

SAC # 145  
 Council by  
 447

## ORDINANCE NO. 342

AN ORDINANCE PROVIDING THE TIME AND PLACE FOR COUNCIL MEETINGS; PRESCRIBING RULES OF ORDER AND PROCEDURE FOR THE COUNCIL; AND REPEALING ORDINANCE NO. 147.

The city of Willamina, Oregon, ordains as follows:

Section 1. Meetings. The city council shall hold its regular meetings at 7:30 p.m. on the second and last Thursdays of each month. All meetings of the council shall be held at city hall unless the council by unanimous vote decides to meet at a different place. [Section 1 as amended by Ordinance No. 447, §1, passed June 29, 1978.]

Section 2. Quorum. If the roll call shows no quorum present at a council meeting, the mayor may direct the chief of police to immediately inform the absent members, except those known to be absent from the city or unavoidably detained, that their presence is required to enable the council to proceed with business. Should they fail to appear at such notice, the members present shall adjourn to the next regular council meeting or to an earlier date.

Section 3. Committees.

(1) The following standing committees shall be appointed by the mayor at the beginning of his term of office:

- (a) Business and industry.
- (b) Finance.
- (c) Law enforcement.
- (d) Public affairs.
- (e) Streets.

(2) All special committees shall be appointed by the presiding officer, unless otherwise directed by the council.

(3) Each committee to which any matter is referred shall submit at the next regular meeting after such referral, unless further time is granted by the council, a report relating to the matter referred. All reports of committees shall be presented to the council in open session by any member of the committee, filed with the recorder, and entered in the journal. If a committee fails to report timely upon a matter referred to it, the matter may be brought before the council by motion or by unanimous consent.

## ORDINANCE NO. 342

AN ORDINANCE PROVIDING THE TIME AND PLACE FOR COUNCIL MEETINGS; PRESCRIBING RULES OF ORDER AND PROCEDURE FOR THE COUNCIL; AND REPEALING ORDINANCE NO. 147.

The city of Willamina, Oregon, ordains as follows:

Section 1. Meetings. The city council shall hold its regular meetings at 7:30 p.m. on the second and last Thursdays of each month. All meetings of the council shall be held at city hall unless the council by unanimous vote decides to meet at a different place. [Section 1 as amended by Ordinance No. 447, §1, passed June 29, 1978.]

Section 2. Quorum. If the roll call shows no quorum present at a council meeting, the mayor may direct the chief of police to immediately inform the absent members, except those known to be absent from the city or unavoidably detained, that their presence is required to enable the council to proceed with business. Should they fail to appear at such notice, the members present shall adjourn to the next regular council meeting or to an earlier date.

Section 3. Committees.

(1) The following standing committees shall be appointed by the mayor at the beginning of his term of office:

- (a) Business and industry.
- (b) Finance.
- (c) Law enforcement.
- (d) Public affairs.
- (e) Streets.

(2) All special committees shall be appointed by the presiding officer, unless otherwise directed by the council.

(3) Each committee to which any matter is referred shall submit at the next regular meeting after such referral, unless further time is granted by the council, a report relating to the matter referred. All reports of committees shall be presented to the council in open session by any member of the committee, filed with the recorder, and entered in the journal. If a committee fails to report timely upon a matter referred to it, the matter may be brought before the council by motion or by unanimous consent.

Section 4. Order of Business.

(1) In the conduct of business of the council, the following order of business shall be substantially followed:

- (a) Roll call.
- (b) Reading of the minutes of the previous meeting.
- (c) Claims against the city.
- (d) Reports of standing committees.
- (e) Reports of special committees.
- (f) Reports of city officers.
- (g) Ordinances.
- (h) Miscellaneous business.

(2) All questions relating to the priority of business shall be decided by the presiding officer without debate.

Section 5. Rules of Order. Except as provided in the charter or in this or other city ordinances, council meetings shall be governed by Robert's Rules of Order, Newly Revised. [Section 5 as amended by Ordinance No. 447, §2, passed June 29, 1978.]

Section 6. Repeal. Ordinance No. 147, enacted January 18, 1939, is repealed.

Passed by the council and approved by the mayor  
July 10, 1969.