

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ADOPTING)	RESOLUTION NO. 95-2078
RULES ESTABLISHING PROCEDURES)	
RELATING TO THE CONDUCT OF)	Introduced by Presiding
COUNCIL BUSINESS)	Officer Ruth McFarland

WHEREAS, Metro Code Section 2.01.090 requires the Council by resolution to adopt rules establishing procedures 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. 91-1467A 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, and criteria for the consent agenda; now, therefore,

BE IT RESOLVED,

That the Metro Council hereby repeals Resolution No. 91-1467A and adopts the following rules establishing criteria and/or procedures:

1. Rules of procedure governing debate on matters before the Council as shown in Exhibit A.
2. Rules of procedure relating to receipt of 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 of procedure 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.

ADOPTED by the Metro Council this 26 day of Jan.,
1995.



J. Ruth McFarland, Presiding Officer

EXHIBIT A

RULES OF PROCEDURE GOVERNING DEBATE ON MATTERS BEFORE THE COUNCIL

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

1. 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.
2. 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 comment.
3. 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. 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.

4. 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.

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:

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 Clerk of the Council. 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. 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.
3. On matters before the Council on which a decision is to be made the Presiding 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 Presiding Officer shall request members of the public to avoid providing repetitive testimony.

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.

EXHIBIT C

RULES OF PROCEDURE AND 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 Executive Officer. Each ordinance or resolution shall designate the person or persons introducing the ordinance or resolution.
2. Filing: The Clerk of the Council (Council Clerk) shall assign numbers and approve titles for all proposed ordinances or resolutions. The Presiding Officer 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 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 days prior to consideration by the Council. The Presiding Officer may waive filing deadlines.
3. Disposition and Referral: An ordinance or resolution timely filed 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 placed on a Council agenda for the Council's consideration.

EXHIBIT D

RULES OF PROCEDURE 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 Officer Communications
 - Old Business
 - New Business
 - Councilor Communications
3. The Presiding Officer shall set the agenda for the work sessions from items requested by a Councilor or Councilors, the Auditor, or the Executive Officer. The Presiding Officer 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 at

least eight days prior to the work session; 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 may waive the filing deadline.

EXHIBIT E

A RULE ESTABLISHING THE GENERAL ORDER OF BUSINESS

FOR COUNCIL MEETINGS

1. The general order of business for regular Council meetings shall be as follows:
 - o Call to order
 - o Introductions
 - o Citizen Communications to the Council on Non-Agenda Items
 - o Executive Officer Communications
 - o Ordinances
 - First Readings
 - Second Readings
 - o Orders
 - o Resolutions
 - o Other Business
 - o Councilor Communications and Committee Reports
 - o Adjourn
2. The Presiding Officer 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 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, subject to the requirements of this section. The Presiding Officer may consult with other Councilors to determine which items shall be placed on the Consent Agenda. The party filing an item for Council consideration may request that it be placed on the Consent Agenda. The Consent Agenda may not include any item for which a public hearing before the Council is required by law or Metro ordinance.
3. A Consent Agenda may only be presented at a regular Council meeting and shall be included as part of the regular meeting agenda.
4. If a Councilor objects to any item on the Consent Agenda, that item may 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.