

RESOLUTION NO. 1416

**A RESOLUTION ADOPTING THE 2015 RULES OF THE CITY COUNCIL AND CODE OF ETHICS**

WHEREAS, the City Council of the City of Central Point owes to the residents and tax payers the highest degree of loyalty, integrity and good faith; and

WHEREAS, the City Council is responsible for administering the affairs of the City honestly and economically, exercising their best care, skill and judgment for the benefit of the taxpayers and residents of the City; and

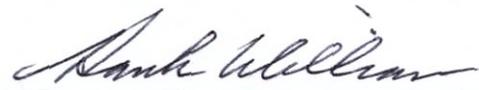
WHEREAS, the City Council has the inherent right to make and enforce its own rules to ensure compliance with those laws generally applicable to public bodies; and

WHEREAS, required by the 2010 city charter; and

WHEREAS, it is established policy of the City Council of the City of Central Point, Oregon, does hereby adopt the 2015 Rules of the City Council and the Code of Ethics.

AND, BE IT FURTHER RESOLVED that each member of the City Council shall complete a Conflict of Interest acknowledgment statement after each General Election giving that member the opportunity to declare any existing or potential conflict of interest.

Passed by the Council and signed by me in authentication of its passage this 12<sup>th</sup> day of February, 2015.

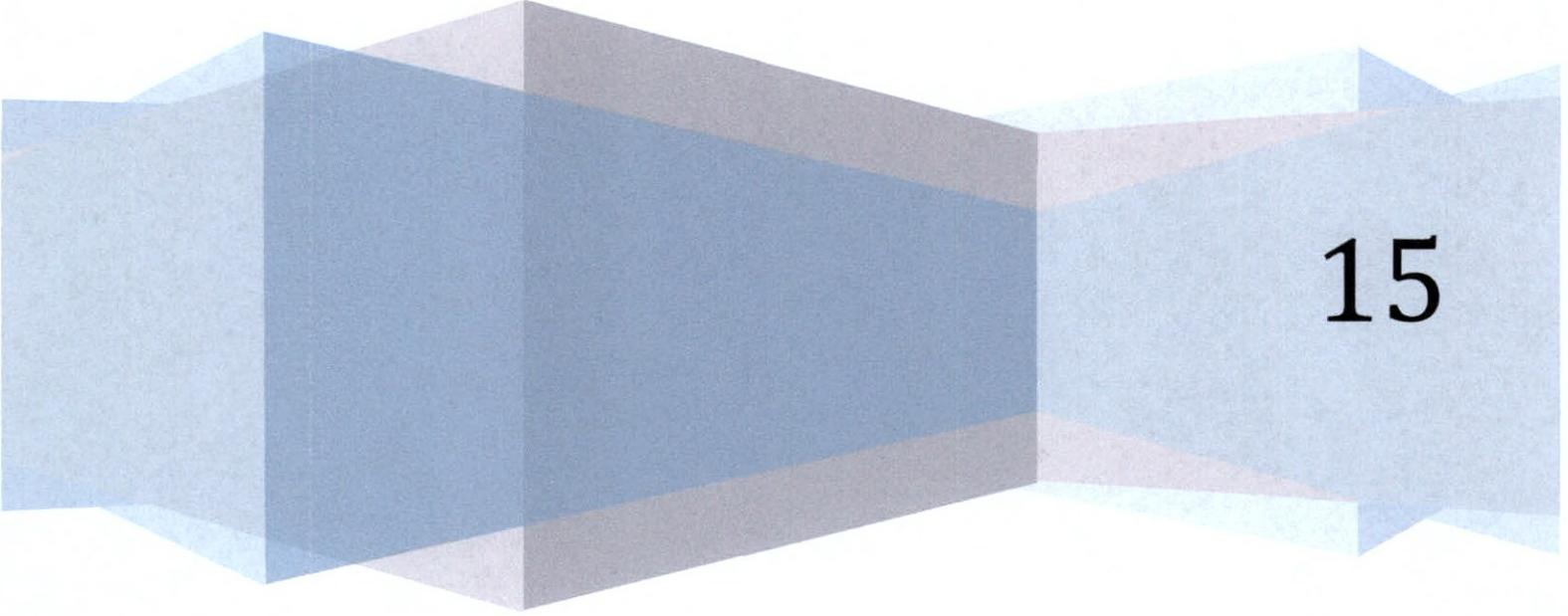
  
\_\_\_\_\_  
Mayor Hank Williams

ATTEST:  
  
\_\_\_\_\_  
City Recorder

Approved by me this 12<sup>th</sup> day of February, 2015.

**City of Central Point**

# **Rules of the City Council**



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# RULES OF THE CITY COUNCIL OF CENTRAL POINT, OREGON

## COUNCIL MEETINGS

1. Regular Council Meetings. The Council shall hold two regular meetings on the second and fourth Thursdays of each month, except in those cases where the Council finds it necessary to designate another date, due to conflicts. Regular meetings shall be convened in the City Council Chambers in City Hall, shall be called to order at 7:00 p.m., and shall adjourn no later than 10:00 p.m. unless extended by a majority vote of the Council or the meeting may be continued to a later designated date, but in no event shall meetings extend beyond eleven p.m.
2. Executive Sessions. Executive sessions may be called by the Mayor, City Manager or by majority consent of all members of the Council. Only Council Members, the City Manager and persons specifically invited by the Council or the City Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions in accordance with applicable law. No matter discussed during executive session may be disclosed by any person present during such session.
3. Special Meetings. Special Meetings may be called by the Mayor or by unanimous consent of the Council. Written notice of all special meetings shall be given at least 24 hours in advance of the scheduled meetings. Notice shall be given to each Council Member, the City Manager, and the business office of each local newspaper, radio and television station which has a written request on file for notice of special meetings, and may be delivered by mail, electronic facsimile (FAX), E-mail, or by personal delivery.
4. Public Attendance. All regular and special meetings shall be open to the public.

## THE PRESIDING OFFICER

5. The Mayor. The Mayor shall preside at all regular and special meetings and executive sessions of the Council and shall be the recognized head of the City for all ceremonial purposes. The Mayor shall have authority to preserve order, enforce the rules of the Council, and determine the order of business under the rules of the Council.
6. Council President. At the first meeting of each odd-numbered year, the Council shall, by vote of the Council, elect a President from its membership. In the Mayor's absence from any Council meeting, the President shall act as the presiding officer. Whenever the Mayor is unable, on account of absence, illness, or other cause, to perform the functions of the office, the President shall act as Mayor Pro Tem.

7. Temporary Chairperson. In event of the absence of the Mayor and Council President, the City Administrator shall call the Council to order and call the roll of the members. If a quorum is present, those Councilors present shall elect, by majority vote, a Temporary Chairperson for that meeting. Should the Mayor or Council President arrive, the Temporary Chairperson shall relinquish the chair immediately upon the conclusion of the item of business then under consideration before the Council.

### **EMPLOYEE DUTIES**

8. City Recorder. The City Recorder shall be the Clerk for the Council and shall keep minutes of meetings and shall perform such other duties at the meetings as ordered by the Presiding Officer or the Council. The City Recorder shall furnish each Council Member with a copy of the minutes of each preceding meeting in the agenda packet for the next meeting.
9. City Attorney. The City Attorney shall attend meetings of the Council. At any Council meeting any member of the Council may, at any time, call upon the City Attorney for an informal, oral opinion. Written opinions shall be authorized by a majority of the Council.
10. The Chief of Police. Unless otherwise directed by the Council, the Chief of Police or his/her designee may attend each Council meeting to serve as the Sergeant-at-Arms, and shall carry out all orders or instructions upon direction of the Presiding Officer or upon any other procedure specifically provided by these rules.
11. Officers and Employees. Any member of the City Council may request that the City Administrator direct any employee to attend regular, special or executive meetings to confer with the Council on matters relating to the City.

### **DECORUM AND ORDER**

12. Mayor. The Mayor, or presiding officer, shall preserve decorum and decide all points of order, subject to appeal by the Council.
13. Council Members. Council Members shall preserve order and decorum during Council meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Mayor, Presiding Officer, or these rules. Council Members shall, when addressing staff or members of the public, confine themselves to questions or issues then under discussion, shall not engage in personal attacks, shall not impugn the motives of any speaker, and shall at all times, while in session or otherwise, conduct themselves in a manner appropriate to the dignity of their office. Council Members shall request administrative directives for staff through the City

- Manager for compliance.
14. Staff and Public. Members of the administrative staff, employees of the City and other persons attending Council meetings shall observe the same rules of procedure, decorum and good conduct applicable to the members of the Council.
  15. Removal of any person. Any person who makes personal, impertinent, slanderous or who fails to comply with reasonable rules of conduct or who causes a disturbance while addressing the Council or attending a Council meeting shall be removed from the room if the Sergeant-at-Arms is so directed by the Presiding Officer. In case the Mayor or Presiding Officer should fail to act, any member of the Council may obtain the floor and move to require enforcement of this rule and upon affirmative vote of the majority of the Council present, the Sergeant-at-Arms shall be authorized to remove the person or persons, as if the Mayor or Presiding Officer so directed.
  16. Censure.
    - 16.1 The Council has the inherent right to make and enforce its own rules and to ensure compliance with those laws generally applicable to public bodies. Should any Council Member act in any manner constituting a substantial violation of these rules or other general laws, the Council, acting as the whole, may discipline that Council Member to the extent provided by law, including public reprimand.
    - 16.2 To exercise such inherent right, the Council has the right to investigate the actions of any member of the Council. Such investigation shall be referred to the Committee of the Whole upon a finding that reasonable grounds exist that a substantial violation has occurred.
    - 16.3 The Committee of the Whole shall investigate the actions and present a report to the Council. Neither the Committee of the Whole nor the Council or any member thereof shall have the right to make public any information obtained through such investigation.
    - 16.4 Any member accused of a substantial violation of the Council rules or any other general law shall have the right to present a defense to the allegations, including the right to present rebuttal evidence, and to have representation by Council. Upon finding, by clear and convincing evidence that a substantial violation has occurred and that such violation affects the Council Member's ability to represent the interest of the City as a whole, the Council may, upon unanimous vote of Council Members, other than the Council Member subject to censure proceedings, impose a proper sanction.

## **DUTIES AND PRIVILEGES OF MEMBERS**

17. Code of Ethics. Council Members shall conduct themselves so as to bring credit upon the City as a whole, and to set an example of good ethical conduct for all citizens of the community. Councilors should constantly bear in mind these responsibilities to the entire

electorate and refrain from actions benefitting any individual or special interest group at the expense of the City as a whole. Council Members should likewise do everything in their power to insure impartial application of the law to all citizens and equal treatment of each citizen before the law, without regard to race, national origin, sex, social status or economic position.

18. Debate.

18.1 Any Council Member who has the floor shall confine himself or herself to the question under debate and refrain from impugning the motives of any member's argument or vote. No member shall address the chair or demand the floor while a vote is being taken.

18.2 Council Members shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Council. No Council Member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon has spoken.

18.3 A Council Member, once recognized, shall not be interrupted while speaking, unless called to order by the Mayor or Presiding Officer, or unless a point of order is raised by any Council Member while he or she is speaking, in which case he or she shall cease speaking immediately until the point is determined. If ruled to be in order he or she shall be permitted to proceed; if ruled to be out of order he or she shall remain silent or shall alter his or her remarks to comply with the ruling.

19. Right to Appeal. Any member may appeal a ruling of the Mayor or Presiding Officer to the Council. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Mayor or Presiding Officer may briefly explain his ruling; but there shall be no debate on the appeal and no other question other than, "Shall the decision of the chair stand as the decision of the Council?" If the majority of the members vote Aye, the ruling of the chair is sustained; otherwise it is overruled.

20. Dissent and Protest. Any Council Member shall have the right to express dissent from or protest against any Ordinance, Resolution or decision of the Council and have the reason therefore entered upon the Council minutes. Such dissent or Protest must be filed in writing, couched in respectful language, and presented to Council not later than the next regular meeting following the date of passage of the Ordinance, Resolution or decision objected to.

21. Excusal During the Meeting. No member may leave the Council meeting while in regular session without permission from the Mayor or Presiding Officer.

22. Personal Privilege. The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character or motives are assailed, questioned or impugned.

## **ORDER OF BUSINESS AND AGENDA**

23. Order of Business. The business of all regular meetings of the Council shall be transacted as follows; provided, however, that when it appears to be in the best interest of the public, the Mayor or Presiding Officer may change the Order of Business:

- I. **Regular Meeting Call to Order 7:00 p.m.**
- II. **Pledge of Allegiance**
- III. **Roll Call**
- IV. **Special Recognition (when appropriate)**
- V. **Public Appearances**
- VI. **Consent Agenda**
- VII. **Items Removed from Consent Agenda**
- VIII. **Public Hearings, Ordinances & Resolutions**
- IX. **Business**
- X. **Mayor's Report**
- XI. **City Manager's Report**
- XII. **Council Reports**
- XIII. **Department Reports**
- XIV. **Executive Session**
- XV. **Adjournment**

24. Agendas. Staff shall prepare an agenda for every regular, and if requested, for every special *Council meeting*. Items may be placed on the agenda by any person, but such items shall be presented to the City Manager, in writing, at least seven days prior to the meeting in which they are to be discussed. Upon approval by the Mayor, City Manager, or Council Member, the item shall be placed on the agenda for consideration.

Agendas and informational material for regular meetings shall be distributed to the Council at least three days prior to the meeting.

New business brought before the Council in a meeting may be referred to the City Administrator for a report at a future Council meeting.

25. Additions to the Agenda. A request to add an item for Council consideration to the Council may be presented at the Council meeting but shall require a majority concurrence of the members *present* to be so added. These items should be limited to emergency items.
26. Special Orders of Business. Agenda items that are of special importance to the Council may be treated as Special Orders of Business. Special Orders of Business agenda items

take precedence over all other items except Pledge of Allegiance.

27. Consent Agenda. Items of a routine and non-controversial nature are placed on the Consent Agenda. The Mayor or any Councilor may request an item be removed from the Consent Agenda if discussion is requested. Presentations or questions of staff may be requested by the Mayor or any Councilor prior to voting on the Consent Agenda and without removing these items from the Consent Agenda. Items removed from the Consent Agenda will be placed on the “Items removed from the Consent Agenda” portion of the Regular Agenda. Consent Agenda items are approved by one motion. Possible items for the Consent agenda would be, but not limited to:

- Council/Committee Minutes
- OLCC Requests
- Committee Appointments
- Temporary Street Closures
- Surplus Property requests
- Grant Requests
- Annual Proclamations
- Routine housekeeping items

### **CONSIDERATION OF BUSINESS**

28. Quorum. A majority of the Council shall constitute a quorum to do business.
29. Voting. Unless otherwise provided by statute, ordinance or resolution, upon any question before the Council a roll call vote shall be made, provided, however, upon demand by any member of the Council, the topic may be tabled until further information, deemed necessary before a vote, has been provided to the Council for consideration. No Council Member may explain the reasons for his or her vote during the roll call. After a vote has been taken the Mayor or Presiding Officer shall announce the results of the vote.
30. Voting Required. Every member present when a question is called shall vote either Aye or Nay, unless the Council, by unanimous consent, excuse’s a member for a special reason or unless a member has a conflict of interest under applicable law, in which case no consent is required. There shall be no debate on such a request.
31. Minimum Votes Required in Certain Situations. Any action or direction of the Council shall require the affirmative vote of a majority of those Council persons in attendance at a meeting for which a quorum is present to conduct business.
32. Ayes and Nays. On the passage of every Ordinance the vote shall be taken by Ayes and Nays and entered into the record.

33. Tie Vote. Per the city charter, a majority of a quorum is required for the approval of an ordinance, resolution, order or motion. In the event of a tie, the motion fails.

### **PUBLIC COMMENT**

34. Policy. The Council recognizes that public input unto the governmental process is an invaluable aid to informed decision making. Therefore, it is the policy of the Council that all citizens shall have the right to speak before the Council on matters of public concern, but each citizen shall be responsible for abuse of such right. Consequently, to ensure that the greater public interest is fostered, each citizen or group of citizens who desires to speak before the Council shall have the duty to exercise this right in a manner which furthers the greater public interest.
35. Public Comment Generally. Any member of the general public wishing to address the Council on a matter of public concern may do so at the time set for public comments during each regular session of the Council. Any member so addressing the Council shall be limited to a period of five minutes within which to make themselves heard. The Council, in its sole discretion, may extend this time, or may request further information be presented to the Council on such date and in such manner as it deems appropriate.
36. Persons Sharing Common Concerns. If any group of three or more persons sharing a common viewpoint on any subject wishes to address the Council during the time for public comment, the group shall select a spokesperson, who shall present the views of the group to the Council. The Council, in its sole discretion, may request to hear the views of additional speakers from the group. Additional support for the views of the group, in the form of petitions, letters, videotapes, etc., may be presented to the Council for consideration at the conclusion of the spokes person's remarks.
37. Request to address the Council. All persons or groups wishing to address the Council during the time set for public comments shall, prior to the convening of the meeting, fill out a written request form provided by the City Administrator, indicating the name of the person, the residence of the person, and the subject of public concern on which the persons or groups wishes to address the Council.
38. Complaints and suggestions to the Council. When any citizen brings a complaint before or makes a suggestion to the Council, other than for items already on the agenda, the Mayor or Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

38.1 If legislative, and the complaint is about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to the City Attorney, a committee, the City Manager or the Committee of the Whole for study and recommendation.

38.2 If administrative, and the complaint is regarding administrative staff performance, administrative execution of interpretation of legislative policy, or administrative policy within the authority of the City Administrator, the Mayor or Presiding Officer shall then refer the complaint directly to the City Administrator for review. The City Manager shall direct the report to the Council when the review has been made.

### **PROCEDURE FOR COUNCIL MEETINGS**

39. Rules of Order. Unless otherwise provided by law or by these rules, the procedure for Council meetings shall be governed by Robert's Rules of Order.

40. Construction of Rules of Order. The Council has an obligation to the citizens to be clear and simple in its procedures and in the consideration of the questions coming before it.

Therefore, the rules of procedure should be liberally construed to that purpose, and Council Members should avoid invoking the fine points of parliamentary procedure when such points serve only to obscure the issues before the Council as a whole and confuse the audience at public meetings and the citizens in general.

41. Convening the Meeting. At the time appointed, the Mayor or Presiding Officer shall take the chair at the hour appointed for the Council to meet and shall immediately call the members to order. The Deputy Recorder shall enter in the minutes of the meeting names of the members present.

42. Recognition. Every Council Member desiring to speak shall first address the chair, and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion, either directly or through a member of the Council without the permission of the Mayor or Presiding Officer.

43. Requirement of a Second Before Debate. No motion shall be debated until it has been seconded and announced by the Mayor or Presiding Officer.

44. Motions Reduced to Writing. Any Council Member may request that a motion be reduced to writing and read by the City Administrator.

45. Council Questions to Staff. Every Council Member desiring to question the administrative staff shall address his or her question to the City Manager, who shall be entitled to either answer the inquiries or designate some member of the staff for that purpose.

46. Citizen Participation. Except as specified in Section 36 herein, citizens desiring to address the Council shall first be recognized by the chair and shall limit remarks to the

question then under discussion. All remarks and questions shall be addressed to the Council as a whole and not to any individual Council Member thereof. Any remarks and questions regarding administration of the City shall be referred to the City Manager by the Mayor or Presiding Officer.

47. Precedence of Motions. When a question is before the Council no motion shall be entertained except:
- a) To abide by the rules
  - b) To adjourn
  - c) To lay on the table
  - d) For the previous question postpone to a certain date
  - e) To refer
  - f) To amend
  - g) To postpone indefinitely

These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate.

48. Motion to be Stated by Mayor or Presiding Officer/Withdrawal. When a motion is made and seconded it shall be stated by the originator or the Mayor or Presiding Officer before debate. A motion may not be withdrawn without the consent of the member seconding it.
49. Motion to Adjourn – When not in Order – When not Debatable. A motion to adjourn will be in order at any time except as follows:
- a) When made as an interruption of a member while speaking
  - b) When the previous question has been ordered
  - c) While a vote is being taken

A motion to adjourn is debatable only as to the time at which the meeting is adjourned.

50. Motion to Lay on the Table. A motion to lay on the table shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, consideration of the subject may be resumed only upon motion of a member voting with the majority and with the consent of two-thirds of the members present.
51. Division of Question. If the question contains two or more dividable propositions the Mayor or Presiding Officer may upon request of the members, divide the same.
52. Motion to Postpone. All motions to postpone, excepting to postpone indefinitely, may be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared defeated.

53. Suspension of Rules. No rule shall be suspended except by the vote of the majority of Council Members present at the meeting. A motion to suspend a rule is not debatable.
54. Adjourned Meetings. Upon motion and majority vote of Council Members present, any meeting of the Council may be continued or adjourned from day to day or for more than one day, provided that no adjournment shall be for a period longer than the next regular meeting thereafter.

#### **CITY BOARDS, COMMISSION, LAY COMMITTEES AND COUNCIL COMMITTEES**

55. City Boards, Commissions, and Lay Committees. Unless otherwise provided by statute, ordinance or resolution, the following shall be the procedure for the creation of and appointments to all City Boards, Commissions, and Lay Committees:
  - a. Creation and Dissolution. At any time, the Council may, by ordinance or resolution, establish any City Board, Commission or Lay Committee deemed necessary and in the best interests of the City, other than the Planning Commission. Any committee so created may contain one or more Council Members as members, and unless otherwise provided, all City Boards, commissions, and Lay Committees so created shall sunset at the end of their mission, but in all events shall be reviewed yearly from the date of initial creation, and at such time shall either be preauthorized or dissolved.
  - b. Qualifications. All appointees to City Boards, Commissions, and Lay Committees shall be registered electors and shall have resided in the City of Central Point for a minimum period of one year. No appointee may serve on more than two City Boards, Commissions, and Lay Committees at any one time.
  - c. Term. The term of all appointments shall be for one year or less, unless otherwise stated, beginning with the first Council meeting in January. Appointments may be renewed for any number of terms.
  - d. Vacancies. Any qualified citizen may submit a letter of interest for any open position on a City Board, Commission, or Lay Committee. Vacancies shall be advertised in the local media and letters of interest shall be received only during the time set forth in the advertisement.
  - e. Nomination and Confirmation. Nominations for positions on City Boards, Commissions, and Lay Committees may be made by the Mayor or by any two Council Members, and shall be subject to confirmation by the Council.
  - f. Notification of Expiration of Terms. The City Administrator shall give written notice to the Council of the expiration of the term of office of all members of City

Boards, Commissions, and Lay Committees at least thirty (30) days prior to expiration date of any appointee's term of office.

- g. Removal. All lay members of City Boards, Commissions, and Lay Committees serve at the pleasure of the Council and may be removed at any time for any reason whatsoever upon motion and vote by a majority of the Council.

All Council Member seats on the City Boards, Commissions, and Lay Committees are reserved for sitting Council Members and upon expiration of any Council Members term, or upon resignation, removal, or death, the Council Member's seat on any City Boards, Commissions, and Lay Committees occupied by that person shall be immediately declared vacant, and a sitting Council Member appointed as a replacement.

56. Council Committees.

56.1 Creation and Dissolution. Council Committees may be created at any time by resolution or motion. All Council Committees shall have a Chairperson and Secretary, who may be either appointed by the Mayor, or by a majority vote of the members of the committee in the absence of such appointment. Such committee shall report to the Council without unnecessary delay upon matters referred to them. All Council Committees, so created, shall sunset at the end of their mission, but in all events shall be reviewed at the first Council meeting of January each year for preauthorization, and at such time shall either be preauthorized or dissolved.

56.2 Membership. Membership on such Council Committees shall include only sitting Council Members, who shall be appointed by the Mayor or Presiding Officer, subject to confirmation by the Council. Council Committee appointments shall be for a term of one year, unless otherwise stated, and Councilors may be reappointed for an indefinite number of terms.

56.3 Meetings. Council Committee meetings may be called by the Chairman, or by any two members. A majority of the members of a Committee shall constitute a quorum to do business.

- 57. Meetings Subject to Oregon Open Meetings Law. All meetings of any City Boards, Commissions, and Lay Committees or Council Committees shall be subject to and comply with the Oregon Public Meetings Law, ORS 192.610-192.710, (or as such provisions are hereafter amended).

- 58. Quorums. A majority of the sitting members of any City Boards, Commissions, and Lay Committees or Council Committees shall constitute a quorum to do business.

- 59. Registry. The City Manager shall prepare, keep current, and retain on file in the Office of the City Recorder a list of all appointees to all City Boards, Commissions, and Lay

Committees, the date of their appointment, the length of their unexpired term, and their addresses and phone numbers. All Council Members shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, and Lay Committee.

**MISCELLANEOUS**

60. Amendments to Council Rules. Amendments to these rules shall be made by resolution.
61. Anonymous Communications. Anonymous and unsigned communications shall not be introduced in Council meetings.

Adopted by Resolution No.\_\_\_\_\_, on February\_\_\_\_\_, 2015.

## **CENTRAL POINT CITY COUNCIL CODE OF ETHICS**

The Central Point City Council (hereinafter referred to as “Council”) believes that it is expedient and proper to adopt a Code of Ethics in order to clarify the authority exercised by the Council, or individual Council Members, and general rules applicable to Council Members’ conduct of City business.

The Council is committed to excellence in leadership that results in the highest quality of service to its residents and taxpayers.

This Code of Ethics is subject to annual review and re-adoption. A copy will be furnished each December to allow persons who will be holding office effective the following January 1 time to review the document. Amendments (if desired) and re-adoption will occur annually.

1. We, as a Council, shall attempt to maintain an environment emphasizing the dignity of each individual Council Member, the importance of respect for the style, values and opinions of one another, and encouraging responsiveness and attentive listening in our communications.
2. We, as a Council, recognize that our primary responsibility is the formulation and evaluation of policy; the employment of a City Manager to be in charge of the city business under the direction of the Council; and to discharge other duties as directed by policy of the council. Matters concerning the operational aspects of the City shall be the responsibility of the professional staff members of the City.
3. We, as a Council, commit ourselves to the highest standards of ethical conduct and behavior. We shall hold no secret meeting, have no hidden agendas, nor engage in gossip. We shall conduct the business affairs of the City before the general public in accordance with Oregon Law.
4. We, as a Council, commit ourselves to focusing on issues rather than personalities. We wish to encourage the presentation of others’ opinions. We will avoid cliques and voting blocks based on personalities rather than on issues.
5. We, as a Council, shall be committed to supporting Council action. The Council agrees that while an individual Council Member may disagree with a policy or action adopted by a majority vote of the Council, he/she should support said policy or action as being the considered judgment of the Council. The individual member shall have the right and duty to present further evidence and argument to the Council, and the Council shall have the duty of reconsidering upon proper evidence. We acknowledge the right of individuals to disagree with ideas, without being disagreeable.

6. We, as a Council, shall practice the following procedures in:
  - a. Seeking Clarification on Informal Items.
    - Council Members may directly approach professional staff members to obtain additional information needed to supplement, upgrade or enhance their knowledge to improve decision making.
  - b. Handling Complaints.
    - Complaints made to members of the Council should be directly referred to the Office of the City Administrator for processing.
7. We, as a Council, shall recognize the work of the City as a team effort. All Council Members shall work together in a collaborative process, assisting each other the Mayor or Presiding Officer in conducting the affairs of the City.
8. We, as a Council, when responding to citizen requests or concerns, shall be courteous, respond to *individuals* in a positive manner and may, when appropriate, route their concerns and interests through City Staff.
9. We, as a Council, are encouraged to work with the City Manager at our mutual convenience, to discuss current issues, policies, concerns, and City projects.
10. We, as a Council, will operate as a whole. Issues of concern to individual Council Members will be brought to the attention of the Council as a unit for review and consideration. Ex parte communications will be disclosed to all Council business.
11. We, as a Council, shall be responsible for monitoring the City's progress in attaining established goals and objectives.
12. We, as a Council, acknowledge that each Council Member has the right to agree or disagree with any council action or policy and to discuss his or her position on an issue with their constituents. We further agree that such discussions should be conducted with decorum and with the goal of informing the citizenry and fostering confidence in the operation of the City.
13. We, as a Council, shall be prepared by reviewing City materials and will engage in a program of development toward improving our policy and decision making capabilities.
14. We, as a Council, shall be committed to developing short and long range planning goals for the future needs of the City.

**STATEMENT OF ACKNOWLEDGMENT**  
**CONFLICT OF INTEREST/CODE OF ETHICS**

I, \_\_\_\_\_, am a member of the City of Central Point City Council.

I acknowledge that I have received a current copy of the Central Point City Council Code of Ethics and will be prepared to discuss any modifications or changes to it for the next fiscal year. I am in conceptual agreement with the contents and agree to conduct myself as a member of the Council in a manner reflecting high ethical standards.

I also acknowledge that I have received a copy of the Conflict of Interest Resolution adopted by the Council. I am not involved in any situation which could be construed as placing me in the position of having a potential conflict of interest with the City, except possibly the following:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_