

## RULES OF THE URBAN RENEWAL AGENCY

### 1. AGENCY BOARD OF DIRECTORS

- 1.1. **Agency Board Membership.** The Agency Board membership is the same as that of the Coos Bay City Council.
- 1.2. **Agency Board Officers.** At the first meeting after each general biennial election, the Board shall, by ballot or by motion, elect a Chair, Vice Chair and Secretary from its membership.
- 1.3. **Temporary Chairman.** In the event of the absence of the Chair and Vice Chair, the City Recorder shall call the Agency meeting to order and if a quorum is present, those Board members present shall elect, by majority vote, a Temporary Chairman for that meeting. Should the Chair or Vice Chair arrive, the Temporary Chairman shall relinquish the chair immediately upon the conclusion of the item of business then in consideration before the Agency.

### 2. EXECUTIVE DIRECTOR OF THE AGENCY

At the discretion of the Agency Board, the City Manager, Assistant City Manager or the Economic Development Director shall serve as the Agency Manager ex-officio of the Agency and is the duly authorized administrative officer of the Agency Board.

### 3. CLERK OF THE AGENCY

The City Recorder shall be the Clerk for the Agency. The Clerk shall attend all meetings of the Agency Board and maintain minutes thereof, shall keep the official records of the Agency, and such other duties as may be required by these rules, or as the clerk of a public body.

### 4. AGENCY MEETINGS

- 4.1. **Regular Meetings.** The Agency Board will hold regular meetings, as needed, on the first and third Tuesday of each month, except in those cases where the Agency finds it necessary to designate another date due to conflicts. Regular meetings shall be convened in the Council Chambers in the Coos Bay City Hall.
- 4.2. **Executive Sessions.** Executive sessions may be called by the Presiding Officer, any two members of the Agency Board, or the Agency Manager. Executive sessions shall be held in accordance with Oregon law. Only Agency Board members, the Agency Manager, and persons specifically invited by the Agency Board or the Agency Manager shall be allowed to attend executive sessions. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Agency Board conducts deliberations with persons designated to carry on labor negotiations. No matter discussed during executive session may be disclosed by any person present during such session, pursuant to State Statutes. No elected official who declares an actual conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion.

Prior to opening an executive session, the Presiding Officer or City Recorder shall:

- 1) Announce the purpose of the executive session.
- 2) Announce if the Agency Board intends on returning to an open meeting at the conclusion of the executive session.
- 3) State statute authorizing the executive session.
- 4) Make notification to all present including the media that matters discussed in executive session are not to be disclosed or reported to the public.

An executive session may be held during any open meeting for which proper notice has been given or outside of any regular meeting when properly noticed. No formal or final action may be taken during an executive session, but an opinion or consensus of the Agency Board may be gathered.

- 4.3. Special Meetings.** Special meetings may be called by the Presiding Officer, by request of any two Agency Board members, or by the Agency Manager. Written notice of all special meetings shall be given at least twenty-four (24) hours in advance of the scheduled meeting. Notice shall be given to each Agency Board member, the Agency Manager, and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings, and may be delivered by mail, email, electronic facsimile (FAX), or by personal delivery.
- 4.4. Work Sessions.** Work sessions may be called by the Presiding Officer, by request of any two Agency Board members, or by the Agency Manager. Such sessions shall allow the Agency Board an opportunity to review forthcoming projects of the Agency, receive progress reports on current programs or projects, or to hold open discussions on any Agency related subject provided that all discussions thereon shall be informal with no vote or formal action taken.
- 4.5. Emergency Meetings.** An Emergency meeting may be called by the Chair or the Agency Manager. An "emergency meeting" is a special meeting called on less than twenty-four (24) hours' notice. An "actual emergency," a random event which requires immediate action, must exist. The minutes of the meeting must describe the emergency justifying less than twenty-four (24) hours' notice. Attempts will be made to contact the media to provide notice of the emergency meeting.
- 4.6. Remote Attendance.** Agency Board members may attend and participate in all Agency meetings, including regular meetings, work sessions, special meetings, emergency meetings, and executive sessions remotely (by phone or other electronic means that allows for real-time verbal communication). It is preferred that the meeting be chaired by an Agency Member who is attending in-person (if the Chair attends remotely, the meeting would be run by the Vice Chair or another Agency Member).

## 5. QUORUM

A majority of members the Agency Board shall constitute a quorum. Should no quorum be present, the members in attendance shall adjourn to the next regular meeting or an earlier time.

## 6. MEETING RULES

- 6.1. **Rules of Order.** In all cases not provided for by these rules or the provisions of ORS Chapter 192 and ORS Chapter 457, the proceedings of the Board of the Urban Renewal Agency of the City of Coos Bay shall be governed by "Robert's Rules of Order," 11th ed.
- 6.2. **Construction of Rules of Order.** The Agency Board 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 Agency Board members should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the Agency Board as a whole, and confuse the audience at public meetings and the citizens in general.
- 6.3. **Public Meeting Law.** All meetings of the Agency Board will be held in accordance with the Oregon public meeting requirements. No final action by the Agency Board shall have legal effect unless the motion and the vote by which it is disposed of take place at a proceeding that is open to the public.
- 6.4. **Anonymous Communications.** Anonymous and unsigned communications shall not be introduced in Agency Board meetings.
- 6.5. **Suspension of Rules.** No rule shall be suspended except by the vote of the majority of Agency Board members present at the meeting. A motion to suspend a rule is not debatable.

## 7. DECORUM AND ORDER

- 7.1. **Presiding Officer.** The Presiding Officer shall preserve decorum and decide all points of order, subject to appeal to the Agency Board.
- 7.2. **Board Members.** Agency Board members shall preserve order and decorum during Agency Board meetings, and shall not, by conversation or other action, delay or interrupt the proceedings or refuse to obey the orders of the Presiding Officer or these Rules. Agency Board 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.
- 7.3. **Staff and Public.** Members of the administrative staff, employees of the City and other persons attending Agency meetings shall observe the same rules of procedure, decorum and professional conduct applicable to the members of the Agency Board.
- 7.4. **Removal of Any Person.** Any person who disrupts an Agency Board meeting by making personal, impertinent, slanderous or unauthorized remarks or who becomes boisterous while addressing the Agency Board or attending an Agency Board meeting shall first be warned by the Presiding Officer that they are "out of order,"

and that further disruptions shall be cause to remove the person from the meeting. If the person continues to cause a disruption after being warned, the Presiding Officer shall direct the Sergeant-at-Arms to remove the person. In case the Presiding Officer should fail to act, any member of the Agency Board may obtain the floor and move to require enforcement of this rule; upon affirmative vote of the majority of the Agency Board present, the Sergeant-at-Arms shall be authorized to remove the person or persons, as if the Presiding Officer so directed. Nothing in these Rules shall prevent the immediate removal of a person who poses an immediate threat to the public, members of the Agency Board or staff.

- 7.5. Censure.** The Agency Board 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 Board member act in any manner constituting a substantial violation of these rules or other general laws, the Agency Board, acting as a whole, may discipline that Agency Board member to the extent provided by law, including public reprimand. To exercise such inherent right, the Agency Board has the right to investigate the actions of any member of the Agency Board. Such investigation shall be referred to the Committee of the Whole upon a finding that a reasonable ground exists that a substantial violation has occurred. The Committee of the Whole shall investigate the actions in executive session, and present a report to the Agency Board in executive session, unless the Board member requests the matter to be held in an open meeting. If held in an executive session, neither the Committee of the Whole nor the Agency Board or any member thereof shall have the right to make public any information obtained through such investigation. Any member accused of a substantial violation of Agency 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 counsel. Upon finding, by a moral certainty, that a substantial violation has occurred, and that such violation affects the Agency's ability to represent the interests of the Agency as a whole, the Agency Board may, upon unanimous vote of Agency Board members, other than the Agency Board member subject to censure proceedings, impose a proper sanction.
- 7.6. Enforcement of Decorum.** The Police Chief, or such member or members of the Coos Bay Police Department as the Agency Manager shall designate, shall serve as the Sergeant-at-Arms of the Agency meetings and shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum.

## **8. DUTIES AND PRIVILEGES OF AGENCY BOARD MEMBERS**

- 8.1. Code of Ethics.** Agency Board members shall conduct themselves so as to bring credit upon the Agency as a whole, and to set an example of ethical conduct for all citizens of the community. Agency Board members 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 Agency as a whole. Agency Board 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 station or economic position.
- 8.2. Debate.** Any Agency Board member who has the floor shall confine himself or herself to the question under debate, avoid personalities and refrain from impugning

the motives of any member argument or vote. No member shall address the Chair or demand the floor while any vote is being taken. Agency Board members shall limit their remarks on a subject to five minutes unless granted additional time by the Presiding Officer or the majority of the Agency Board. No Agency Board member shall be allowed to speak more than once upon any one subject, until every other member choosing to speak thereon has spoken. An Agency Board member once recognized shall not be interrupted while speaking, unless called to order by the Presiding Officer, or unless a point of order is raised by any Agency Board member while the member is speaking, in which case the member shall cease speaking immediately until the point is determined. If ruled to be in order the member shall be permitted to proceed; if ruled to be out of order the member shall remain silent or shall alter the member's remarks as to comply with the ruling.

- 8.3. Right to Appeal.** Any member may appeal to the Agency Board from a ruling of the Presiding Officer, and if the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the Presiding Officer may briefly explain the ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The Presiding Officer shall then put the question, "Shall the decision of the Chair stand as the decision of the Agency Board?" If the majority of the members vote Aye, the ruling of the Chair is sustained; otherwise it is overruled.
- 8.4. Dissent and Protest.** Any Agency Board member shall have the right to express dissent from or protest against any Resolution or decision of Agency Board and have the reason therefore, entered upon the Agency Board minutes. Such dissent or protest must be filed in writing, couched in respectful language and presented to the Agency Board not later than the next regular meeting following the date of passage, or the Resolution, or decision objected to.
- 8.5. Excusal During the Meeting.** No member may leave the Agency Board meeting while in regular session without permission from the Presiding Officer.
- 8.6. Personal Privilege.** The right of a member to address the Agency Board on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are assailed, questioned or impugned.

## **9. ORDER OF BUSINESS AND AGENDA**

- 9.1. Order of Business.** The business of all regular meetings of the Agency Board shall be transacted as follows; provided, however that when it appears to be in the best interest of the public, the Presiding Officer may change the Order of Business:
- 1) Public Comments
  - 2) Consent Calendar
  - 3) Special Orders of Business (presentations, etc.)
  - 4) Public Hearings
  - 5) Public Contracts, Purchasing, and Grant Awards
  - 6) Resolutions
  - 7) Miscellaneous Items (including policy discussion and determination)
  - 8) Executive Session
  - 9) Adjournment

## **9.2. Agendas.**

- 9.2.1.** Staff shall prepare an agenda for every regular, and if requested, for every special Board meeting.
- 9.2.2.** Agendas and informational material for regular meetings shall be distributed to the Board at least four days prior to the meeting.
- 9.2.3.** The Agency Manager or Chair may change the agenda at any time prior to the start of the Board meeting, and the Presiding Officer may change the agenda after the start of the meeting. A request to add an item to the Board agenda may be presented at the Agency Board meeting but shall require a majority concurrence of the members present to be so added.
- 9.2.4.** The Chair or an Agency Board member who wishes to have an Agency related item placed on the written Agency Board agenda will advise the Agency Manager at least one week prior to the meeting. The Agency Manager shall determine where the item is placed on the agenda as an action item or as a discussion item.
- 9.2.5.** A Board member who wishes to have staff undertake major research or drafting to prepare an action item shall raise the issue at a Board meeting, and the Agency Manager will take direction from the Agency Board as a whole. The Agency Board should consider requests from individual Board members in light of Agency and Council goals and priorities and staff workload and availability. Direction to proceed with an item does not commit the Agency Board, or any individual Agency Board member, to supporting an action when it comes before Agency Board for a final decision.
- 9.2.6.** New business brought before the Agency Board in a meeting may be referred to the Agency Manager for a report at a future Agency Board meeting.
- 9.2.7.** Placing a matter for reconsideration on an agenda will require a motion to reconsider an action of the Agency Board and must be made by a member who voted with the prevailing side. It can be seconded by any member. No question shall be twice reconsidered except by unanimous vote of the Agency Board except that action relating to any contract may be reconsidered at any time before the final execution thereof.

**9.3. Special Orders of Business.** Agenda items that are of special importance to the Agency Board may be treated as Special Orders of Business. Special Orders of Business agenda items take precedence over all other items except Public Comments and Consent Calendar.

**9.4. Consent Calendar.** The approval of minutes, and other routine agenda items may be placed on the Consent Calendar. Discussion of the Consent Calendar shall be limited to five minutes. Any item may be removed from the Calendar and placed in its otherwise appropriate position in the order of business at the request of the Presiding Officer or of any two members of the Agency Board.

## 10. CONSIDERATION OF BUSINESS

- 10.1. Quorum.** A majority of the Agency Board shall constitute a quorum to do business. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.
- 10.2. Voting.** Unless otherwise provided by statute, ordinance or resolution, all votes shall be taken by voice; provided, however, upon demand by any member of the Agency Board, a roll call vote shall be made upon any question before the Agency Board. No Agency Board member may explain the reasons for his or her vote during the roll call.
- 10.3. Procedure Generally.** When the question has been called for, the Presiding Officer shall first ask for the Ayes followed by the Noes. After a vote has been taken the Presiding Officer shall announce the results of the vote.
- 10.4. Voting Required.** Every member present when a question is called shall vote either Aye or No, unless the Agency Board, by unanimous consent, excuses 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. If any member declines to vote, and the result of such action would be to create a tie, that member's vote shall be counted as an Aye; in all other situations, that member's vote shall be counted with the majority.
- 10.5. Tie Vote.** In case of a tie in votes of any proposal, the proposal shall be considered lost.

## 11. PUBLIC COMMENT

Up to thirty (30) minutes is available for members of the public to comment on agenda items, other than public hearings, and on matters of general interest to the Urban Renewal Agency. Each person's comments will be limited to three (3) minutes. If the number of citizens who have signed up for public comment indicates that the time for comments would require more than thirty (30) minutes, additional time may be provided upon majority vote by the Agency Board.

## 12. PROCEDURE FOR AGENCY BOARD MEETINGS

- 12.1. Convening the Meeting.** At the time appointed, the Presiding Officer shall take the chair at the hour appointed for the Agency Board to meet and shall immediately call the members to order. The Recorder shall enter in the minutes of the meeting the names of the members present.
- 12.2. Recognition.** Every Agency Board member desiring to speak shall first address the Presiding Officer, and await recognition to obtain the floor. No persons other than members of the Agency Board and the person having the floor shall enter into any discussion, either directly or through a member of the Agency Board without the permission of the Presiding Officer.
- 12.3. Requirement of a Second before Debate.** No motion shall be debated until it has been seconded and announced by the Presiding Officer.

**12.4. Motions Reduced to Writing.** Any Agency Board member may request that a motion be reduced to writing and read by the City Recorder.

**12.5. Agency Board Questions to Staff.** Every Agency Board member desiring to question the administrative staff shall address the question to the Agency Manager, who shall be entitled to either answer the inquiries or designate some member of the staff for that purpose. Questions of the City Attorney may be directed to the City Attorney.

**12.6. Citizen Participation.** Citizens desiring to address the Agency Board shall first be recognized by the Presiding Officer and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Agency Board as a whole and not to any individual Agency Board member thereof. Any remarks and questions regarding administration of the Agency shall be referred to the Agency Manager by the Presiding Officer.

**12.7. Precedence of Motions.** When a question is before the Agency Board no motion shall be entertained except:

- 1) To abide by the rules
- 2) To adjourn
- 3) To lay on the table
- 4) For the previous question
- 5) To postpone to a certain date
- 6) To refer
- 7) 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.

**12.8. Motions to be Stated by Presiding Officer/Withdrawal.** When a motion is made and seconded it shall be stated by the originator or the Presiding Officer, if requested, before debate. A motion may not be withdrawn without the consent of the member seconding it the motion.

**12.9. Motion to Adjourn--When Not in Order--When Not Debatable.** A motion to adjourn will be in order at any time except as follows:

- 1) When made as an interruption of a member while speaking
- 2) When the previous question has been ordered
- 3) While a vote is being taken

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

**12.10. 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.



**12.11. Division of Question.** If the question contains two or more divisible propositions, the Presiding Officer may, upon request of the members, divide the same.

**12.12. 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.

**12.13. Adjourned Meetings.** Upon motion and majority vote of Agency Board members present, any meeting of the Agency Board 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 until the next regular meeting thereafter.

### **13. AMENDMENTS TO AGENCY BOARD RULES**

Amendments to these rules shall be by made by resolution.