



CITY OF TANGENT

P.O. Box 251
Tangent, OR 97389
www.TangentOR.gov

City Council Rules
Adopted 01/12/2026
Page 1 of 11

1. Rules of Procedure

- A. Unless otherwise provided by charter, Ordinance, or these rules, the procedure for council meetings and any city council subcommittee shall be guided by Robert's Rules of Order.
- B. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.
- C. If a motion is made and nobody seconds the motion within 60 seconds or after the presiding officer has asked three times for a second, the motion fails.

2. Quorum

- A. The members of the Council are the City Councilors and the Mayor. Fifty percent plus one of the Council members shall constitute a quorum. Vacancies in the office do not count towards determining a quorum.
- B. If a quorum is not present, the members of the Council present shall adjourn the meeting after the roll call.

3. City Council Attendance

City Councilors are expected to attend all regular city council meetings in person at Tangent City Hall on the second Monday of the month. Electronic attendance is an option, but it is not a primary method of attending and participating in council meetings. If a councilor fails to attend all meetings for 60 consecutive days, the council may declare the seat vacant at the next regular meeting after the 60 days.

4. Excused Absence

A city councilor may give notice of absence from a regular meeting and have it excused. The councilor must notify the Mayor or the City Manager before the council meeting. The reasons for excused absences are the following:

- A. Illness or Injury
- B. Maternity leave
- C. Emergencies (notice after meetings is allowed)
- D. Family events (four times max per year)
- E. Religious Observation
- F. Jury Duty
- G. Vacation
- H. Work (two times max per calendar year)

The notification about absence only needs to mention a topic above and does not require providing details about the absence. Excused absences do not count towards the 60-day window.

5. Unexcused Absence

An unexcused absence occurs when one of the following conditions occurs:

- A. No notice was provided as to why absent, and the city staff does not need to seek a reason
- B. Notice was for a reason not covered by the excused absence policy
 - a. Example: missing a council meeting to watch a sporting event at the Dixie with a friend
- C. No notice of absence communicated

Unexcused absence will count towards the 60-day window.

6. Electronic Attendance

Electronic attendance may be requested up to four times per calendar year. If a councilor is unable to attend in person for the regular council meeting for the following reasons:

- A. Illness or Injury (the city would encourage taking an excused absence)
- B. Maternity leave (the city would encourage taking an excused absence)
- C. Emergencies (the city would encourage taking an excused absence)
- D. Family events (the city would encourage taking an excused absence)
- E. Vacation (the city would encourage taking an excused absence)
- F. Work
- G. Circumstances where a person cannot make a meeting on time

Special and emergency meetings do not require physical attendance due to the shorter notice period. However, attendance may be limited to in-person attendance in case of no electricity or internet capabilities, but absence will not count towards the 60-day window

7. Electronic Attendance Requirement

All councilors attending electronically must have a camera and audio capabilities. The following rules apply in electronic attendance:

- A. Must have the camera on during the roll call
- B. Must have the camera on when participating in deliberation
- C. Must have the camera on when making a motion or second
- D. Must have the camera on for the vote called by the meeting chair

8. Excessive Electronic Attendance

If a councilor requests to attend a regular council meeting for a fifth time or more during a calendar year, the councilor must request permission to “suspend the rule” to allow attendance. If the council declines, the councilor will be marked as an unexcused absence.

9. Excessive Unexcused Absence

If a councilor has two consecutive unexcused absences, the city manager will email the councilor, along with the city attorney and the mayor, to notify them.

The email to the councilor will include the following:

- A. The date of the last meeting attended
- B. The number of days since the last meeting attended
- C. The date when the 60-day window passes
- D. The next meeting date
 - a. If before the 60-day window, confirm attendance at the meeting
 - b. If after the 60-day window, the councilor has three options:
 - i. confirm attendance at the next meeting
 - ii. Vacate the seat
 - iii. No response, and vacating the seat will be on the agenda for the council to consider

10. Declaring Seat Vacant

- A. If the council has to declare a seat vacant, the item must be on the agenda and the first item after the roll call
 - a. If the councilor with the seat on the agenda is in attendance, they may vote and participate in the discussion
 - b. If the councilor is absent, the council will proceed as normal and not delay the item
- B. A majority vote by the council is required to declare a seat vacant
 - a. If only three councilors are voting, it has to be all three voting in favor of declaring a seat vacant; a 2-1 vote fails due to not obtaining a majority of the council

11. Presiding Officer

- A. The Mayor shall preside over all meetings. When acting in this capacity, the Mayor shall retain all rights and privileges of the Mayor's office as set out in the city charter.
- B. The Council President shall preside over the meeting in the Mayor's absence. When acting in this capacity, the Council President shall retain all rights and privileges of the Mayor's office as set out in the city charter.
- C. If the Mayor and the council president are absent from the meeting, the councilor with the most consecutive years on Council is the presiding officer.

12. City Staff and Independent Contractors

- A. The City Manager is required to attend all council meetings and is permitted to participate in any discussion; however, the City Manager has no authority to cast a vote in any decision rendered by the Council.
- B. Additional City Staff may attend if needed to answer questions or discuss city business as a representative of the City and have no authority to cast a vote in any decision rendered by the Council.
- C. The City Attorney may attend any council meeting and will, upon request, give an opinion on legal questions, either written or oral.
- D. Independent Contractors are invited to meetings where city business requires their presence.
- E. Council members shall not direct City Staff or Independent Contractors unless a majority of the council members agree upon the action.
- F. Council members shall communicate with the City Manager about concerns or questions for City Staff or Independent Contractors not related to the council meeting in private, concerning Human Resources laws.

13. Agenda

- A. The Mayor shall prepare an agenda for every City Council meeting.
- B. The City Manager may be delegated the duty of preparing the agenda.
- C. A council member who wishes to have an item placed on the agenda shall advise the Mayor or City Manager two Fridays before the meeting.
 - 1. If the City Manager declines to add the item to the agenda, the council member may approach the Mayor.
 - 2. If the Mayor declines to add the item to the agenda, the council member at the next meeting may make a motion to add the item to the agenda during the "Adopting of the Agenda."
 - a. A majority vote will add the item to the agenda for discussion, but no action can be taken besides directing City Staff.

14. Setting the Agenda

- A. The agenda will primarily be set using the order below:
 - 01. Call to Order
 - 02. Roll Call
 - 03. Pledge of Allegiance
 - 04. Adoption of Agenda
 - 05. Public Presentations
 - 06. Public Comment
 - 07. Consent Calendar
 - 08. Public Hearing
 - 09. Unfinished Business
 - 10. New Business
 - 11. Councilor Discussion
 - 12. Public Closing Comments
 - 13. Council Closing Comments

B. The City Council may elect to change the order of business items in Unfinished Business and/or New Business to accommodate members of the public attending.

1. Unfinished Business will be ordered from the first item added to the latest item added.

2. New Business items will be placed in the following order:

a. Items that relate to Independent Contractors' presence.

b. Items that include separate organizations' presence.

c. Ordinance

d. Financial Items over \$5,000.

e. Resolutions

d. Proclamations

f. Items that need a consensus

g. Executive Sessions

C. New Business may not be placed before Unfinished Business in accordance with Robert's Rules.

15. Public Comment

A. Public Comment allows public members to address the City Council and City Manager on items on or not on the agenda.

B. Each public member is allowed to address the Council once within three minutes.

C. Speakers may play electronic audio or visual material during the time permitted for their comments.

D. Public comment shall not be used to testify about a quasi-judicial land use matter.

E. Public comment is not a "question and answer" or "discussion," and comments should not be interrupted during the allotted time.

F. The second Public Comment Period will be held after New Business has concluded and will not exceed 30 minutes.

G. Once the final call is made for public comment and no response is heard, the presiding officer may close public comment.

H. A person may be ruled "out of order" if they interrupt public comments, refuse to stop after three minutes, or act in a manner that disrupts and prevents city business from proceeding.

I. A person may be ruled "out of order" for using defamation, imminent lawless action, fighting words inciting violence, or threatening the safety and well-being of anyone.

J. If there is a scheduled quasi-judicial public hearing in the meeting, public comments regarding the topic under the quasi-judicial public hearing are to be held until the public hearing.

16. Consent Calendar

A. The approval of minutes and other routine agenda items shall be placed on the consent agenda to expedite the Council's business.

- B. Any council member may remove any item on the consent agenda for separate consideration.
- C. For this rule, separate consideration means any proposal to adopt a different course of action than that recommended in the staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, and any item where a member of Council must declare a conflict of interest.

17. Ordinances

- A. An ordinance is defined as a "code ordinance" or "non-code ordinance."
 - 1. A "code ordinance" is an ordinance that will update and require codification of the Tangent Municipal Code.
 - 2. A "non-code ordinance" is an ordinance that does not update or require codification of the Tangent Municipal Code.
- B. A "code ordinance" may be tabled, and in the second reading, a three-minute public comment in favor of, neutral on, or opposed to the Ordinance is allowed.
- C. A non-code ordinance does not require public comment and may be voted on during the first reading.

18. Resolutions

- A. A resolution does not update the Tangent Municipal Code, land transactions, or carry the same legal authority as an ordinance.
- B. Resolutions update City policies, procedures, fees, and expressions of the City Council.
- C. Public comment is not required in a resolution.
- D. A resolution may be approved on the first reading.

19. Proclamation

- A. The Mayor may issue and sign a proclamation stating a public or official announcement, and does not require a council vote.
- B. A council member or public member may present a proclamation for the Mayor to consider.
- C. Only the Mayor may sign a proclamation.

20. Executive Sessions

- A. Under state public meeting laws, the topics that may be properly discussed in executive session are limited. For municipal governance, these topics are limited to:
 - 1. Employment of specific public officers, employees, and agents under limited circumstances, ORS 192.660.(2)(a);
 - 2. Discipline or dismissal of individual public officers and employees, unless the individual requests a public hearing, ORS 192.660(2)(b)
 - 3. Performance evaluation of public officers and employees, unless the person being evaluated requests a public/open evaluation, ORS 192.660(2)(i)

4. Labor negotiator consultation, ORS 192.660(2)(d)
 5. Discussion of exempt public records, ORS 192.660(2)(f)&(m)
 6. Legal Counsel, ORS 192.660(2)(h)
 7. Real property transactions, ORS 192.660(1)(e)
- B. Executive Sessions occur last to allow the pause of video and audio recording.
- C. Media representatives are allowed to attend executive sessions with the understanding that information from the meeting will not be reported. Elected officials and city staff should not discuss executive session matters with the press following the adjournment of the executive session.
- D. At the end of the executive session, the presiding officer must state on the record a motion, or, if no action is taken.

21. Minutes

A record of all Council meetings shall be kept as required by the public meeting and public record laws. Only the Mayor or Councilors have the authority to make revisions to the minutes, subject to a majority vote of the Council. If a citizen wishes to suggest revisions, the request must be made through the Mayor or Councilors. Minutes are logged as Action Minutes.

22. Conflict of Interest Disclosure

- A. An elected official must declare a conflict of interest and recuse themselves from the vote for any of the following:
1. A direct financial gain through personal or organizational connection.
 2. A decision on real property in which there is a direct ownership, investment, or lease.
 3. Decision regarding individuals or entities from which their income or would derive income in the future.
 4. Being the recipient of gifts from individuals or entities that have business before the government.
 5. Any item in which the elected official believes that participating in the vote would be detrimental to the public office, and agreed upon by the majority of elected officials.

23. Recess

The City Council may call for a brief or extended recess as needed. The recess may be as short as five minutes or as long as one calendar month.

24. Table Item

- A. An item on the agenda may be tabled with a majority vote of the Council.
1. The item can be tabled till the next council meeting.
 2. The item can be tabled indefinitely.

25. Councilor Discussion

A. The City Council may use Councilors' Discussion to discuss among each other in front of the public at a regular City Council meeting.

1. Councilor Discussion may be included if a regular meeting is rescheduled to a special meeting.

2. Robert's Rules may be implemented if the Chair believes it is necessary.

B. The Council may talk about the following items:

1. Potential city business that has not been discussed at the meeting.

2. Topics raised from Public Comments but not engaged with the public.

C. The Council may not talk about the following items:

1. Resolutions or Ordinances that were acted on earlier in the same meeting.

2. Resolutions or Ordinances tabled earlier in the same meeting and scheduled for a future meeting or second reading.

3. Items regarding the employment of City Staff are protected under Human Resources protections.

4. The status of an independent contractor.

5. Consensus that was made.

6. Public Hearing that was held during the council meeting.

D. Council Discussion may not exceed ten (10) minutes.

E. The Chair may close Council Discussion within ten (10) minutes with or without cause.

26. Council Comment

Councilors may end with comments of no more than 2 minutes. A comment may not direct City Staff, contradict laws, or criticize the City Council for actions decided during the meeting. Council members will have two (2) minutes for comments.

27. Clock Usage

The City of Tagent has clocks and timers available for all meetings and may be used to track the time and timing.

A. For Public Comments, when there are fewer than six people in attendance at the Council Meeting, the timer is not used, and the following protocol is in place:

1. The Recorder (City Manager) will note when the public comment started.
2. The recorder will have three full minutes past until a one-minute warning.
3. The recorder will inform the Chair of time up once the fourth minute starts.
4. If more than five people appear during Public Comments, the timer will not be used since it started without more than five people.

B. For Public Comments, the time will be used when more than six people are in attendance.

1. The Recorder will set the time, and once public comment starts, start the timer.
2. Once the comment is completed, the timer will be reset for the next person to address the Council.

C. For the City Council Discussion, the timer will be 10 minutes.

D. The timer will be set for 2 minutes for Council Closing Comments.

Ordinance First Reading	
City Staff Report	City staff will present the information regarding the ordinance uninterrupted.
Question for City Staff	Councilors may ask questions to staff regarding the ordinance.
Close the item	Close the item for the second reading in the next regular council meeting.

Ordinance Second Reading	
City Staff Report	City staff will present the information regarding the ordinance uninterrupted.
Public Comments	Members of the public may comment on the ordinance. The chair will ask for comments in the following order: • Support of the ordinance • Neutral of the ordinance • Opposed to the ordinance
Motion	A motion is to be made before discussion. If no motion is made, and the chair has called three times for a motion with none made, the item business item is disposed of.
Discussion	The council may discussion and ask questions to city staff.

Vote	A vote will be called once there are no more follow-ups or the chair closes the discussion.
------	---

Resolution	
City Staff Report	City staff will present the information regarding the resolution uninterrupted.
Motion	A motion is to be made before discussion. If no motion is made, and the chair has called three times for a motion with none made, the item business item is disposed of.
Discussion	The council may discussion and ask questions to city staff.
Vote	A vote will be called once there are no more follow-ups or the chair closes the discussion.

Consensus Item	
City Staff Report	City staff will present the information regarding the ordinance uninterrupted.
Question for City Staff	Councilors may ask questions to staff regarding the ordinance.
The chair offers a consensus.	A consensus is once approved if no one objects to the decision. If an objection arises, questions are asked again, and a new consensus is presented.

Informative	
City Staff Report	City staff will present the information regarding uninterrupted.
Question for City Staff	Councilors may ask questions to staff regarding the information provided. A consensus maybe made to further direct the staff into obtaining more information.

Quasi-Judicial Public Hearing	
The Meeting Chair Opens the Public Hearing	Open the public hearing and read the details about the item in the public hearing.
Councilors Disclosure	Chair asks if any councilors have ex-parte contact, conflict of interest, or bias to be declared.
Participants Rebuttal	The chair asks if any participants wish to rebut the lack of disclosure. The chair makes the final decision.
City Staff Report	City staff will present the information uninterrupted.

Councilor's Questions	Councilors may ask questions to clarify items from the report.
Public Testimony	• Government Agencies • Applicant support of the item • Support of the item • Opposed of the item • Neutral or general comments about the item
Written Comments	Comments submitted by email or writing are presented.
Applicant Final Statement	The applicant has the final say on the Public Hearing.
Continuance Request	If the applicant wishes to have a seven-day continuance.
Public Hearing Closure	The Public Hearing is closed by the Meeting Chair.
Motion	A motion is to be made before discussion. A motion opposed to the item may be made.
Discussion	The council may discussion and ask questions to city staff.
Vote	A vote will be called once there are no more follow-ups or the chair closes the discussion.