

## RESOLUTION NO. 2018-75

### A RESOLUTION AMENDING THE SALEM CITY COUNCIL RULES

**Whereas**, the Salem City Council maintains rules pertaining to communications;

**Whereas**, Rule 6 – Communications specifies the timelines for communications; and

**Whereas**, the Salem City Council having reviewed the Council Rules, desires to amend Rule 6 to change the time communications must be submitted to the City Recorder on the date of a meeting.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SALEM, OREGON,  
RESOLVES AS FOLLOWS:

**Section 1.** Rule 6(a) of the Council Rules is amended as follows:

- (a) To be included in the agenda packet, communications to the Mayor and Council concerning matters on the agenda must be submitted to the City Recorder no later than 5:00 p.m. on the Wednesday prior to the date of the Council meeting where the matter will be considered. To be included as an addition to the agenda, communications must be submitted to the City Recorder no later than 3:30 p.m. on the date of the meeting. Testimony submitted to the City Recorder or City staff after 3:30 p.m. on the date of the meeting will be distributed to Council in electronic format only. After 5:00 p.m. on the date of the meeting, communications must be submitted to City staff at the Council meeting to be included in the record, except as prohibited by law. Any Councilor may, by motion, have a communication concerning a matter on the agenda that does not meet the timelines in this subsection included in the record. Not less than fifteen copies shall be provided by the person submitting a communication at a Council meeting. The copies should be submitted to City staff for distribution at the beginning of the meeting, and will be distributed to the Council members prior to the first period for public comment. If the communication is not submitted to City staff, it shall not be included in the record for the proceeding.

**Section 3.** This resolution is effective upon adoption.

ADOPTED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

City Recorder

Approved by City Attorney: \_\_\_\_\_

Checked by: R.Stellmacher