

BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ADOPTING RULES)	RESOLUTION NO. 24-5379
AND ESTABLISHING PROCEDURES)	
RELATED TO THE CONDUCT OF COUNCIL)	Introduced by Council President Lynn
BUSINESS		Peterson

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. 13-4447 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, procedures governing work sessions, and other issues; and

WHEREAS, Council rules and procedures have changed significantly to adapt to changes in virtual and hybrid meeting practice and to better serve the region through more accessible public communication; NOW, THEREFORE,

BE IT RESOLVED, that the Metro Council:

1. Repeals the rules and procedures adopted by Resolution No. 13-4447, and pursuant to Metro Code 2.01.100, adopts the rules and procedures attached to this resolution as EXHIBIT A.

ADOPTED by the Metro Council this 11th day of January, 2024.

Duncan Hwang

Duncan Hwang, Deputy Council President

Approved as to Form:

Carrie MacLaren

Carrie MacLaren, Metro Attorney

EXHIBIT A

PART 1 – COUNCILOR RESPONSIBILITIES

I. Presiding Officer

See Metro Code 2.01.010

The presiding officer conducts all meetings, preserves order, and enforces the rules of the Council. If the Council President and the Deputy are both absent and unable to designate another Councilor as the presiding officer, the Council will decide amongst themselves.

II. Council Liaisons

The Council President appoints liaisons to committees or other roles required by the Metro Charter, Metro Code, ordinance, or other legal agreement. A majority vote of the Council confirms these roles. Liaison appointments not required by law or Metro ordinance do not require confirmation by the Council.

Councilors have two primary duties in serving as liaisons:

- A. Council Representation. Councilors represent the Metro Council by reporting Council votes and policy direction. If the Council's official position is unknown or unclear, the liaison may request that the item be placed on a work session agenda.
- B. Councilor Communication. Councilors periodically report significant committee or project activities and milestones to the Council during Councilor Communication at work sessions and Council Meetings. Councilors may request staff assistance to accomplish reporting responsibilities, or the Chief Operating Officer may provide updates during Chief Operating Officer Communication.

III. Councilor Conduct with Metro Staff

The Council will support the work of operational departments in a spirit of mutual confidence and support, and they will respect staff roles and responsibilities if expressing criticism in public meetings or in public communications.

- A. Operational Responsibilities. Councilors will respect the separation between the Council's role and the Chief Operating Officer's role by limiting individual contacts with staff to those that do not interfere with routine administration. Staff are encouraged to support Councilors' understanding of issues by offering or requesting Councilor briefings and do not need prior approval from the Chief Operating Officer to do so.
- B. Reasonable Council Requests for Staff Assistance. Reasonable requests for additional information, research, or policy development are those that require no more than two hours of staff time, excluding Council Office staff. If requests for staff time exceed two hours, the Chief Operating Officer will provide options to Councilors to collect the additional information. Councilors should share the additional information they receive with other Councilors.

- C. Council Direction for Additional Staff Assistance. Councilors will respect the authority of the Chief Operating Officer and Metro managers and staff workloads by demonstrating the support of four Councilors (including themselves) when requesting policy research or development that will exceed two hours of staff time.

PART 2 – LEGISLATIVE PROCESS

I. Ordinances and Resolutions

Metro Code 2.02.070

An ordinance or resolution may be introduced by the Council, a Councilor or Councilors, the Auditor, or the Chief Operating Officer with the concurrence of the Council President. The Chief Operating Officer may introduce legislation on behalf of Metro departments or committees.

- A. Introduction. Each ordinance or resolution shall designate the person or persons introducing it. Under Metro Code, the Council President may direct staff to read ordinances only by title, but Councilors may require a full reading by request.
- B. Consideration. Ordinances and resolutions will be placed on a Council agenda at the discretion of the Council President.

II. Agenda and Calendar

Metro Code 2.01.060

The Council clerk maintains a draft calendar of upcoming work session and regular meeting agenda items and shares it with Councilors and senior staff weekly. The clerk provides legislation numbers once items are approved to appear on the calendar, and titles are approved by the clerk in consultation with the Office of Metro Attorney.

- A. Regular Meetings and Work Sessions. The Council President sets the regular meeting and work session agendas based on requests from Councilors, the Auditor, and the Chief Operating Officer.
- B. Consent Agendas. Routine business, not including ordinances, may be placed on the consent agenda. 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. The Council President has final approval over what is placed on the consent agenda. Any Councilor can remove an item from the consent agenda by voice request prior to the vote to adopt the consent agenda. If they intend to remove an item from the consent agenda, Councilors should provide one business day's notice to the Council President. Any item removed from the consent agenda will be placed on the regular agenda of the Council at a time or place to be determined by the Council President.

III. Filing Requirements

To ensure the Council has adequate time to review information prior to work sessions and regular meetings, staff must submit materials for agenda items in a timely fashion.

- A. Submission of Materials. Staff must submit materials for an agenda item at least 13 business days before the scheduled work session or regular meeting. The materials must include all legislation, worksheets, and supporting documents. The Council President may waive these deadlines and establish additional requirements for materials.
- B. Availability of Materials. Approved materials are provided to Council one week in advance of a work session or regular meeting. When staff seek to share with Council information that is not available one week in advance, staff may provide updated materials to Council no later than three business days in advance of a work session or regular meeting.

PART 3 – MEETINGS OF THE METRO COUNCIL

I. Attendance

Metro Code 2.01.055

Councilors are encouraged to attend all meetings of the Metro Council in-person and are permitted by Metro Code to attend virtually. To demonstrate respect for Metro staff, presenters, community members, and other Councilors, absences and virtual attendance should be communicated in advance.

- A. Notification of Absence or Virtual Participation. When practicable, Councilors are expected to provide one business day's notice and a reason for absence or virtual participation by communicating with the Council President, Chief Operating Officer, or Council clerk. The Council President will inform the Deputy Council President of absence or virtual participation at least one business day in advance.
- B. Expectations for Virtual Attendance. Councilors are expected to fully participate when attending meetings virtually by ensuring their cameras are on for the duration of the meeting. If a Councilor will be off camera for more a few minutes, as in the case of poor connectivity, they will notify the Council clerk of the reason for and expected length of the interruption.
- C. Lack of In-Person Quorum. To provide a more engaging and respectful environment for staff, presenters, and the public, the Council President may change the format of in-person or hybrid meetings if fewer than four Councilors will attend in-person. The Council President may use their discretion to cancel or change meetings to entirely virtual, particularly in instances when Councilor absences or virtual attendance were not communicated in advance.

II. Decorum

Councilors, staff, and attendees at public meetings will follow the directions of the Council President to maintain order and decorum and will direct discussion to the matter at hand. Meeting attendees may be removed from the chamber by the Council President or a majority of the Council present if they:

- A. Inappropriate Language. Use unreasonably loud or disruptive language, including offensive remarks or actions that are threatening or abusive.
- B. Noise. Make loud or disruptive noise, including applause.
- C. Violence. Engage in violent or distracting action.

- D. Property Damage. Willfully injure furnishings of the Council chamber.
- E. Refusal to Obey. Refuse to obey an order of the Council President or a majority of the Council present.
- F. Occupancy. Exceed the occupancy or seating capacity of the chamber or venue.

III. Regular Meetings

Metro Code 2.01.030 and 2.01.130

The Metro Council meets in regular session Thursdays at 10:30 a.m. unless otherwise arranged. On occasion, regular meetings will be held immediately after work sessions and noticed as special meetings.

- A. Order of Business. The Council President establishes the agenda for regular meetings as follows:
 - 1. Call to Order
 - 2. Public Communication to the Council
 - 3. Special Presentations
 - 4. Consent agenda, including approval of minutes
 - 5. Resolutions
 - 6. Ordinances
 - a. First Readings
 - b. Second Readings
 - 7. Orders
 - 8. Other Business
 - 9. Chief Operating Officer Communication
 - 10. Councilor Communication
 - 11. Adjourn
- B. Changes to the Order of Business. The Council President may change the order of business in special circumstances and, if so, will notify the Council at the beginning of the meeting.
- C. Councilor and Chief Operating Office Communication. To ensure Councilors and the Chief Operating Officer stay informed about issues across the agency, the presiding officer may in their discretion move Councilor and Chief Operating Officer Communication to the beginning of an agenda, particularly when communications in previous meetings have been carried over.
- D. Special Meetings. In the event that Metro Council holds a regular meeting following a work session, typically held at 10:30 a.m. on Tuesdays, the meeting will be noticed as a special meeting in accordance with Metro Code and Oregon Public Meetings Law.
- E. Additional Work Session. On occasion, Metro Council may hold a work session following adjournment of a regular meeting. These work sessions will be noticed following the typical process.

IV. Rules of Procedure

Metro Code 2.01.090

Unless otherwise provided in Metro Code or other rules adopted by the Council, regular meetings are governed by Robert's Rules of Order, Newly Revised. The Metro Attorney is the designated parliamentarian for the Council and will provide interpretation to the Council as requested by the Council President.

- A. Roll Call Votes. Unless otherwise provided in Metro Code, the clerk will call the roll in no particular order to allow each Councilor an equal opportunity to vote first, except for the Council President, who always votes last.
- B. Motions. Councilors who intend to make a motion not included in the agenda will, to the extent possible, provide one business day's notice of proposed changes to the Council President and members of the Council, the Chief Operating Officer, and relevant Metro staff.

IV. Public Communication

Metro Code 2.01.120

Members of the public are encouraged to provide written and oral testimony related to both agenda items and non-agenda items. At the beginning of each Council meeting, the Council President or the clerk will describe the process for providing oral testimony. To facilitate the orderly transaction of business, the following procedures shall apply for matters other than those in which Metro is sitting in a quasi-judicial capacity.

- A. Written Testimony. The clerk shares all electronic or written testimony received one business day prior to a meeting with the Metro Council in advance of that meeting. Written testimony on agenda items and non-agendas may be submitted at any time.
- B. Testimony Related to Non-Agenda Items. At the beginning of each Council meeting, the Council President will offer an opportunity to provide oral testimony related to non-agenda items.
- C. Testimony Related to Agenda Items. If an agenda item does not already include a public hearing or public comment opportunity, the Council President may open testimony at the beginning of agenda items for members of the public who wish to speak. The Council President may also, in their discretion, instead open testimony for both agenda and non-agenda items at the beginning of the meeting.
- D. Public Testimony on Ordinances. A public hearing may be provided prior to the first reading of an ordinance, but it is not required by Metro Code. If the agenda does not include a public hearing prior to the first reading of an ordinance, individuals may testify at the beginning of the Council meeting.
- E. Providing Oral Testimony. Testifiers should consider the following guidelines when addressing the Metro Council:
 - 1. Testifiers will be called to speak in the order the Council President deems best.
 - 2. Testifiers may appear only once on each separate matter before the Council.

3. Testifiers will be limited to three minutes of testimony, not including answers to questions from Councilors. If many people wish to testify, the Council President may limit testimony to less than three minutes. Changes to the time limit for testimony will be announced before anyone begins.
 4. Testifiers should begin by stating their name for the record but are not required nor encouraged to share their home address.
 5. Testifiers do not need to formally address the Council President and Councilors before beginning their testimony.
 6. Testifiers shall avoid providing repetitive or unrelated testimony.
- F. In-Person Testimony. Those testifying in person must fill out a testimony form and return it to the clerk prior to the start of the meeting. When called, testifiers should use the seat provided for public testimony.
- G. Virtual Testimony. The Council President or clerk will provide instructions to those testifying virtually, based on the technology used to participate.

V. Work Sessions

Metro Code 2.01.035 and 2.01.040

The Metro Council meets in work session on Tuesdays at 10:30 a.m. unless otherwise arranged. On occasion, work sessions may be held after a regular meeting.

- A. Order of Business.
1. Call to Order
 2. Items for Council Consideration
 3. Chief Operating Officer Communications
 4. Councilor Communications
 5. Adjourn
- B. Changes to the Order of Business. The Council President may change the order of business in special circumstances and, if so, will notify the Council at the beginning of the work session.
- C. Councilor and Chief Operating Officer Communication. To ensure Councilors and the Chief Operating Officer stay informed about issues across the agency, the presiding officer may in their discretion move Councilor and Chief Operating Officer Communication to the beginning of an agenda, particularly when communications in previous meetings have been carried over.

PART 4 – REVIEW OF COUNCIL PROCEDURES

The Council will review these rules each calendar year following an election for Metro Council President. 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 five Councilors. Suspension of the rules does not suspend rules of procedure codified in the Metro Charter or Code.

IN CONSIDERATION OF RESOLUTION NO. 24-5379, FOR THE PURPOSE OF ADOPTING
REVISED COUNCIL PROCEDURES

Date:	December 29, 2023	Prepared by: Anne Buzzini
Department:	Council Office	Presenters: Anne Buzzini (she/her),
Meeting Date:	January 11, 2024	Metro; Ina Zucker (she/her), Metro

ISSUE STATEMENT

Council procedures are a set of guidelines that reflect current Metro Council operations and expectations. A shared understanding of these operations and expectations supports efficient and consistent meetings, delineates policymaking roles from operational roles, promotes a culture of respect amongst Councilors and with Metro staff, and provides clear instructions to members of the public seeking to offer testimony.

At a November 2023 work session, Council provided feedback to staff to make minor adjustments to a discussion draft of updated Council procedures prior to adoption in early 2024. That feedback is incorporated into revised Council procedures attached to the resolution as Exhibit A. Additionally, a redlined version of those incorporated changes is included for reference as Attachment 1 in this packet.

Prior to this update, the most recent Council procedures were adopted in 2013 (Attachment 2). As a best practice, Council procedures should be reviewed and updated regularly to ensure they are understood by all Councilors and to reflect changes in practices.

Today's resolution, if adopted, will update the 2013 procedures to describe existing Metro Council procedures more plainly and concisely, so that expectations for Councilors, staff, and the public are more easily understood. Technical updates to the procedures reflect current practices, such as the use of virtual meetings and adjusted timelines for submitting meeting materials.

Staff circulated draft updates to the Council procedures in the summer of 2023 and received feedback from several Councilors and staff. Newly proposed additions to the procedures seek to capture that feedback and are intended to foster respectful relationships among Councilors and with Metro staff. The new proposals ask that Councilors communicate in advance any virtual attendance, absence, or proposed changes to legislation and that staff comply with updated requirements for submitting materials. The proposals include the following commitments and expectations:

- Councilors will typically receive materials one week prior to meetings and will receive timely updates to those materials at least three business days prior to meetings

- Councilors will notify the Council President at least one business day in advance of their absence or virtual attendance, with a reason for the absence or virtual attendance
- The Council President has discretion to cancel meetings or change in-person or hybrid meetings to virtual, if fewer than four Councilors will be present in-person, particularly when absences or virtual attendance are not communicated in advance
- Councilors will notify the Council President one business day prior to a meeting if they intend to object to an item on the consent agenda or make an unanticipated motion on a matter
- Councilors attending a meeting virtually will keep their cameras on for the entire meeting

ACTION REQUESTED

Staff seeks adoption of the resolution to update Council procedures.

IDENTIFIED POLICY OUTCOMES

Updated Council procedures that reflect current practices provide clear guidance to the Metro Council, Metro staff, and the public. Furthermore, review and consideration of Council procedures provides an open forum for the Council to discuss and debate their preferred expectations. In ultimately adopting updated Council procedures, Council will renew this social contract.

POLICY QUESTION(S)

- Do the proposed changes to the Council procedures reflect your expectations and values?
- Are there additional expectations or practices that should be added to the procedures? Does the Council have any additional changes such that the updated procedures are not ready for adoption?

POLICY OPTIONS FOR COUNCIL TO CONSIDER

Metro Code 2.01 directs the Metro Council to adopt a resolution(s) that establishes additional Council proceduresⁱ. To comply with code requirements, Council may:

1. Adopt changes to the procedures that reflect current practices and additional expectations for attendance and communication, as described above.
2. Adopt only changes to the procedures that reflect current practice (e.g., meeting times), but not additional expectations.

If Council does not adopt procedures by resolution, the procedure will default to *Robert's Rules of Order, Newly Revised*. The existing 2013 Council procedures do not reflect current practice.

STRATEGIC CONTEXT & FRAMING COUNCIL DISCUSSION

Metro Code 2.01, *Council Organization and Procedures*, provides detailed information about the roles of the Council, the Council President, and the Chief Operating Officer. The code also describes some, but not all, aspects of Council administration. The code requires specific procedures be established by resolution (see footnote).

Procedural matters not addressed by Metro Code or Council procedures are governed by Robert's Rules of Order, Newly Revised, which are available to the public for free.

Legal Antecedents

Resolution No. 13-4447; Metro Code, 2.01, *Council Organization and Procedures*; Oregon Public Meetings Law, ORS 192.610-192.710

Anticipated Effects

Provide clarity to Councilors, staff, and the public about the procedures that govern Council meetings and work sessions.

BACKGROUND

Metro Code 2.01, *Council Organization and Procedures*, details the legal requirements for conducting Council business and obligates Council to adopt a resolution that establishes additional Council procedures, including public testimony, debate, and the introduction and consideration of ordinances and resolutions.

The Council Procedures were last formally updated in 2013 as Resolution 13-4447. In 2020, Metro Council President issued a memo providing direction to staff about the procedures that govern Council business but that memo was not adopted by resolution.

ATTACHMENTS

- Is legislation required for Council action? X Yes No
- If yes, is draft legislation attached? X Yes No
- What other materials are you presenting today?
 - Attachment 1: Redlined draft of updated procedures
 - Attachment 2: 2013 Council Procedures

¹ Rules for placing items on the consent agenda (Metro Code 2.01.130(c))
Introduction and consideration of ordinances and resolutions (Metro Code 2.01.070(c) and (Metro Code 2.01.080(d))
General order of business for meetings (Metro Code 2.01.130(a))
Rules governing work sessions (Metro Code 2.01.035)
Rules governing conduct of debate (Metro Code 2.010.090(e))
Rules and procedures for communications from the public (Metro Code 2.01.120)

EXHIBIT A

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III. Filing Requirements

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~~C~~.D. Special Meetings. In the event that Metro Council holds a regular meeting following a work session, typically held at 10:30 a.m. on Tuesdays, the meeting will be noticed as a special meeting in accordance with Metro Code and Oregon Public Meetings Law.

~~D~~.E. Additional Work Session. On occasion, Metro Council may hold a work session following adjournment of a regular meeting. These work sessions will be noticed following the typical process.

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V. Work Sessions

Metro Code 2.01.035 and 2.01.040

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 4. Councilor Communications
 5. Adjourn
- B. Changes to the Order of Business. The Council President may change the order of business in special circumstances and, if so, will notify the Council at the beginning of the work session.
- C. Councilor and Chief Operating Officer Communication. To ensure Councilors and the Chief Operating Officer stay informed about issues across the agency, the presiding officer may in their discretion move Councilor and Chief Operating Officer Communication to the beginning of an agenda, particularly when communications in previous meetings have been carried over.

PART 4 – REVIEW OF COUNCIL PROCEDURES

The Council will review these rules each calendar year following an election for Metro Council President. 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 five Councilors. Suspension of the rules does not suspend rules of procedure codified in the Metro Charter or Code.

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. If the Council President is unable to appoint in his/her absence, the Council shall amongst themselves designate a temporary presiding officer.
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 open meeting of the Council. The Council President shall inform the Deputy Council President and Chief Operating Officer regarding any absence by the Council President. If unavailable to attend in person, members of the Council may participate in an open meeting via electronic communication, where not prohibited by superseding law or statute. A majority of the Council must be physically present at any special or regular meeting for a quorum to exist.
5. In the case of an emergency, an emergency meeting may be called by the Council President or 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. An emergency meeting may be conducted by electronic means so long as the meeting is held consistent with Oregon Public Meetings Law.

6. As provided in Section 2.01.001(b) 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, or his/her designee, 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, to clear up a question that has arisen in the debate, or to explain a vote on a motion. 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 or with consent of the presiding officer.
15. The affirmative action of four (4) or more Council members shall be necessary to decide any question before the Council, where not otherwise indicated. The Chief Operating Officer, 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. Suspension of the rules does not suspend rules of procedure codified in the Metro Charter or Code.

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. 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 with the concurrence of the Council President. The Chief Operating Officer may 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. Placement on Agenda: An ordinance or resolution filed pursuant to Section Two of this Exhibit 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 his/her designee shall notify Councilors and the Chief Operating Officer on a weekly basis of the status of placement of ordinances and resolutions on the agenda.

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 will be as follows:
 - I. Call to Order
 - II. Chief Operating Officer Communications
 - III. Items for Council Consideration
 - IV. 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:
 - I. Call to Order
 - II. Citizen Communications to the Council
 - III. Special Presentations
 - IV. Consent Agenda
 - V. Approval of Minutes
 - VI. Ordinances
 - a. First Readings
 - b. Second Readings
 - VII. Orders
 - VIII. Resolutions
 - IX. Other Business
 - X. Chief Operating Officer Communications
 - XI. Councilor Communications
 - XII. 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 may 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 should 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.