



## CITY COUNCIL ROLE/RESPONSIBILITIES

### **Decorum:**

City Councilors should conduct themselves in a manner that will bring credit upon the city government by respecting the rule of law, ensuring non-discriminatory delivery of public services, keeping informed concerning the matters coming before the City Council, and abiding by all City Council decisions, whether they voted on the prevailing side or not, nor shall anyone work against decisions made by, consented by, voted on and passed by City Council.

City Councilors should interact with the voting public in an honest way to gather input from our community, but decisions need to be made in the council chamber.

It is not the role of City Councilors to direct staff in their job duties, interfere with staff carrying out their job duties, nor to assume those duties.

It is not the role of City Councilors to speak for the City unless assigned to a specific committee as its representative.

City Councilors should be of assistance to the Mayor in preserving order and decorum during meetings. This includes not interrupting another councilor who has the floor, as well as not texting or emailing during meetings.

City Councilors should not, by conversation or other action, delay or interrupt the proceedings or refuse to comply with the rules of the City Council.

When addressing the public, city staff and city consultants, City Councilors should stick to questions or issues under discussion, and should refrain from personal attacks, or impugn the motives of a speaker.

City Councilors will be solicited by the Mayor and have an opportunity to speak at least once on any pending motion or agenda item.

City Councilors should speak for themselves, in an open, direct, and candid way in the meeting forum.

City Councilors will refrain from criticizing city staff, city consultants, and avoid creating a hostile work environment.

City Councilors that wish to discuss a major policy issue not on the agenda, should request that the Mayor add it to a future meeting agenda.

**Failure to follow decorum may result in loss of committee assignments.**

**Conflict of Interest:** All elected officials must declare if an item on the agenda creates a conflict with another role that they hold in public or private life. If that conflict is significant, they need to abstain from voting. The City Attorney will make this determination.

**Regular Council Meeting Date & Time:** City Council meets the 2<sup>nd</sup> Tuesday of each month at 6:00 pm with a Work Session followed by a regular City Council Meeting. If there is an Executive Session, it will typically be held immediately following the regular City Council Meeting. City Council Meetings typically end by 9:00 pm.

**Additional Meetings:** City Councilors are also members of the Banks Urban Renewal Agency. The Urban Renewal Agency meets when there is business to conduct. Typically, Urban Renewal Agency meetings are held immediately following regular City Council Meetings (if an Urban Renewal Agency meeting is necessary).

City Councilors are members of the City of Banks Budget Committee, and the Banks Urban Renewal Agency Budget Committee. These committees meet 1-3 times in the spring, typically on Saturday's.

City Councilors attend an Annual City Council Retreat to discuss and set Council Goals for the upcoming Budget year. This retreat is held in January of each year, usually on a weeknight.

City Council will occasionally hold joint work sessions with other City Boards/Commissions/Committees.

City Councilors are assigned to represent the City of Banks at various meetings. These meetings occur on different dates/times. Items of interest are then reported back at the following council meeting.

**Council Packets:** A council packet containing the agenda and supporting documentation will be emailed on the Thursday afternoon prior to Tuesday's meeting. If there is any delay in that schedule, you will receive an email notifying you of the expected timeframe for delivery.

**Read Your Council Packets Before the Meeting:** It is vitally important that you read and review the materials in your Council packet in advance of the meeting. This will give you a sense of the potential impacts recommended actions could have and understand the issues surrounding those actions. Understanding the background of an issue will allow you to better represent your community and help you make informed, reasonable decisions that you will feel comfortable defending if you are challenged by a community member. If a Councilor is ill prepared, it is usually obvious to those observing the meeting, including the press.

**Ask Questions:** If you have detailed technical questions regarding a matter on the agenda, ask the Mayor, City Manager, or responsible staff person BEFORE the meeting. Staff deal with a variety of issues, and often your question may need some time and research to provide a clear and thorough response. If you ask your questions during the meeting, staff may not have the resources available to respond or respond with enough information that could be critical to your decision. We all know how uncomfortable it is to be put on the spot at a public meeting and not be able to respond in a professional and thorough manner. It makes both staff and Council look unprepared by failing to do their "homework" prior to the meeting.

**Meeting Attendance:** City Council meetings are hybrid meetings. Councilors may attend either in person, or via zoom. If attending via zoom, it is requested that you please leave your camera on during the meeting. Hybrid meetings allow City Council and Staff the flexibility to attend the meetings virtually when unexpected situations arise (illness, inclement weather, etc.)

**Meeting Quorum:** A quorum of City Council must be present to conduct City Council business. While it is understood that situations do arise (work, illness, etc.) it is important to attend City Council meetings to help Council business move forward.

**Absence from Meetings:** If you will be absent from a scheduled meeting, please contact as soon as possible (in this order, until you successfully make contact):

- City Recorder/Assistant City Manager
- City Manager
- Mayor

**Meeting Recordings:** It is important to always speak loudly and clearly to ensure that the content of your statements is audible for the listening public. Meeting recordings are linked to the City's website typically the morning after the meeting.

**Meeting Minutes:** Meeting minutes are not a transcript of the meeting. They are summarized action minutes intended to summarize and clearly state the action taken by the Council via motions, resolutions, and ordinances. Motions should be clearly and specifically stated for the benefit of the record and the audience.

## **Complaint Procedure**

The Mayor and City Manager are responsible for creating an atmosphere free of discrimination, harassment, and bullying. Further, all City Councilors are responsible for respecting the rights of the Mayor, other City Councilors and City Staff.

City Councilors who have experienced a sexual assault, any harassment, or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected to and should bring the matter to the attention of any of the following City officials as soon as possible.

- Mayor
- City Attorney

City Councilors are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). City Councilor's who experience or witness harassment are encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop.

## **Investigation and Confidentiality**

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the city's need to investigate the complaint and address the situation. If harassment is found to have occurred, the city will take prompt, appropriate corrective action, and the Mayor or any City Councilor found to have violated this policy will be asked to resign from their position.

**Statement of Economic Interest:** ORS 244.050 requires elected and appointed officials (for the City of Banks, this would be the Mayor, City Councilors, Planning Commissioners, and the City Manager), to file a Statement of Economic Interest (SEI) report with the Oregon Government Ethics Commission. SEI's are submitted electronically, with links to file emailed annually by the OGEC around March 15<sup>th</sup>, and due by April 15<sup>th</sup>. City staff will send an email to those that need to complete an SEI on (or close to) March 15<sup>th</sup> each year, when the Oregon Government Ethics Commission (OGEC) emails out the links to complete the report, which is due by April 15<sup>th</sup> each year. This initial email will also include a link to online training from the OGEC on how to complete the SEI. City staff will send one email in early April to those who have not completed the SEI report. Those that do not complete the SEI report will be contacted by the OGEC, and there is a fine assessed by the OGEC for those that have not completed the report. The City of Banks is not responsible for paying any fines assessed to those that are required to complete an SEI report.

## **Required Trainings:**

- Public Meetings Law
  - Per the State of Oregon, elected officials are required to complete training on the Public Meetings Law at least once during each term of office and should keep the completion certificate that they receive. City staff will provide information on opportunities to take the training to the Mayor and City Council on an annual basis in February of each year. There is no requirement for city staff to track, monitor, or remind the elected officials to sign up for and participate in this training. City staff will
- Mandatory Reporter Training
  - Per the State of Oregon, elected officials and all city employees that work directly with youth are required to complete mandatory reporter training annually. City staff will provide information to the Mayor, City Council, and city staff with the link to take the training. There is no requirement for city staff to track, monitor, or remind the elected officials to sign up for and participate in this training. City staff will ensure that all city staff have taken the training.

**Meeting Notes:** As a public official, notes taken by yourself during meetings are a public record and are subject to disclosure upon request. It is recommended to use a notepad during meetings, rather than your Council packet for notes, and when the notebook is filled, give it to the City Recorder/Assistant City Manager for record retention. Meeting packets without any notes on them can then be recycled.

**Website Information:** The City's website is [www.cityofbanks.org](http://www.cityofbanks.org). Take the time to familiarize yourself with the City website so you can feel confident referring citizens to it for valuable information. The City website includes a listing of each Councilor's name, committee assignments and city e-mail address.

**E-mail Accounts:** An e-mail account has been established for each member of the Council. This e-mail address will appear on the city website and will be provided to the public upon request. You should check this at least weekly. You will be provided with your username and password. All emails are part of the public record.

**Laptop:** City Councilors will be issued a city laptop. This laptop can be used to access your city email, attend zoom meetings, and conduct other city business. City Councilors will be tasked with making sure that any necessary computer/program updates are processed. City Councilors should refrain from adding programs, games, etc. to the laptop that do not directly support the work they do as a City Councilor.

**Ordinance Books:** The City's Municipal Code is on our website. Please let me know if you wish to receive a hard copy.

**Close of Term:** If you will not be continuing as a member of the Banks City Council at the end of your elected term, you will be expected to return any City-issued items, and any notes taken during your term. Any documents that you elect to keep should be reviewed with the City Recorder/Assistant City Manager to determine if the City needs them for public records inventory.