

Depoe Bay City Council  
Workshop Meeting  
Tuesday, September 23, 2003 - 7:30 PM  
Depoe Bay City Hall

PRESENT: Mayor B. Silver, J. White, P. Taunton, A. Brown, G. Romans

ABSENT: J. Brown, M. Laverty

STAFF: Recording Secretary S. Fox

#### I. CALL TO ORDER

Mayor Silver called the meeting to order and established a quorum at 7:00 PM.

#### II. REVIEW COUNCIL RULES – DEVELOP WRITTEN POLICY RELATING TO CORRESPONDENCE

The draft City Correspondence Procedure (copy attached to original of these minutes) was reviewed.

##### Correspondence Types 1-4

There was a consensus that the procedure for processing Correspondence Types 1-4 was acceptable as written. No changes were made.

##### Other Correspondence Issues, #1

Mayor Silver asked the Council to set a standard to determine when to honor a request to read correspondence into the record. Discussion followed. There was a question regarding differentiating between correspondence at a public hearing and correspondence at a public meeting such as a Council meeting. The consensus of the Council was that correspondence containing a request to be read into the record can be honored if the correspondence is determined to be City business. Staff was directed to consult the City Attorney for advice regarding the public hearing law and requests to read correspondence into the record.

##### Parenthetical comment

It was the consensus of the Council that the comment appearing in parenthesis was not applicable. In a small city with minimal correspondence, requests to read into the record should be honored as long as the correspondence is determined to be City business.

##### Other Correspondence Issues, #2

Mayor Silver asked the Council to set a standard or definition for "City business". Discussion followed. If it's regarding conduct of a City official, the conduct would have to take place within Council chambers or while the person was functioning as a Councilor at another location. If a complaint is received regarding conduct of a City official on City business, the Mayor or Council President, a Councilor, and a Staff member will conduct an investigation, to include interviews with all principals involved in the complaint. Results of the investigation will be filed with the complaint, as part of the public record. Staff was directed to contact the City Attorney

for assistance in determining how to present the correspondence to the Council, when it is necessary to do so.

#### Other Correspondence Issues, #3

It was noted that this procedure is what is currently in place. It was the consensus of the Council that this procedure was acceptable as written. No changes were made.

#### Other Business

Referring to Page 244 of *Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition*, a Councilor said that at a previous meeting, a point of order had been called and ignored, and there is nothing in Robert's Rules of Order or in the Council Rules on how to handle situations where the chairperson does not follow Robert's Rules. The Councilor requested adding a clause to the Council Rules, stating when the chairperson refuses to acknowledge a point of order, the members of the body can force the gavel to be turned over to the Council President, who would then continue the meeting in an orderly manner. Discussion followed. Mayor Silver asked the Council if they felt there was an omission in the Council Rules, and whether they wanted to set a workshop date to address this issue. A Councilor identified Page 642 in Robert's Rules as addressing remedies for misconduct, and referred to Lines 9 through 26. Mayor Silver identified a passage on Page 3 of the Council Rules which states: "*When councilor(s) take issue with an action of the Presiding Officer and wish to present a challenge, Robert's Rules of Order Newly Revised 10th Edition page 642, lines 10 through 25 will specifically apply in all relevant situations.*" A suggestion was made to provide each Councilor with a copy of Robert's Rules; Mayor Silver provided the name and phone number of a registered parliamentarian as a reference. A suggestion was also made to bring the City's copy of Robert's Rules to all Council meetings.

### III. ADJOURN

There being no further business, the meeting was adjourned at 8:21 PM.

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Mayor Bruce R. Silver

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Silver Fox, Recording Secretary