

## **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. If the Council President assigns Councilors as liaisons to committees or other roles not legally required, the Metro Council does not need to confirm the liaison with a majority vote.

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. 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, 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. Staff may request that items they submit be placed on the consent agenda, and the Council President has final approval over what is placed on the consent agenda. Councilors do not need to make a motion to remove an item from the consent agenda at a meeting, however, Councilors should provide 24 hours' notice to the Council President 24 if they intend to object to ensure an efficient meeting.

### **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 must be provided to Council no later than 48 hours 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 24 hours' 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 24 hours 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, 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 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. 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. 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 24 hours' 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.

- A. Written Testimony. The clerk shares all electronic or written testimony received 24 hours 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 Council President waives 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.

### **PART 5 – 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.