and consider information on issues of interest to the Council in a public meeting. In addition to discussing issues, receiving briefings and status reports, etc., the Council may discuss and vote on matters that have been filed for its consideration and which otherwise comply with Oregon law and Metro ordinances and rules.
2. The general order of business for Council work sessions shall be as follows:
 - Call to Order
 - Chief Operating Officer Communications
 - Items for Council Consideration
 - Councilor Communications
3. The Council President shall set the agenda for the work sessions from items requested by a Councilor or Councilors, the Auditor, or the Chief Operating Officer. The Council President has the authority to determine whether and when to schedule an item for a work session.
4. Requests for an item to be included on a work session agenda and materials to be included in the agenda packet for a work session shall be filed with the Chief Operating Officer, or his/her designee, at least eleven (11) business days prior to the work session, with final materials prepared and submitted seven (7) business days prior; a Councilor, however, may request at a work session that an item be included on the agenda for the following week's work session. The Council President may waive the filing deadline.

EXHIBIT E
RULES ESTABLISHING THE GENERAL ORDER OF BUSINESS
FOR COUNCIL MEETINGS

1. The general order of business for regular Council meetings shall be as follows:
 - Call to order
 - Citizen Communications to the Council on Non-Agenda Items
 - Special Presentations
 - Consent Agenda
 - Approval of Minutes
 - Ordinances
 - First Readings
 - Second Readings
 - Orders
 - Resolutions
 - Other Business
 - Councilor Communications
 - Chief Operating Officer Communications
 - Adjourn
2. The Council President shall follow the above general order of business in preparing regular Council meeting agendas.
3. The Council President may change the order of business in preparing a regular Council meeting to meet special circumstances and shall notify the Council of such change in the general order of business at the beginning of the Council meeting.

EXHIBIT F
RULES OF PROCEDURE AND CRITERIA FOR THE CONSENT AGENDA

The following criteria and procedures shall apply to the Consent Agenda:

1. Agenda items may be placed on the Consent Agenda at the discretion of the Council President, subject to the requirements of this section. The party filing an item for Council consideration may request that it be placed on the Consent Agenda if no public hearing before the Council is required by law or Metro ordinance.
2. A Consent Agenda may only be presented at a regular Council meeting and shall be included as part of the regular meeting agenda.
3. The Council President shall have final approval of which items shall be placed on the Consent Agenda.
4. If a Councilor objects to any item on the Consent Agenda, that item shall be removed from the Consent Agenda and placed on the regular agenda of the Council at a time or place to be determined by the Council President.

EXHIBIT G
RULES OF PROCEDURE FOR COUNCIL LIAISONS

1. To facilitate the exchange of information and provide Council policy direction, the Council President may assign a councilor or councilors to liaise with an advisory committee, internal or external project, or other body. A Council liaison creates an effective communication link between a committee or project and the Metro Council and, if needed, provides recurring policy guidance in line with a policy position the Council has taken. Liaison assignments reflect a division of labor among members of the Council, as Councilors' time is limited.
2. Liaisons shall be assigned to committees or roles required by the Metro Charter, Code, ordinance or other legal agreement. For these assignments, the Council President shall appoint these liaisons subject to confirmation by a majority vote of the Council. Liaison appointments not required by law or Metro ordinance do not require confirmation by the Council.
3. The Council President shall manage a process by which Council liaisons periodically report to the Council on significant and important activities of each committee or project to which they have been assigned. Liaisons may request staff assistance through the Chief Operating Officer to accomplish this reporting responsibility.
4. Council liaisons are expected to represent the Metro Council. Where the Council has voted or indicated a policy direction, the liaison is expected to represent that position. If the Council's official position is unknown or unclear, the liaison should request that the item be placed on a Council work session agenda.

EXHIBIT H
RULES OF PROCEDURE RELATED TO COUNCIL COMMUNICATION WITH STAFF

The Council shall respect and support the day-to-day work of operational departments by:

1. Attempting to work together with the staff as a team in a spirit of mutual confidence and support.
2. Limiting inquiries and requests for information from staff to those questions that may be answered readily or with only the most minimal of research. Questions of a more complex nature shall be addressed in a manner consistent with the Council Policy Development document.
3. Limiting individual contacts with staff so as not to influence staff decisions or recommendations, to interfere with their work performance, to affect the authority of supervisors or to prevent the full Council from having the benefit of any information received.
4. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

Black text: Res. 95-2078

Highlighted text: Changes made by Res. 95-2160

Tracked changes: Res. 13-XXXX

EXHIBIT A

GENERAL RULES OF PROCEDURE FOR THE METRO COUNCIL
RULES OF PROCEDURE
GOVERNING DEBATE ON MATTERS BEFORE THE COUNCIL

To conduct Council business in an orderly and expeditious manner the following general rules of procedure are established:

1. All meetings of the Metro Council shall be noticed and held in accordance with Oregon Public Meetings Law (ORS 192.610-192.710). Meetings will be held in open session, except for those that may be closed for purposes specified by law. Cancellations of any open meeting will be noticed twenty-four (24) hours in advance.
2. The Council President shall act as presiding officer at all open sessions. The presiding officer shall conduct all meetings, preserve order and enforce the rules of the Council. In the absence of the Council President, the Deputy Council President shall preside. In the absence of both the Council President and Deputy Council President, the Council President shall appoint a Councilor to preside.
3. Order and decorum shall be preserved during all public meetings. Councilors will direct discussion to the matter at hand and attendees, including staff present, will abide by the directions of the presiding officer. At the direction of the presiding officer, or by a majority of the Council present, the Council may remove anyone from the council chamber for the duration of the meeting if the following conduct is observed:

- I. Use of unreasonably loud or disruptive language, including personal, offensive or slanderous remarks, or actions that are boisterous, threatening or personally abusive.
- II. Making of loud or disruptive noise, including applause.
- III. Engaging in violent or distracting action.
- IV. Willful injury of furnishings or of the interior of the Council chamber.
- V. Refusal to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
- VI. Refusal to obey an order of the presiding officer or an order issued by a Councilor which has been approved by a majority of the Council present.

4.4. Councilors shall inform the Council President and Chief Operating Officer if they are unable to attend any public meeting. The Council President shall inform the Deputy Council President and Chief Operating Officer regarding any absence by the Council President.

5. In the case of an emergency, an emergency meeting may be called by consent of all available Councilors, upon such notice as is appropriate to the circumstances. The minutes of the emergency meeting shall describe the emergency justifying less than 24 hours notice, and Metro staff shall attempt to contact the media and other interested persons to inform them of the meeting. Councilors are responsible to inform staff of how they may be reached when out of town.

6. As provided in Section 2.01.001(a) of the Metro Code, a majority of the members of the Metro Council holding office constitutes a quorum.

7. The Metro Council will meet in regular session every Thursday, beginning at 2:00 p.m. unless otherwise arranged.

8. The Metro Council will meet in work session, conducted on an as-needed basis, on Tuesdays, beginning at 2:00 p.m., unless otherwise arranged.

9. The Metro Attorney is designated as parliamentarian for the Council. Questions of parliamentary rules may be referred to the Metro Attorney through the presiding officer for interpretation.

10. Except as otherwise provided in Metro Code, or rules adopted by the Council, all business meetings of the Council shall be governed by Robert's Rules of Order, newly revised.

~~2.~~—All Councilors have a right to debate each matter brought before the Council. There shall be a question before the Council prior to debate on any matter. On each matter brought before the Council for a decision, the ~~p~~Presiding ~~o~~Officer shall ask for a motion on the matter which must be seconded for it to be a proper question. ~~For matters referred to the Council from a standing committee the Presiding Officer shall first recognize the Councilor designated to present the committee report for a motion and presentation of the committee report. If there is a minority report on any matter referred from a standing committee, the Presiding Officer shall recognize the Councilor presenting the minority report for a motion and presentation of the minority report immediately after the presentation of the committee report.~~

11.

~~3.~~12. _____ A Councilor speaking on a motion shall confine his or her remarks to the matter under consideration by the Council and shall avoid repetition and ~~irrelevant~~ unrelated comment.

~~4.~~13. _____ A Councilor may speak once for up to five (5) minutes on each main motion and substantive amendment to a main motion before the Council. A Councilor may speak more than the allotted time with unanimous consent of the Council or ~~if another Councilor yields his or her right to speak and time on the question at hand~~ with consent of the presiding officer. A member may be permitted to speak a second time to clear up a matter of fact, to explain a point misunderstood, or to clear up a question that has arisen in the debate. A Councilor may be recognized by the ~~p~~Presiding ~~o~~Officer to question any person appearing before the Council. When a Councilor has been recognized he or she is considered to have the floor and need not be recognized for each subsequent question until he or she is finished with the questioning.

14. The Councilor who moves ~~and presents the committee or minority report on~~ a matter before the Council is entitled to close the debate after other Councilors wishing to speak have spoken. The closing comments shall be limited to three (3) minutes unless extended by unanimous consent of the Council.

15. The affirmative action of four (4) or more Council members shall be necessary to decide any question before the Council. The COO, or his/her designee, shall call the roll, and the order of voting shall be rotated on each question such that each Councilor, excluding the presiding officer, has an equal opportunity to vote first. In all instances, the presiding officer shall vote last.

16. The Council shall review these rules at least once every four (4) years. Council rules are not intended to replace or supersede any applicable federal or state laws or regulations, Metro ordinances or policies, or provisions of the Metro Charter or Code. These rules may be suspended upon an affirmative vote by two-thirds of the Council.

DRAFT

EXHIBIT B

RULES OF PROCEDURE RELATING TO COMMUNICATIONS FROM THE PUBLIC

The Council shall encourage the appearance of members of the public both for matters on the agenda and not on the agenda. To facilitate the orderly transaction of business, the following procedures shall apply for matters other than ~~contested cases~~ those in which the Metro Council is acting in a quasi-judicial capacity:

1. At the beginning of each Council meeting and periodically during the meeting, the ~~p~~Presiding ~~o~~Officer shall announce that public testimony is allowed on matters before the Council and shall instruct members of the public to fill out sign-up cards and submit them to the ~~Clerk of the Council Chief Operating Officer, or his/her designee~~. The sign-up card shall indicate the name and address of the person to testify, the agenda item on which the person wishes to speak and whether the person is speaking in favor or against the matter before the Council.
2. On items for which a public hearing is being held, a member of the public may appear only once on each separate matter before the Council and shall be limited to three (3) minutes of testimony, exclusive of answers to questions from Councilors. A member of the public may speak more than once and longer than the three (3) minutes with unanimous consent of the Council or ~~if a member of the public who has also signed up to speak yields his or her time and opportunity to speak~~ with consent of the presiding officer. On items for which there is a significant number of members of the public present to testify, in order to conduct Council business in an orderly and expeditious manner, the presiding officer retains the right to limit individual testimony to less than three (3) minutes. Any such limit to testimony shall be prescribed before any testimony is heard on the matter at hand and shall apply to all individuals testifying.
3. On matters before the Council on which a decision is to be made, the ~~p~~Presiding ~~o~~Officer shall ~~alternate the testimony between those speaking in favor of the matter and those speaking in opposition to the matter, starting with a person in favor of the matter. If there are no persons remaining to alternate, the Presiding Officer shall call the remaining~~ persons to testify in whichever order he or she determines is best. The ~~p~~Presiding ~~o~~Officer shall request members of the public to avoid providing repetitive and unrelated testimony.
4. The presiding officer shall inform members of the public to address the Council from the rostrum or table after first gaining recognition of the presiding officer and stating his or her name for the record.

~~4. A person addressing the Council shall do so from the rostrum or table upon first gaining recognition of the Presiding Officer and after stating his or her name and address for the record.~~

DRAFT

EXHIBIT C
RULES OF PROCEDURE ~~AND FOR~~ CONSIDERATION
OF ORDINANCES AND RESOLUTIONS:

1. Introduction: An ordinance or resolution may be introduced by the Council, a Councilor or Councilors, ~~a Council standing committee~~, the Auditor, or the ~~Executive Officer~~ Chief Operating Officer. The Chief Operating Officer may also introduce legislation on behalf of Metro departments or committees. Each ordinance or resolution shall designate the person ~~or~~ persons, ~~or committee~~ introducing the ordinance or resolution.
2. Filing: All legislation shall be filed with the Chief Operating Officer or his/her designee, who The Clerk of the Council (Council Clerk) shall assign numbers and approve titles for all proposed ordinances or resolutions. The ~~Presiding Officer~~ Council President may establish requirements for filing supporting materials with ordinances and resolutions to assist the Council ~~and its committees~~ in deliberating on matters brought before it. A proposed ordinance shall be filed ~~with the Council Clerk~~ at least ten (10) days prior to the next regular Council meeting for which it is requested to be considered for first reading. A proposed resolution shall be filed ~~with the Council Clerk~~ at least ~~ten (10)~~ ~~ten~~ eight (8) days prior to consideration by ~~a the~~ Council ~~standing committee~~. The ~~Presiding Officer~~ Council President may waive filing deadlines.
3. Disposition and Referral: An ordinance or resolution ~~timely~~ filed pursuant to Section Two of this Exhibit with the Council Clerk and in proper form (including all required supporting materials) shall be 1) in the case of an ordinance, placed on the next available Council agenda for first reading ~~and referral by the Presiding Officer to one or more standing committee(s); or reading; or,~~ 2) in the case of a resolution, ~~referred to one or more standing committee (s) by the Presiding Officer except for a resolution introduced and recommended by a standing committee. A resolution introduced and recommended by a standing committee shall be filed with the Council Clerk~~ Chief Operating Officer or his/her designee and shall be placed on a Council agenda at the discretion of the Presiding Council President ~~Officer. If the Presiding Officer refers and ordinance or resolution to more than one standing committee, the standing committees shall consider and act upon the ordinance or resolution in the order specified by the Presiding Officer at the time of referral. The Council Clerk~~ Chief Operating Officer or designee shall notify Councilors and the Executive Officer ~~Chief Operating Officer~~ on a weekly basis of the referral status of ordinances and resolutions.

4. ~~Items Considered by the Council as a Whole:~~ the following items shall be considered and acted upon by the Council as a whole, rather than referred to a committee by the Presiding Officer:

a. ~~Any ordinance placed on an agenda as provided in Section 2.01.070(j) of the Metro Code;~~

b. ~~Any ordinance, order or resolution proposed for Council action as a result of a contested case proceeding as provided in Chapter 2.05 of the Metro Code;~~

c. ~~Any item placed on the agenda for any emergency meeting of the Council as provided in Section 2.01.050 of the Metro Code; and~~

d. ~~Any action of the Metropolitan Exposition Recreation Commission placed on the Council agenda as provided by Section 6.01.080 of the Metro Code.~~

5. ~~Committee Consideration:~~ An ordinance or resolution referred to a standing committee shall be scheduled for public hearing and committee consideration at the discretion of the chair of the committee. The committee may refer an ordinance or resolution to the Council or another standing committee to which it was referred by the Presiding Officer either as originally submitted or as amended with a recommendation for approval or with no recommendation, table an ordinance or resolution, or continue an ordinance or resolution to another meeting. Any ordinance or resolution which remains in a standing committee six (6) months from the date it was initially considered by the committee shall be considered to be defeated and shall be filed with the Council Clerk and receive no further consideration.

The Presiding Officer or the Council by a majority vote of a quorum may remove any ordinance or resolution from a committee for re-referral by the Presiding Officer or consideration by the Councilor at a subsequent meeting. Announcement of or Council consideration of such removal shall take place under the "Councilor Communication and Committee Reports" agenda item at Council meetings.

6. ~~Committee Report:~~ an ordinance or resolution referred to the Council with or without a favorable committee recommendation shall be placed on a Council agenda at the discretion of the Presiding Officer for second reading and/or Council consideration. There shall be a committee report for each ordinance or resolution referred to the Council. The committee chair shall assign a member of the committee to present the report to the Council. The report shall state the committee recommendation, a record of the vote, the major issues discussed by the committee and any other pertinent information of use to the Council.

7.4. Minority Report: A minority report on any ordinance or resolution recommended by the committee may be submitted for Council consideration at the same Council meeting that the Committee report is considered. Any committee member present at the committee meeting at which an ordinance or resolution was considered and voting against the prevailing side may serve notice at the committee meeting of his or her intent to file a minority report for Council consideration. Upon such notice and in order for the minority report to be considered by the Council, the Councilor which had served notice shall prepare a written minority report which shall be submitted to the Clerk of the Council prior to the Council meeting at which the ordinance or resolution is scheduled for a second reading and/or consideration. The Council shall hear and consider the minority report immediately after the presentation of the committee report.

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EXHIBIT D

RULES ~~OF PROCEDURE~~ ESTABLISHING THE GENERAL ORDER OF BUSINESS FOR COUNCIL
WORK SESSIONS

1. The primary purpose of Council work sessions is to provide the Council the opportunity to receive and consider information on issues of interest to the Council in a public meeting. In addition to discussing issues, receiving briefings and status reports, etc., the Council may discuss and vote on matters that have been filed for its consideration and which otherwise comply with Oregon law and Metro ordinances and rules.
2. The general order of business for Council work sessions will be as follows:
 - Call to Order
 - ~~- Introductions~~
 - ~~- Citizen Communications~~
 - ~~Executive Chief Operating~~ Officer Communications
 - ~~- Old Business~~
 - ~~- New Business~~ Items for Council Consideration
 - Councilor Communications
3. The ~~Presiding Officer~~ Council President shall set the agenda for the work sessions from items requested by a Councilor or Councilors, the Auditor, or the ~~Executive Chief Operating~~ Officer. The ~~Presiding Officer~~ Council President has the authority to determine whether and when to schedule an item for a work session.
4. Requests for an item to be included on a work session agenda and materials to be included in the agenda packet for a work session shall be filed with the ~~Clerk of the Council~~ Chief Operating Officer, or his/her designee, at least ~~eight~~ eleven (11) business days prior to the work session, with final materials prepared and submitted seven (7) business days prior; a Councilor, however, may request at a work session that an item be included on the agenda for the following week's work session. The ~~Presiding Officer~~ Council President may waive the filing deadline.

EXHIBIT E

A-RULES ESTABLISHING THE GENERAL ORDER OF BUSINESS
FOR COUNCIL MEETINGS

1. The general order of business for regular Council meetings shall be as follows:
 - Call to order
 - ~~-Introductions~~
 - Citizen Communications to the Council on Non-Agenda Items
 - ~~-Special Presentations~~
 - ~~-Consent Agenda~~
 - ~~-Approval of Minutes~~
 - ~~-Executive Officer Communications~~
 - Ordinances
 - First Readings
 - Second Readings
 - Orders
 - Resolutions
 - Other Business
 - Councilor Communications ~~and Committee Reports~~
 - ~~-Executive~~ Chief Operating Officer Communications
 - Adjourn
2. The ~~Presiding Officer~~ Council President shall follow the above general order of business in preparing regular Council meeting agendas ~~and shall include approximate times for the consideration of each item on the agenda.~~
3. The ~~Presiding Officer~~ Council President may change the order of business in preparing a regular Council meeting to meet special circumstances and shall notify the Council of such change in the general order of business at the beginning of the Council meeting.

EXHIBIT F

RULES OF PROCEDURE AND CRITERIA FOR THE CONSENT AGENDA

The following criteria and procedures shall apply to the Consent Agenda:

1. ~~Agenda items may be placed on the Consent Agenda at the discretion of the Presiding Officer~~Council President, subject to the requirements of this section. The party filing an item for Council consideration may request that it be placed on the Consent Agenda ~~if it conforms to the following criteria:~~
 2. ~~The agenda item has received a unanimous favorable recommendation from a Council standing committee (or committees if it has been considered by more than one standing committee); and~~
 3. ~~The standing committee chairperson(s) request that the item be placed on the Council Consent Agenda; and~~
 - 4.1. ~~No~~no public hearing before the Council is required by law or Metro ordinance.
1. A Consent Agenda may only be presented at a regular Council meeting and shall be included as part of the regular meeting agenda.
 2. ~~The Presiding Officer~~Council President shall have final approval of which items shall be placed ~~s~~ on the Consent Agenda ~~and the Council Clerk shall certify that Consent Agenda items meet the criteria listed in Section 1 above.~~
 3. If a Councilor objects to any item on the Consent Agenda, that item ~~may~~shall be removed from the Consent Agenda and placed on the regular agenda of the Council at a time or place to be determined by the ~~Presiding Officer~~Council President.

EXHIBIT G

COMMITTEE PROCEDURES

The following criteria, processes and requirements shall apply to the operation of Council standing committees:

1. Members of all standing committees shall be appointed by the Presiding Officer subject to confirmation of the Council. The Presiding Officer shall designate a Chair and Vice Chair for each committee.

1. A majority of the members of the standing committee shall constitute a quorum of the transaction of business before the committee. Except as otherwise provided in the Metro Code, or rules adopted by the council, all standing committees of the Council shall be governed by Robert's Rules of Order, newly revised.

1. All committees shall meet at the call of the Chair or upon the request of a majority of the members of the Committee.

1. The purpose of standing committees of the Council are to:

- a) make studies of and inquiries into areas of concern and interest of the Council;
- a) report information to the Council; and
- a) prepare and submit recommendations, proposals and ordinances to the Council.

1. Unless otherwise specifically provided, standing committees of the Council shall have the power to:

- a) hold meetings at such times and places as the committee considers expedient;
- a) hold public hearings and take testimony;
- a) make findings, conclusions and recommendations;
- a) draft and prepare resolutions and ordinances for consideration by the Council; and
- a) appoint task forces and committees to advise the committees of the Council, subject to Council approval.

1. Standing committees shall conduct business according to the following rules:

- a) a quorum of the committee is necessary to take action on any matter before the committee;
- a) any matter before a committee may be decided by a majority of the quorum;
- a) each committee member shall have one (1) vote and the Chair may vote and discuss any issue before the committee without relinquishing his or her position as Chair;

- a) any member may make a motion for action by the committee and a second is not necessary for committee consideration of the motion;
 - a) comment from members of the public appearing at the meeting shall be solicited prior to the committee taking action on any matter before it. The Chair may set time limits for public comment on matters before the committee; and
 - a) a committee may go into Executive Session for the purposes and following procedures prescribed by law;
1. A standing committee may take the following action on an ordinance or resolution:
- a) refer the ordinance or resolution to the Council or another committee, if it has received a subsequent referral by the Presiding Officer, either as originally submitted or as amended, with a recommendation for approval or with no recommendation; or
 - a) table the ordinance or resolution; or
 - a) continue the ordinance or resolution to another committee meeting;
1. Any ordinance or resolution which remains in a standing committee over six (6) months for the date it was introduced shall be considered to be defeated and shall be filed with the Council Clerk and receive no further consideration.
1. By majority vote of a quorum of the Council or by action of the Presiding Officer any matter referred to a standing committee may be removed from the committee and reassigned to another committee or be considered by the Council at a subsequent meeting.

EXHIBIT G
RULES OF PROCEDURE FOR COUNCIL LIAISONS

1. To facilitate the exchange of information and provide Council policy direction, the Council President may assign a councilor or councilors to liaise with an advisory committee, internal or external project, or other body. A Council liaison creates an effective communication link between a committee or project and the Metro Council and, if needed, provides recurring policy guidance in line with a policy position the Council has taken. Liaison assignments reflect a division of labor among members of the Council, as Councilors' time is limited.
2. Liaisons shall be assigned to committees or roles required by the Metro Charter, Code, ordinance or other legal agreement. For these assignments, the Council President shall appoint these liaisons subject to confirmation by a majority vote of the Council. Liaison appointments not required by law or Metro ordinance do not require confirmation by the Council.
3. The Council President shall manage a process by which Council liaisons periodically report to the Council on significant and important activities of each committee or project to which they have been assigned. Liaisons may request staff assistance through the Chief Operating Officer to accomplish this reporting responsibility.
4. Council liaisons are expected to represent the Metro Council. Where the Council has voted or indicated a policy direction, the liaison is expected to represent that position. If the Council's official position is unknown or unclear, the liaison should request that the item be placed on a Council work session agenda.

1.—EXHIBIT H

RULES OF PROCEDURE RELATED TO COUNCIL COMMUNICATION WITH STAFF

The Council shall respect and support the day-to-day work of operational departments by:

1. Attempting to work together with the staff as a team in a spirit of mutual confidence and support.
2. Limiting inquiries and requests for information from staff to those questions that may be answered readily or with only the most minimal of research. Questions of a more complex nature shall be addressed in a manner consistent with the Council Policy Development document.
3. Limiting individual contacts with staff so as not to influence staff decisions or recommendations, to interfere with their work performance, to affect the authority of supervisors or to prevent the full Council from having the benefit of any information received.
4. Respecting roles and responsibilities of staff when and if expressing criticism in a public meeting or through public electronic mail messages.

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF REVISING) RESOLUTION NO. 13-XXXX
GUIDELINES FOR COUNCILOR EXPENSE)
AND GENERAL COUNCIL MATERIALS &) Introduced by Tom Hughes,
SERVICES ACCOUNTS) Council President

WHEREAS, Metro Code Section 2.01.170(b) requires that the Metro Council adopt by resolution guidelines for reimbursement of councilors for expenditures and expense accounts related to Metro business; and

WHEREAS, The Council revised the guidelines for Councilor expenses and general expenses through adoption of Resolutions No. 85-541, 88-922, 89-1065A, 90-1281, 91-1468, and 92-1643; now, therefore,

WHEREAS, The Metro Council last adopted guidelines for the expenditure of Councilor expense accounts and Council-related expenses through Resolution No. 95-2079; now therefore,

BE IT RESOLVED, that the Metro Council adopts the expenditure guidelines attached as Exhibit A, which will supersede any previously adopted guidelines.

ADOPTED by the Metro Council this ____ day of _____, 2013.

Tom Hughes, Council President

Approved as to form:

Alison Kean Campbell, Metro Attorney

EXHIBIT A
GUIDELINES FOR THE EXPENDITURES OF COUNCIL
EXPENSE AND GENERAL MATERIALS & SERVICES ACCOUNTS

GENERAL PROVISIONS

1. A Councilor may receive reimbursement for mileage to authorized meetings, and/or reimbursement for actual authorized expenses incurred as provided in these guidelines.
2. Reimbursement for travel and expenses on official business shall only be for the amount of actual and reasonable expenses incurred during the performance of official duties.

COUNCILOR EXPENSE ACCOUNTS

1. The Metro Council has established expense accounts to reimburse Councilors for expenses incurred for their work on behalf of the agency. Exact allocations to these accounts shall be determined during each fiscal year's budget process.
2. The Council President may be authorized to receive additional funds for his or her individual Councilor expense account for authorized expenses in carrying out official duties associated with that office, which shall not in total exceed 25% of the current fiscal year's allocation.
3. Each request for reimbursement must be accompanied by supporting documentation which shall include the nature and purpose of the activity, the names and titles of all persons for whom the expense was incurred and receipts justifying the expense as required by the Internal Revenue Service. No reimbursement shall be authorized for any expense submitted without the above-named documentation.
4. Expenses for out-of-town travel on behalf of the Council or Council advisory committees may be charged against a Councilor's expense account. Authorized expenses shall be limited to the cost of travel, meals, lodging, and meeting or conference registration fees; the cost of travel may include parking and mileage reimbursement for the use of a personal auto while on Metro business at the rate per mile established by Executive Order.
5. In addition to necessary Council-related travel, meals and lodging expenses, expenses may include:
 - a. Advance reimbursement for specific expenses, provided that any advance reimbursement in excess of actual expenses incurred shall be returned or shall be deducted from subsequent expense reimbursement requests;
 - b. Mileage reimbursement for use of a personal auto while on Metro business at the rate per mile established by Executive Order;
 - c. Expenses to publish and distribute a Council-related District newsletter, which may not include a personal message if the Councilor is a "candidate" as defined in ORS Chapter 260;
 - d. Meeting or conference registration fees;

- e. Child care costs incurred while conducting Metro business with documentation as outlined in No. 3 of this section, including duration of the activity;
 - f. Reimbursement for telephone and other technology expenses incurred while doing Metro business, where not incorporated in the technology allowance;
 - g. Council business-related books, publications and subscriptions; and
 - h. For membership dues in non-partisan community organizations.
6. Other expenses may be authorized by the Council President.
 7. Payments within these limits shall be authorized by the Chief Operating Officer or his/her designee.

COUNCIL GENERAL ACCOUNT

1. The purpose of the Council General Account is to provide support for the Council and the Council staff.
2. Authorized expenses which may be charged to appropriate Materials & Services categories in the Council General account include:
 - a. Meals for Council-related business;
 - b. Facilities rentals for public meetings;
 - c. Meeting equipment such as audio-visual aids, public address systems, audio or video recorders, etc., for public meetings;
 - d. Receptions for guests of the Council;
 - e. Expenses for official visitors;
 - f. General Council information, publications, or supplies;
 - g. Remembrances from the Council;
 - h. Professional services for the Council;
 - i. Outside consultants to the Council;
 - j. Authorized out-of-town travel on behalf of the Council. Mileage reimbursement for the use of a personal auto while on Metro business shall be at the rate established by Executive Order.
3. Other expenses may be authorized by the Council President.
4. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business. All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved in writing by the Council

President, and a report detailing such reimbursement or expenditure shall be provided to the full Council.

5. All other requests for reimbursement or expenditure shall be approved by the Chief Operating Officer or her/his designee. Each request shall be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names of all persons for whom the expense was incurred, and the receipts justifying the expense. The Finance Department shall provide timely expenditure reports to Councilors and the Council Department.

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EXHIBIT A
GUIDELINES FOR THE EXPENDITURES OF COUNCIL
EXPENSE AND GENERAL MATERIALS & SERVICES ACCOUNTS

GENERAL PROVISIONS

1. A Councilor may receive reimbursement for mileage to authorized meetings, and/or reimbursement for actual authorized expenses incurred as provided in these guidelines.
2. Reimbursement for travel and ~~subsistence expenses~~ on official business shall only be for the amount of actual and reasonable expenses incurred during the performance of official duties ~~as a Metro Councilor or Council employee.~~

COUNCILOR EXPENSE ACCOUNTS

1. ~~Each Councilor is authorized to receive up to \$4,000 each fiscal year as reimbursement for authorized expenses incurred for Council-related activities~~The Metro Council has established expense accounts to reimburse Councilors for expenses incurred for their work on behalf of the agency. Exact allocations to these accounts shall be determined during each fiscal year's budget process. A Councilor who leaves the Council at the end of a calendar year or joins the Council at the start of a calendar year is authorized to receive up to \$2,000 for authorized expenses for that fiscal year.
2. The ~~Presiding Officer~~Council President may be authorized ~~to receive an~~ additional \$500 ~~for each six months of service in funds for~~ his or her individual Councilor expense account for authorized expenses in carrying out official duties associated with that office, which shall not in total exceed 25% of the current fiscal year's allocation.
3. Each request for reimbursement must be accompanied by supporting documentation which shall include the nature and purpose of the activity, the names and titles of all persons for whom the expense was incurred and receipts justifying the expense as required by the Internal Revenue Service. No reimbursement shall be authorized for any expense submitted without the above-named documentation.
4. Expenses for out-of-town travel on behalf of the Council, ~~or Council advisory committees or Council task force shall may~~ be charged against a Councilor's expense account. Authorized expenses shall be limited to the cost of travel, meals, lodging, and meeting or conference registration fees; the cost of travel may include parking and mileage reimbursement for the use of a personal auto while on Metro business ~~outside the Metro boundary~~ at the rate per mile established by Executive Order.
5. In addition to necessary Council-related travel, meals and lodging expenses, expenses may include:
 - a. Advance reimbursement for specific expenses, provided that any advance reimbursement in excess of actual expenses incurred shall be returned or shall be deducted from subsequent expense reimbursement requests;
 - b. Mileage reimbursement for use of a personal auto while on Metro business at the rate per mile established by Executive Order;

- c. Expenses to publish and distribute a Council-related District newsletter, ~~which may not include a personal message if the Councilor is a "candidate" as defined in ORS Chapter 260 which may not be mailed within 120 days of an election in which the Councilor is a candidate;~~
 - d. Meeting or conference registration fees;
 - e. Child care costs incurred while conducting Metro business with documentation as outlined in No. 3 of this section, including duration of the activity;
 - f. Reimbursement for telephone and ~~facsimile transmission~~ other technology expenses incurred while doing Metro business, where not incorporated in the technology allowance;
 - g. Council business-related books, publications and subscriptions; and
 - h. ~~Up to \$200 per year for~~ For membership dues in non-partisan community organizations.
6. Other expenses may be authorized by the ~~Presiding Officer~~ Council President.
7. Payments within these limits shall be authorized by the ~~Presiding Officer~~ Chief Operating Officer or his/her designee.

COUNCIL GENERAL ACCOUNT

1. The purpose of the Council General Account is to provide support for the Council and the Council staff.
2. Authorized expenses which may be charged to appropriate Materials & Services categories in the Council General account include:
 - a. Meals for Council-related business;
 - b. Facilities rentals for public meetings;
 - c. Meeting equipment such as audio-visual aids, public address systems, ~~tape~~ audio or video recorders, etc., for public meetings;
 - d. Receptions for guests of the Council;
 - e. Expenses for official visitors;
 - f. General Council information, publications, or supplies;
 - g. Remembrances from the Council;
 - h. Professional services for the Council;
 - i. Outside consultants to the Council;

- j. Authorized out-of-town travel on behalf of the Council. Mileage reimbursement for the use of a personal auto while on Metro business shall be at the rate established by Executive Order.
3. Other expenses may be authorized by the ~~Presiding Officer~~Council President.
4. An individual Councilor may request reimbursement from the Council General account for expenses incurred for general Council business. All requests by Councilors for reimbursement or expenditure from the Council General account shall be approved ~~in advance~~ in writing by the ~~Presiding Officer~~Council President, and a report detailing such reimbursement or expenditure shall be provided to the full Council.
5. All other requests for reimbursement or expenditure shall be approved by the ~~Presiding Officer~~Chief Operating Officer or her/his designee. Each request shall be accompanied by supporting documentation which shall include the nature and purpose of the expense, the names of all persons for whom the expense was incurred, and the receipts justifying the expense. The Finance Department shall provide timely expenditure reports to Councilors and the Council Department.