

TITLE 2. ADMINISTRATION AND PERSONNEL

CHAPTER 2.04

CITY COUNCIL

SECTIONS

- 2.04.010 Meetings
- 2.04.020 Quorum: Filling of Vacancies
- 2.04.030 Committees
- 2.04.040 Rules of Procedure
- 2.04.050 Check Authorization

2.04.010 MEETINGS

1. The regular meetings of the council shall be held on the first and third Mondays of each month at a time designated by the council and set in council policy, in the Community Center, 400 W. Virginia, Stayton, Oregon, or another specified location in the city. If the regular meeting day falls upon a legal holiday, the regular meeting shall be held the following day at a time and place to be determined by the mayor.
2. Special meetings of the city council shall be held when called by the mayor or when three city councilors request that the mayor call a special meeting. Notice of special meetings, including the subject, time, and place of the meeting, shall be given to all councilors then in the city. Public notice of the special meetings shall be given to the news media and interested persons and posted at Stayton City Hall twenty-four (24) hours prior to the meeting. In case of an actual emergency, a special meeting may be called and public notice given three (3) hours prior to the meeting.
3. Meetings which have been recessed may be reconvened at such times as the council may determine (Ord. 757, §1, February 1996)

2.04.020 QUORUM: FILLING OF VACANCIES.

1. Three or more council members are a quorum to conduct business, but two members may meet and compel attendance of absent members as prescribed by council rules. If a quorum is not present, the city administrator shall immediately inform the absent members, except those known to be unavailable for the meeting, that their presence is required to enable the city council to proceed. If the absent member or members do not appear after the notice, the councilors present shall adjourn until specified time and place or until the next regular meeting. In the absence of the mayor and the council president, the remaining members shall call the meeting to order and elect a presiding officer who shall conduct the meeting. (Ord. 917, January 2010)
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2. Office of the mayor or councilor becomes vacant: (a) Upon the incumbent's: (1) Death, (2) Adjudicated incompetence, or (3) Recall from the office. (b) Upon declaration by the council after

TITLE 2. ADMINISTRATION AND PERSONNEL

the incumbent's: (Failure to qualify for the office within 10 days of the time the term of office is to begin; (2) Absence from the city for 30 days, or from all council meetings within a 60-day period without consent from the council; (3) Ceasing to reside in the city; (4) Ceasing to be a qualified elector under state law; (5) Conviction of a public offense punishable by loss of liberty; (6) Resignation from the office; or (7) Violation of Section 34(d) of the 2010 City of Stayton Charter. (Ord. 917, January 2010)

3. A vacancy in the office of mayor will be filled by a majority of the council. A councilor vacancy will be filled by appointment by the mayor with the consent of the council. The term of office for the appointee runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, the mayor with the consent of the council may appoint a councilor pro tem. (Ord. 917, January 2010)

2.04.030 COMMITTEES

All standing committees and all special committees to whom references are made shall report on matters referred to such committees to the council as directed. Such report may be oral unless at the time the reference to such committee is made the council directs the report to be in writing. (Ord. 658, section 1[part], 1989: prior code section 2.106)

2.04.040 RULES OF PROCEDURE

The rules of parliamentary law and practice as compiles in Robert's Rules of Order shall govern the council in all cases to which they are applicable (Ord. 658, section 1[part], 1989: prior code section 2.106)

2.04.050 CHECK AUTHORIZATION

1. The city administrator and the city finance director are the authorized signatories on all checks or orders drawn on the treasury of the City of Stayton.
2. In the event of the absence of the city administrator or the city finance director, the mayor is hereby authorized to provide the second signature on all checks or orders drawn on the treasury of the City of Stayton (Ord. 712, § 1, February, 1993)