

Statement of Economic Interest with the Government Standards and Practices Commission within 30 days of leaving office.

Legal Advice. Requests to the City Attorney for advice requiring legal research shall not be made by a Commissioner except with the concurrence of the majority of the Commission or of the Chair. Before requesting research or other action by the City Attorney, the Commission is encouraged to consider consulting with the Planning Director to ascertain whether the request or action can be accomplished more cost-effectively by alternate means. Outside a Commission meeting, a Commissioner should make requests of the City Attorney through the Planning Director or City Manager.

Meeting Staffing. The Planning Director or his/her designee will attend all Commission meetings unless excused. The Planning Director may make recommendations to the Commission and shall have the right to take part in all Commission discussions but shall have no vote. The City Attorney or his/her designee will attend all regular Commission meetings and will, upon request, give an opinion, either written or oral, on legal questions. The City Manager shall designate a staff or contract person as a meeting recorder who will attend all Commission meetings and keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of meetings.

Meeting Times. The Commission shall meet regularly in the Council Chambers on the first and the third Wednesday of each month at ~~6:45~~ **6:30** p.m. for a work session, open to the public, which may be followed by a regular Commission meeting beginning at ~~7:30~~ **7:00** p.m. Commission meetings that exceed three and a half hours in length shall be continued to the next scheduled meeting unless extended by majority vote of the Commission. After approximately 90 minutes in session, the Commission will break for 10 minutes. The Commission may schedule special meetings as needed at its discretion.

Minutes. Minutes shall be prepared with sufficient detail to meet their intended uses. Verbatim minutes are not required unless requested and approved by the Commission.

The minutes of meetings of the Commission shall comply with provisions of ORS 192.650 by containing the following information at a minimum:

1. The names of Commissioners and staff present.
2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition.
3. The results of all votes and the vote of each member by name;
4. The substance of the discussion on any matter.
5. Reference to any document discussed at the meeting.

Roberts Rules of Order. On any matter or issue not addressed by these Planning Commission rules, Roberts Rules of Order shall apply.

Speaking by Commission Members. Any Commissioner desiring to be heard shall be recognized by the Chair, but shall confine his or her remarks to the subject under consideration or to be considered. Commissioners will be direct, candid, and professional in speech and demeanor. Commissioners will speak one at a time, allowing one another to finish.

Suspension of Rules. These rules may be suspended upon an affirmative vote of the majority of a quorum of the Commission. Suspension of the rules should only occur in cases of extreme necessity and for no other reason.

Televising of Commission Meetings. Televising of Commission Meetings shall be accomplished pursuant to the adopted policies of the City Council and the City Manager. ~~Work sessions will not be televised, with the exception of joint work sessions with the City Council or other City boards and when authorized by a unanimous vote of the Commission.~~

Voting. Every Commissioner, when a question is taken, shall vote unless a majority of the Commission present, for special reason, shall excuse said person. All votes shall be taken by a roll call. A vote may be yes, no, or an abstention.

No Commissioner shall be permitted to vote on any subject in which he or she has a conflict of interest.

The concurrence of a majority of the Commission members qualified to vote shall be necessary to decide any question before the Commission. The meeting recorder shall call the roll, alternating the order of members called. The Chair, in all instances, shall vote last, and may only vote to break a tie vote among the other Commission members qualified to vote.

Work Sessions. Work sessions of the City Commission shall be held in accordance with the Oregon Public Meetings Law (ORS 192.6-710). Whenever circumstances require such a session, it shall be called by the Chair, Planning Director, or two Commissioners.