



2026 CANDIDATE PACKET

This packet contains information for prospective candidates running for Hood River City Council in the 2026 General Election, taking place on November 3, 2026.

Important dates

- June 3, 2026 – First day to file
- August 18, 2026 – Last day for elected incumbent candidates to file
- August 25, 2026 – Last day for new candidates, and elected incumbent candidates to file
- August 28, 2026 – Last day for candidates to withdraw
- November 3, 2026 – Election Day

It is highly recommended to complete the process with sufficient time before your deadline, to ensure there is adequate time to verify all required signatures qualify.

Positions up for Election

- City Councilor Ben Mitchell
- City Councilor Grant Polson
- City Councilor Doug Stepina
- Mayor, currently held by Paul Blackburn

City Council is composed of the Mayor and six Councilors. All Council members are elected at-large. Terms are four years, unless filling an expired term. All positions are nonpartisan.

Mayor term will last for two years beginning January 2027

Councilor terms will last for four years beginning January 2027

Forms

Required forms are marked with an asterisk. Printed forms are available at the City Hall, 211 2nd Street, Hood River, OR, starting June 3, 2026, or online at: **State of Oregon: Elections - Election Forms**. Please refer to the Secretary of State's **Candidate Manual** for information on completing these forms. Please note, all forms are public record and are subject to disclosure. Candidate SEL 101 forms will be posted on the City's website.

- **SEL 101 Candidate Filing – Major Political Party or Nonpartisan***
 - Submit to City of Hood River City Recorder
 - Please note, all Council seats are "Nonpartisan"
 - See attached sample SEL 101

- **SEL 121 Candidate Signature Sheet – Nonpartisan***
 - Fill out top portion and Submit to City of Hood River City Recorder for approval (see attached sample SEL 121)
 - Please note, the City Recorder must approve your SEL 121 in writing before you begin circulating for signatures
 - Once the required signatures have been obtained, submit to the City Recorder. Signatures will be verified by the Hood River County Elections Office.
- **SEL 220 Statement of Organization for Candidate Committee**
 - Campaigns that expect to spend or receive over \$1,500 are required to create a Candidate Committee
 - This form is submitted to the State Elections Division, online or by mail.
 - Please refer to the **Campaign Finance Manual** for requirements and information about the SEL 220
- **SEL 180 Residence Address Exemption Request**
 - Optional, submit online through Secretary of State
- **SEL 338 Petition Submission – Candidate, Voter’s Pamphlet***
 - This is submitted to the City Recorder along with your completed signature sheets (SEL 121), containing 20 verified signatures from registered active voters who reside within the City limits of Hood River. It is highly recommended that candidates collect at least an additional 20% of signatures incase there are signatures that are disqualified.
 - See attached sample SEL 338
- **SEL 150 Candidate Filing – Withdrawal / (PDF Version)**
 - May submit online or submit printed form to City Recorder’s Office

Candidate Requirements

- Must have residency within the City of Hood River for a continuous period of 12 months immediately preceding election or appointment; and
- Be registered to vote within the City of Hood River for 12 continuous months immediately preceding election or appointment; and
- Continue residency within the City of Hood River during any term of office; and
- Not be an employee of the City of Hood River unless the employee’s position is substantially volunteer in nature.
- No person shall be a candidate in a single election for more than one elective City Office.
- No Councilor shall serve in more than one public elective city office.

Process to Qualify as a Candidate

Step 1: Complete SEL 101 Candidate Filing and top portion of SEL 121 Candidate Signature Sheet

- See attached sample SEL 101 and sample SEL 121
- See page 33-35 of Secretary of State’s **Candidate Manual**

Step 2: Submit completed SEL 101, SEL 121, and to the City Recorder

- An appointment is not required but is encouraged. Please contact Jennifer Gray, City Recorder, at (541) 387-5212 or j.gray@cityofhoodriver.gov, to set up an appointment during business hours (M-F, 8 a.m. – 5 p.m.).

Step 3: The City Recorder will review documents, confirm candidacy requirements, and provide written approval to circulate the SEL 121 for signatures. The City Recorder will set up a meeting with you to pick up your SEL 121, grant written approval to circulate, and review important information.

Step 4: Meet with City Recorder to pick up your SEL 121, receive written approval to circulate your petition, and review important information. You are now approved to circulate your SEL 121 for signatures.

Step 5: Collect Signatures

- Candidates are required to collect 20 valid signatures.
- All signatures must be from active Oregon registered voters, registered within City limits of Hood River.
- Candidates are advised to collect more than the required number of signatures to ensure the petition contains a sufficient number of valid signatures. It is highly recommended that candidates collect at least an additional 20% of signatures in case there are signatures that are disqualified.
- See Secretary of State's **Candidate Manual** for guidelines and requirements for circulators and signers.
- Guidelines for Circulation
 - Candidates must use approved signature sheets to collect signatures. Candidate nominating petitions may not be circulated electronically
- Circulator Requirements
 - One circulator per sheet
 - Circulator must personally witness each signature
 - Circulator must complete the circulator certification, including signature and date signed, after witnessing all signatures collected on a sheet

Step 6: Once at least 20 signatures are collected, submit signed SEL 121 petitions to the City Recorder.

Before submitting, be sure circulators complete the required fields on the bottom portion of the form

- See attached sample SEL 121
- Please allow up to 10 days for signatures to be verified by the Hood River County Elections Office
- Common reasons signatures are rejected:
 - Signer is not a registered voter, or signed before they were a registered voter
 - Signature does not match signature on voter registration
 - Voter is inactive

- Voter lives outside of City limits
- Printed signature
- Duplicate signature

Step 7: Once signatures have been verified by the Hood River County Elections office, the City Recorder will notify you.

Step 8: If all forms are completed correctly, The City Recorder will send your name to the Hood River County Clerk to be added to the ballot for the November 3, 2026, General Election. All forms submitted are public record and your SEL 101 will be posted to City of Hood River website.

Candidate Withdrawal: The deadline to withdraw your name from the ballot is August 28, 2026. Please complete **SEL 150 Candidate Withdrawal** (online) to withdraw your name from the ballot. If the SEL 150 is not submitted by the deadline, the candidate's name will appear on the ballot.

Timeline

All candidacy filings must be delivered to and received by the City Recorder no later than 5:00 p.m. on the applicable filing deadline. Please allow ample time to collect the required signatures on your nominating petition and at least 10 business days for the Hood River County Clerk's Office to verify signatures. We suggest beginning Step 1 no later than four weeks prior to the applicable filing deadline.

Additional Steps

These steps are optional or conditionally required:

Campaign Finance Requirements

- Campaigns that expect to spend or receive over \$1,500 are required to create a Candidate Committee, which is done via **SEL 220 - Statement of Organization for Candidate Committee**
- This form is submitted to the State Elections Division, online or by mail
- Please refer to the **Campaign Finance Manual** for requirements, exemptions and information about the SEL 220
- Contact the Secretary of State Election's Division with any questions.

Residence Address Exemption Request

- Candidates for public office must provide their residential address for elections officials to confirm that candidates and elected officials reside in the appropriate district and/or jurisdiction.
- However, a candidate may choose to limit the public accessibility of candidate's residence address from the filing form and a list of electors delivered under ORS 247.940 or 247.945. Candidates wanting to exempt their residence address from public disclosure must complete and file the following online form: **SEL 180 – Residence Address Exemption Request**

- If you plan to or have completed the SEL 180, please indicate this on your SEL 101 filing form. Please see page 32 of the Secretary of State's **Candidate Manual** for more information. Please note, indicating that you do not want your address disclosed on your SEL 101 filing form is not sufficient to receive an address exemption. You must submit the SEL 180 to the Secretary of State.
- Please note, despite an address exemption, residential addresses are still subject to disclosure through a public records request.
- Contact the Secretary of State Election's Division with any questions.

Elections Signs

Candidates must adhere to city code when posting temporary election signs:

- Temporary signs 32 square feet or less per side are allowed in Commercial and Industrial Zones.
- A maximum of two (2) lawn signs in the Residential, Public, and Open Space Zones.
- Temporary signs shall be limited to one (1) per parcel for up to ninety (90) days.
- Election signs removed from private property by Wednesday, November 18, 2026.

Additional Information

Voter's Pamphlet Information

City of Hood River Mayor and City Councilor candidates do not have the opportunity to place an argument in support of their candidacy in the State Voters' Pamphlet.

Statement of Economic Interest (SEI) and State Reporting Requirements

All persons holding office in the City of Hood River are required to file Statements of Economic Interest (SEI) with the Oregon Government Ethics Commission. The annual reports must be filed by April 15 every year of the incumbency of the elected official. Information will be requested concerning sources of income, property, business interests and gifts related to the office. Civil penalties may be imposed for failure to file, or for insufficient information.

<https://www.oregon.gov/ogec/public-records/Pages/SEIS.aspx>

Expectation and Compensation

Candidates can expect to meet in the Council capacity at least 2 nights each month. All members of City Council are automatically placed on the City Hood River Urban Renewal Agency Board, serve on the City and Urban Renewal Budget Committee and other local and regional committees.

City Councilors are not City of Hood River employees, but to reduce barriers for individuals interested in serving their community in this capacity, City Councilors are compensated. Per Resolution 2024-07, the Mayor is eligible for a monthly stipend equivalent to 20% of the Area Median Income (currently \$1958) and City Councilors are eligible for a monthly stipend equivalent to 10% of the Area Median Income (currently \$979).

In addition, a stipend is available for childcare cost incurred by a Mayor or City Councilor while attending public meetings. The City will also provide a laptop or ipad for Council-related business.

Miscellaneous

All forms for City election that are filed with and maintained by the City Elections Officer are a matter of public record and will be released if requested.

As the Elections Officers for the City of Hood River, the City Recorder is available as a recourse during your candidacy. Contact City Recorder Jennifer Gray at (541) 387-5212 or j.gray@cityofhoodriver.gov, if you have questions regarding the election process.

Resources

- **Secretary of State Election Forms**
- **Secretary of State Manuals and Quick Guides**
 - **Candidate Manual**
 - **Campaign Finance Manual**
 - See **Manuals & Quick Guides** for additional Campaign Finance manuals

Elections Offices

City of Hood River

Jennifer Gray, City Recorder

541-387-5212

211 2nd Street, Hood River, OR 97031

j.gray@cityofhoodriver.gov

Hood River County Elections

County Clerk 541-386-1422

601 State Street, Hood River, OR 97031

elections@hoodrivercounty.gov

Secretary of State's Elections Division

503-986-1518

255 Capitol St NE, Suite 126

Salem, OR 97310-0722

<https://sos.oregon.gov/voting-elections/>

Filing Dates		Candidate Filing	Candidate Withdrawal
Primary Election May 19, 2026	First Day to File Last Day to File	September 11, 2025 March 10, 2026*	March 13, 2026
General Election November 3, 2026	First Day to File Last Day to File	June 3, 2026 August 25, 2026*	August 28, 2026

*An incumbent seeking re-election to the same office must file their declaration of candidacy or nominating petition at least seven days before applicable filing deadline for non-incumbent candidates. Incumbent candidates that were appointed to the position they are seeking election to are subject to the same filing deadline as non-incumbent candidates.

Filing Information

This filing is an ☒ Original ☐ Amendment

Office Information

Filing for Office of: Indicate only one: "City Council" or "Mayor"

District, Position or County: City of Hood River

Party Affiliation: ☐ Democratic Party ☐ Republican Party ☒ Nonpartisan

Incumbent: ☐ No ☐ Yes If Incumbent: ☐ Elected** ☐ Appointed

****If you are an Elected Incumbent, you are subject to an earlier filing deadline!**

Filing Method

☐ Fee Do not select Fee. Hood River Code requires filing by nominating petition

Office	Filing Fee	Office	Filing Fee
United States Senator	\$150	Justice of the Peace	n/a
United States Representative	\$100	County Office	\$50
Statewide Offices	\$100	City Office	Set by charter or ordinance
State Senator or Representative	\$25	MSD Executive Officer, MAD Director	\$100
Circuit Court, District Attorney	\$50	MSD Councilor	\$25

☒ Prospective Petition, in lieu of filing fee Hood River Municipal Code requires filing by nominating Some circulators may be paid ☐ Yes ☐ No

Candidate Information

Name of Candidate

First This is your legal name, not how it will appear on the ballot. MI Last

How you would like your name to appear on the ballot

This is exactly how your name will appear on the ballot.

Candidate Residence / Route Address

Street Address City State Zip County

Candidate Mailing Address and Contact Information Only one phone number and an email is required.

Street Address or PO Box City State Zip

Work Phone Home Phone Cell Phone

One phone number must be provided

Email Address Web Site, if applicable

Race and Ethnicity Optional

Occupation (present employment) If not employed, enter "Not Employed".

These highlighted fields are required. If needed, enter N/A or None, do not leave blank.

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$1,500 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the [Campaign Finance Manual](#) for the procedural and legal requirements of establishing and maintaining a candidate committee.

Residence Address Exemption

Your address will not be exempt until you complete the SEL 180 form.

To exempt your residence address from public disclosure, complete form [SEL 180 – Residence Address Exemption Request](#). The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

☐ I don't want my residence address to be disclosed. I will be filing a separate [SEL 180 – Residence Address Exemption Request](#).

Candidate Attestation

By signing this document, I hereby state that:

- ➔ I will accept the nomination for the office indicated above;
- ➔ I will qualify for said office if elected;
- ➔ All information provided by me on this form is true to the best of my knowledge; **and**
- ➔ No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- ➔ if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- ➔ I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, all filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

Candidate Signature Sheet | Nonpartisan

☐ SOME Circulators ☐ No Circulators for this petition are being paid. **An option must be selected**

Petition ID **COHR-2026-XX**
(use petition ID assigned to you by City Recorder)

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

i Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County **Hood River**

Candidate Information	
Name First & Last Name	Office Hood River City
Election General Election Nov. 3, 2026	District or Position Number (include city if applicable) Mayor or City Council

To the Elections Official/Filing Officer, We the undersigned voters, request the candidate's name be placed on the ballot at the election listed above for nomination to the office indicated.

! Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature	Date Signed mm/dd/yy	Print Name	Residence or Mailing Address street, city, zip code
1 <i>the City Recorder will provide photo copies of your approved SEL 121 Form for circulation</i>			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!

I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Wait - this portion is filled out by the person who collected signatures (circulator) AFTER signatures have been collected

Wait to complete until all signatures & circulation forms are collected

Circulator Signature _____ Date Signed mm/dd/yy _____

Sheet Number _____

Completed by
Candidate

Printed Name of Circulator _____ Circulator's Address street, city, zip code _____

Petition Submission
Candidate, Voters’ Pamphlet

Sample

Candidate completes this form after they have collected all of their signatures.
Submit to City Recorder after County has verified signatures

SEL 338

rev. 12/24
OAR 165-010-0005, 165-016-0000

→ This form must be completed and filed with any submission of signatures.

Election Type		Year			
☐ Primary	☒ General	☐ Special Election	☐ 2024	☐ 2025	☒ 2026

Petition Information	
Petition ID/Candidate’s Name #2026-XX (use petition # provided by City Recorder)/ First & Last Name	

Type of Filing	Number of Signatures Submitted
☒ Candidate Nominating	Enter total number of signatures collected
☐ Voters’ Pamphlet, Candidate	
☐ Voters’ Pamphlet, Measure	

Candidate’s Nominating/Voters’ Pamphlet Filing		Candidate completes highlighted fields
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.		

Name	Contact Phone	Email Address
Signature		Date Signed

Measure Argument Filing		N/A - Do not complete this section
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.		

Name	Contact Phone	Email Address
Signature		Date Signed

Do not complete this section - City Recorder will complete

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? ☐ Yes ☐ No	Will there be additional submittals? ☐ Yes ☐ No

Candidate Filing

Major Political Party or Nonpartisan

SEL 101rev 09/25
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal	
Primary Election May 19, 2026	First Day to File Last Day to File	September 11, 2025 March 10, 2026*	March 13, 2026		
General Election November 3, 2026	First Day to File Last Day to File	June 3, 2026 August 25, 2026*	August 28, 2026		

*An incumbent seeking re-election to the same office must file their declaration of candidacy or nominating petition at least seven days before applicable filing deadline for non-incumbent candidates. Incumbent candidates that were appointed to the position they are seeking election to are subject to the same filing deadline as non-incumbent candidates.

Filing Information	
This filing is an	☐ Original ☐ Amendment

Office Information	
Filing for Office of:	
District, Position or County:	
Party Affiliation:	☐ Democratic Party ☐ Republican Party ☐ Nonpartisan
Incumbent:	☐ No ☐ Yes If Incumbent: ☐ Elected** ☐ Appointed

****If you are an Elected Incumbent, you are subject to an earlier filing deadline!**

Filing Method	
☐ Fee	
Office	Filing Fee
United States Senator	\$150
United States Representative	\$100
Statewide Offices	\$100
State Senator or Representative	\$25
Circuit Court, District Attorney	\$50
Office	Filing Fee
Justice of the Peace	n/a
County Office	\$50
City Office	Set by charter or ordinance
MSD Executive Officer, MAD Director	\$100
MSD Councilor	\$25
☐ Prospective Petition, in lieu of filing fee	Some circulators may be paid ☐ Yes ☐ No

Candidate Information				
Name of Candidate				
First	MI Last			
How you would like your name to appear on the ballot				
Candidate Residence / Route Address				
Street Address	City	State	Zip	County
Candidate Mailing Address and Contact Information Only one phone number and an email is required.				
Street Address or PO Box	City	State	Zip	
Work Phone	Home Phone	Cell Phone		
Email Address	Web Site, if applicable			
Race and Ethnicity Optional				

Continued on page 2 of this form

Occupation (present employment) If not employed, enter "Not Employed".

Occupational Background (previous employment) If no relevant experience, None or NA must be entered.

Educational Background (schools attended)

Complete name of School	Last Grade completed	Diploma/Degree/Certificate	Course of Study
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Educational Background (other) Attach a separate sheet if necessary.

Prior Governmental Experience (elected or appointed) If no relevant experience, None or NA must be entered.

Campaign Finance Information Not applicable to candidates for federal office.

A candidate must file a Statement of Organization not later than three business days of first receiving a contribution or making an expenditure and no later than the deadline for filing a nominating petition, declaration of candidacy, or certificate of nomination, whichever occurs first, unless they meet the criteria for an exemption. To meet the criteria, the candidate must serve as their own treasurer, not have an existing candidate committee, and not expect to spend or receive more than \$1,500 during the entire calendar year (including in-kind contributions and personal funds).

If you have an existing candidate committee you must amend the statement of organization not later than 10 days after a change in information. This includes changes to the election you are active in and the office you are running for.

See the [Campaign Finance Manual](#) for the procedural and legal requirements of establishing and maintaining a candidate committee.

Residence Address Exemption

To exempt your residence address from public disclosure, complete form [SEL 180 – Residence Address Exemption Request](#). The request for a Residence Address Exemption MUST include a publicly disclosable mailing address. See the Candidates Manual for further information.

☐ I don't want my residence address to be disclosed. I will be filing a separate [SEL 180 – Residence Address Exemption Request](#).

Candidate Attestation

By signing this document, I hereby state that:

- I will accept the nomination for the office indicated above;
- I will qualify for said office if elected;
- All information provided by me on this form is true to the best of my knowledge; **and**
- No circulators will be compensated based on the number of signatures obtained by the circulator on a prospective petition

For Major Political Party Candidates

- if not nominated, I will not accept the nomination or endorsement of any political party other than the one named
- I have been a member of said political party, subject to the exceptions stated in ORS 249.046, for at least 180 days before the deadline for filing a nominating petition or declaration of candidacy (ORS 249.031). Does not apply to candidates filing for the office of US President.



Warning

Supplying false information on this form may result in conviction of a felony with a fine of up to \$125,000 and/or prison for up to 5 years. (ORS 260.715). A person may only file for one lucrative office or not more than one precinct committee person at the same election. Unless the person has withdrawn from the first filing, **all** filings are invalid. (ORS 249.013 and ORS 249.170)

Candidate Signature

Date

Candidate Signature Sheet | Nonpartisan

Petition ID _____

☐ SOME Circulators ☐ No Circulators for this petition are being paid.

This is a candidate nominating petition. Signers of this page must be active registered voters in the county listed.

 Signatures must be verified by the appropriate county elections official before the petition can be filed with the filing officer.

County _____

Candidate Information	
Name	Office
Election	District or Position Number (include city if applicable)

To the Elections Official/Filing Officer, We the undersigned voters, request the candidate’s name be placed on the ballot at the election listed above for nomination to the office indicated.

 Signers must initial any changes the circulator makes to their printed name, residence address or date they signed the petition.

Signature	Date Signed	mm/dd/yy	Print Name	Residence or Mailing Address	street, city, zip code
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Circulator Certification This certification **must** be completed by the circulator and additional signatures **should not** be collected on this sheet once the certification has been signed and dated!
I hereby certify that I witnessed the signing of the signature sheet by each individual whose signature appears on the signature sheet, and I believe each person is a voter qualified to sign the petition (ORS 249.061). I also hereby certify that compensation I received, if any, was not based on the number of signatures obtained for this petition.

Circulator Signature	Date Signed	mm/dd/yy		
Printed Name of Circulator			Circulator’s Address	street, city, zip code

Sheet Number
Completed by
Candidate

Petition Submission
Candidate, Voters’ Pamphlet

→ This form must be completed and filed with any submission of signatures.

Election Type			Year		
☐ Primary	☐ General	☐ Special Election	☐ 2024	☐ 2025	☐ 2026

Petition Information	
Petition ID/Candidate’s Name	

Type of Filing	Number of Signatures Submitted
☐ Candidate Nominating	
☐ Voters’ Pamphlet, Candidate	
☐ Voters’ Pamphlet, Measure	

Candidate’s Nominating/Voters’ Pamphlet Filing	
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.	

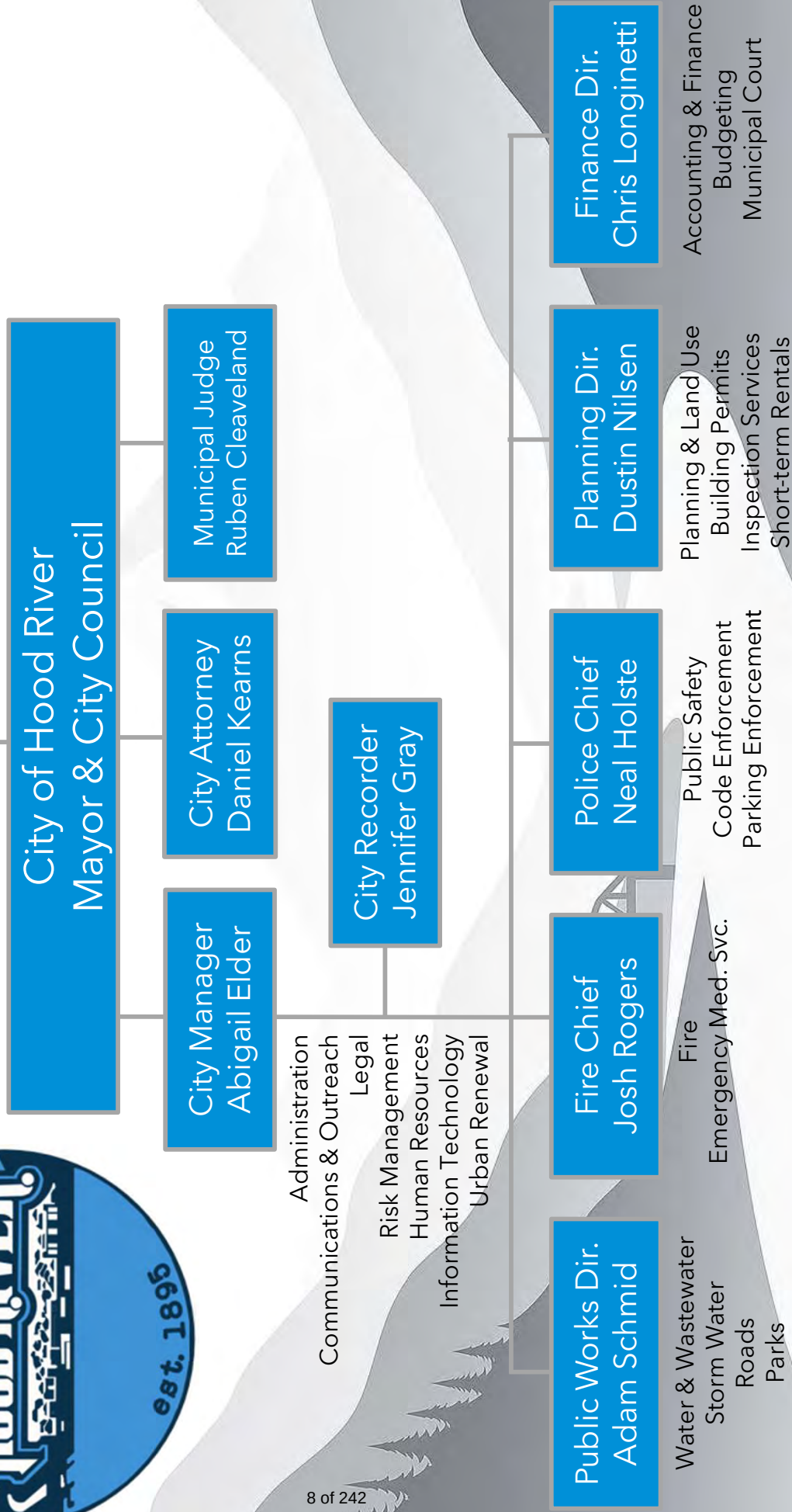
Name	Contact Phone	Email Address
Signature		Date Signed

Measure Argument Filing	
→ By signing this document, I hereby state that all information on the form is true and correct to the best of my knowledge.	

Name	Contact Phone	Email Address
Signature		Date Signed

For office use only	
Submittal number	Number of signatures accepted
Is the petition complete? ☐ Yes ☐ No	Will there be additional submittals? ☐ Yes ☐ No

City of Hood River Organizational Chart





HOOD RIVER CITY CHARTER



HOOD RIVER CITY CHARTER

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HOOD RIVER CITY CHARTER

A CHARTER

To provide for the government of the City of Hood River, Hood River County, Oregon, and to repeal all charter provisions of the City enacted prior to the time that this charter takes effect.

***BE IT ENACTED BY THE PEOPLE OF
THE CITY OF HOOD RIVER, OREGON:***

CHAPTER I NAME AND BOUNDARIES

Section 1. Title of Charter. This charter may be referred to as the Hood River City Charter.

Section 2. Name of City. The City of Hood River, Oregon, continues under this charter to be a municipal corporation under the name of City of Hood River.

Section 3. Boundaries. The City shall include all territory encompassed by its boundaries as they now exist and as they are hereafter modified by the electorate of the City or by the Council. An accurate, up-to-date description of the boundaries shall be maintained at city hall.

CHAPTER II POWERS

Section 4. Powers of the City. The City has all powers that the constitutions, statutes, and common law of the United States and of this State now or hereafter expressly or impliedly grant or allow the City, as fully as though this charter specifically enumerated each of those powers.

Section 5. Construction of Powers. In this charter, no statement of a power is exclusive or restricts authority that the City would have if the power were not specified. The charter shall be liberally construed. All powers are continuing unless a specific grant of power clearly indicates the contrary.

Section 6. Where Powers Vested. All powers of the City are vested in the Council except those reserved to the voters by the Oregon Constitution.



HOOD RIVER CITY CHARTER

CHAPTER III FORM OF GOVERNMENT

Section 7. Council. The Council consists of a Mayor and six (6) Council members, nominated and elected from the city at large. Any vacancy on the Council shall not divest the Council of its powers.

Section 8. Council members. The Council members in office or elected at the time this charter becomes effective shall continue in office until the end of their term of office. At each biennial general election thereafter, three shall be elected, each for a four year term.

Section 9. Mayor. The Mayor in office or elected at the time this charter becomes effective shall continue in office until the end of the Mayor's term. At each biennial general election thereafter, a Mayor shall be elected for a term of two years.

Section 10. Officers. Officers of the City shall be a City Judge, City Attorney and City Manager. These officers shall serve at the pleasure of the Mayor and Council. Each of these officers shall be appointed and may be removed by the Mayor, with the consent of the Council. An officer shall continue in office unless removed by the Mayor with the consent of the City Council. If a vacancy in an office occurs, the Mayor shall appoint an officer to fill the vacancy with the consent of Council within 45 days of the date the vacancy occurs.

Section 11. Compensation of Council and Officers. The compensation paid to the Council and each officer shall be set by the Council. The compensation to be paid to the Council shall be agreed upon by at least five members of the Council.

Section 12. Qualifications of the Council.

- (1)** To be eligible to serve on the Council, a person must:
 - (A) Have residency within the city for a continuous period of 12 months immediately preceding election or appointment; and
 - (B) Be registered to vote within the city for 12 continuous months immediately preceding election or appointment; and
 - (C) Continue residency within the city during any term of office; and
 - (D) Not be an employee of the city unless the employee's position is substantially volunteer in nature.
- (2)** No person shall be a candidate in a single election for more than one elective city office.



HOOD RIVER CITY CHARTER

CHAPTER IV COUNCIL

Section 13. Meetings. The Council shall prescribe rules to govern its meetings and proceedings. The Council shall hold regular Council meetings at least twice per month at a time and place designated by the Council and may meet at other times as provided by the Council.

Section 14. Quorum. A majority of the Council constitutes a quorum for its business but a smaller number of the Council may meet and compel attendance of absent members of the Council as prescribed by ordinance.

Section 15. Record of Proceedings. A record of Council proceedings shall be kept. The results of all votes and the vote of each member of the Council by name shall be recorded.

Section 16. Mayor's Function at Council Meetings. The Mayor shall preside over deliberations of the Council, preserve order, enforce Council rules and determine the order of business under the rules.

Section 17. Council President. At its first meeting after this charter takes effect and at its first meeting in each odd numbered year, the Council shall elect a president from its membership. If the Mayor is unable to function as Mayor or is absent from a Council meeting, the president shall function as Mayor. The president shall sign all approved documents and ordinances passed by the Council if the Mayor fails to do so within a reasonable time.

Section 18. Vote Required. Except as this charter provides otherwise, express concurrence of a majority (four members) of the Council is necessary to decide affirmatively any question before the Council.



HOOD RIVER CITY CHARTER

CHAPTER V POWERS AND DUTIES OF CITY OFFICIALS

Section 19. Mayor. The Mayor shall appoint the committees provided by the rules of the Council. The officers of the city shall be appointed by the Mayor and may be removed by the Mayor, with the consent of the Council. The Mayor shall sign all approved documents and records of proceedings of the Council. The Mayor shall have no veto power and shall sign all ordinances passed by the Council within a reasonable time after their passage.

Section 20. City Manager. The City Manager shall serve as chief administrative officer of the City. The City Manager shall be responsible for the direction and supervision of all activities of city departments, the execution of the budget and implementation of policy as established by the City Council. The City Manager shall have authority and responsibility to provide city staff and to employ, discipline and discharge all city employees, except officers appointed by the Mayor with the consent of the Council as designated in this charter. All orders on the treasury shall include the signature of the City Manager or the manager's designee and the signature of the Mayor or President of the Council. The City Manager shall designate another city employee to serve in the absence of the City Manager.

Section 21. Municipal Judge. The Municipal Judge shall be the judicial officer and shall hold within the City a court known as the Municipal Court for the City of Hood River. All areas within the City shall be within the territorial jurisdiction of the court. The municipal court has original and exclusive jurisdiction over every offense that an ordinance of the City makes punishable. The court may enforce forfeitures, penalties and other provisions that ordinances of the city prescribe. The Municipal Judge may render judgments and impose sanctions on persons and property within the court's territorial jurisdiction to enforce the judgments rendered. The Municipal Judge may order the arrest of any person accused of an offense against the City and may commit any such person to jail or set bail for the release from jail for anyone accused of such offense. The Municipal Judge may issue and compel obedience to subpoenas and compel witnesses to appear and testify and jurors to serve in trials before the court and issue any process necessary to effectuate judgments and orders of the court; penalize contempt of court; issue search warrants and perform such other judicial and quasi-judicial functions prescribed by ordinance. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of city ordinances shall be governed by the laws of the State governing justices of the peace and justice court.



HOOD RIVER CITY CHARTER

Section 22. City Attorney. The City Attorney shall serve as chief legal advisor to the Council, city agencies, City Manager and all city departments represent the City in legal proceedings and perform such other duties designated by the Council.

Section 23. City Recorder. There shall be a City Recorder designated by the City Manager. The recorder shall serve as the city election official, shall maintain the records of the city and a record of council proceedings. The City Manager shall designate another city employee to serve in the absence of the City Recorder.

CHAPTER VI ELECTIONS

Section 24. Conduct of Elections. The election laws of the State of Oregon shall apply to elections held under this charter except as this charter or an ordinance of the City prescribes otherwise.

Section 25. Tie Vote. In the event of a tie vote for candidates for the Council, the successful member of the Council shall be determined by a public drawing of lots in a manner prescribed by the Council prior to the first day of the calendar year immediately following the election at which the tie vote occurred.

Section 26. Commencement of Terms of Office. The term of office of a member of the Council elected at each biennial general election shall commence the first day of the calendar year immediately following the election.

Section 27. Oath of Office. Before beginning duties for a term of office, each member of the Council shall take an oath or affirm support of this charter, the ordinances of the City of Hood River, the constitution and laws of the United States and State of Oregon and faithful performance of the duties of a member of the Council.



HOOD RIVER CITY CHARTER

Section 28. Nominations. A person qualified to serve on the Council may submit a petition to the City Recorder for nomination specifying the position sought. Each petition of nomination shall include the signature and residence address of the prospective nominee. The petition for nomination shall be signed by at least 20 electors who reside within the City. The signatures to a nomination petition shall have an affidavit of the circulator of the petition attached indicating the number of signers to the petition and stating that each signature on the petition was made in the presence of the circulator of the petition. Each petition for nomination shall include each signer's residence by street address. If a nomination petition is deficient, the Recorder shall return it to the prospective nominee and shall advise in writing of the deficiency within three working days of the date the nomination petition is filed. The deficient petition may be amended and re-filed or a new petition for the same candidate may be filed. Nomination petitions shall be filed with the City Recorder as provided by ordinance or if not so provided, as required by State law. The City Recorder shall furnish the County Clerk with a certified statement of the City offices and candidates for City offices in a timely manner as required by State law.

CHAPTER VII VACANCIES

Section 29. Occurrence of Vacancies. The office of a member of the Council becomes vacant:

- (1)** Upon the member's:
 - (A) Death;
 - (B) Adjudicated incompetence;
 - (C) Recall from office;
 - (D) Ceasing residency in the city; or (E) Resignation from the Council.
- (2)** Upon declaration by the Council of the vacancy in the case of:
 - (A) Failure, following election or appointment to the Council, to qualify for the Council within ten days from the date the term is to begin;
 - (B) Absence from all regular Council meetings within a 45 day period, without the consent of the Council; or
 - (C) Conviction of any felony or a crime relating to performance of Council duties.

Section 30. Filling of Vacancies. Council vacancies shall be filled by a majority of the remaining members of the Council. The appointee's term of office shall begin immediately and shall continue through the unexpired term of the predecessor.



HOOD RIVER CITY CHARTER

CHAPTER VIII ORDINANCES

Section 31. Enacting Clauses. The enacting clause of an ordinance shall be "The City of Hood River ordains as follows:"

Section 32. Methods of Adoption.

- (1) An ordinance shall be fully and distinctly read in open Council meetings on two different days before being adopted by the Council, except,
 - (A) A reading of an ordinance may be by title only if:
 - (a) No member of the Council present at the meeting requests that the ordinance be read in full, and
 - (b) At least one week before the reading:
 - (1) A copy of the ordinance is provided to each member of the Council.
 - (2) Copies of the ordinance are available for public inspection in the office of the City Recorder, and
 - (3) Notice of the availability and the title page of the ordinance are posted at the City Hall.
 - (B) The Council may adopt an ordinance at a single meeting by unanimous vote of the entire Council.
- (2) Any section of a proposed ordinance containing a substantive change shall be read in full prior to consideration which shall occur at the next Council meeting.
- (3) The Mayor and Recorder shall sign all ordinances. The date of passage and the effective date shall be stated in the ordinance.

Section 33. Emergency Ordinances. Ordinances necessary for the immediate preservation of the health, safety and welfare of the City may become effective immediately if the ordinance states the reason and if the ordinance is approved by the affirmative vote of five members of the Council.

Section 34. Effective Date. A non-emergency ordinance passed by the Council shall take effect on the 30th day after its adoption unless the ordinance provides a later date. An emergency ordinance may take effect immediately upon its adoption or on a date indicated in the ordinance.



HOOD RIVER CITY CHARTER

CHAPTER IX PUBLIC IMPROVEMENTS

Section 35. Improvements. The procedure for making, altering, vacating, or abandoning a public improvement shall be governed by ordinance or to the extent not so governed, by State law. Action on any proposed public improvement, except a sidewalk or an improvement unanimously declared by the Council to be needed immediately due to an emergency, shall be suspended for six months upon filing of remonstrances by owners of two-thirds of the property to be specially assessed for the improvement. "Owner" in this section refers to the record holder of legal title. However, as to land being purchased under a recorded land sale contract, the purchaser shall be considered the owner.

Section 36. Special Assessments. The procedure for fixing, levying and collecting special assessment against real property for public improvements or other public services shall be governed by ordinance.

CHAPTER X MISCELLANEOUS

Section 37. Public Contracts and Contracts for Public Improvements. Public contracts and contracts for public improvements shall conform to the requirements of State law.

Section 38. Liens Against Real Property for Unpaid Utility Charges. Ordinances may provide that unpaid city utility charges may become a lien against real property and may further provide for foreclosure of such liens.

Section 39. Debt Limit. The City's indebtedness may not exceed the limit imposed by State law. Any city official or employee who creates or officially approves indebtedness in excess of the limitation is jointly and severally liable for the excess. A charter amendment is not required to authorize City indebtedness.

Section 40. Continuation of Ordinances. All ordinances in force when this charter becomes effective shall remain in effect until modified or repealed.

Section 41. Repeal. All charter provisions adopted before this charter takes effect as hereby repealed.

Section 42. Severability. The terms of this charter are severable. If a part of the charter is held invalid, that invalidity does not affect any other part of the charter, except as logical relation between the two parts requires.



HOOD RIVER CITY CHARTER

Section 43. Time of Effect of Charter. This charter shall take effect on the 1st day of July, 1991.

Section 44. Drinking Water Protection. In order to protect the health and safety of the City of Hood River's residents and their children, the City of Hood River, or other water supply operator, shall not be permitted to add to the City's water supply system any industrial waste by-product or other substance that would cause the City's drinking water to exceed the U.S. Environmental Protection Agency's Maximum Contaminant Level Goals. This restriction does not apply to treatments or the addition of substances intended to make water safe or potable such as the use of chlorine.

CHAPTER XI PROTECTION OF CITY PARKS

Section 45. Finding of public need. The City finds that its public parks promote the health and welfare of residents through recreation; serve an essential governmental function; and therefore further finds that protection of City parks is needed and necessary in the public interest.

Section 46. Popular vote required to dispose of parks. The City shall not dispose of City parks unless specifically authorized in a public vote by a majority of City voters.

Section 47. Definitions. The word "shall" is mandatory. Words of common usage are to be given their natural, ordinary meaning. For purposes of this Chapter the following definitions shall apply:

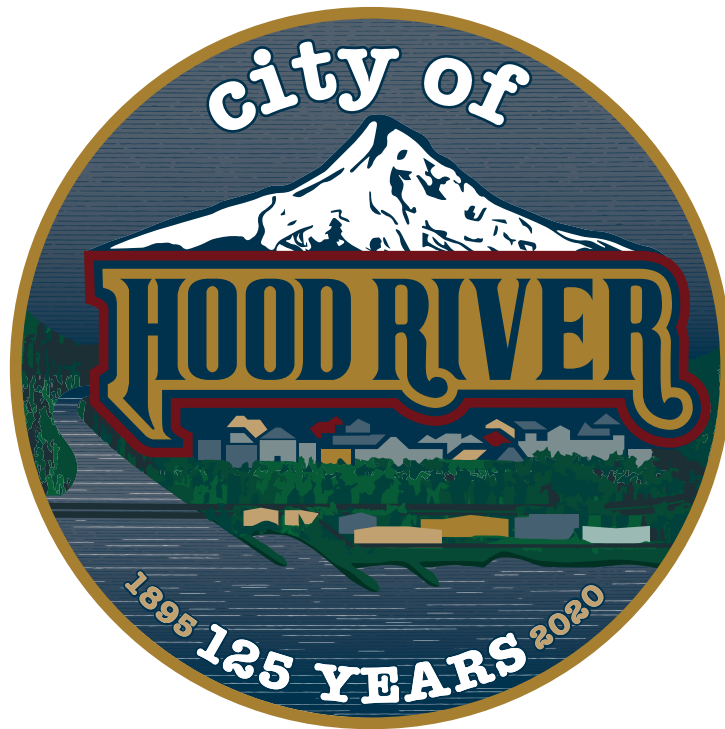
"City parks" means the collection of City properties (1) designated, dedicated, or otherwise recognized as public parks by any City ordinance or resolution as of January 1, 2019, and (2) any other properties subsequently so designated, dedicated or otherwise recognized as public parks.

"Dispose of" means sale or transfer of any property rights, by lease or other means, of all or part of the collection of City parks for any purpose other than promoting or enhancing recreational enjoyment by the general public.

Section 48. Enforcement. Any citizen of the City may bring an action in the manner provided by law to appeal, restrain or prevent any of the prohibited acts listed in this Chapter.

Section 49. Relationship to other regulations. Where this Chapter conflicts with other regulations, the provisions of this Chapter shall govern.

Section 50. Declaration of Emergency. This Chapter being necessary for the immediate preservation of all City parks and for the health and welfare of City residents, an emergency is declared to exist, and this Charter amendment takes effect immediately upon its passage.



CITY OF HOOD RIVER COUNCIL PROCEDURES

ADOPTED September 12, 2011, Resolution 201-31



COUNCIL PROCEDURES

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COUNCIL PROCEDURES

INTRODUCTION

These rules are adopted as required by the City Charter, Section 13. These rules are reviewed and updated periodically. This version of the Council Rules was adopted on July 24, 2006, by Resolution No. 2006-16.

ORS 192.001 et seq., Public Records, Reports and Meetings and relevant portions of the City Charter and Municipal Code are incorporated into these rules by reference.

It is noted at the outset that the Public Meetings Law is a public attendance law intended to ensure that decisions of governing bodies, such as the City Council, are arrived at openly. The following procedures are designed to effectuate that intent. All meetings are open to the public, except Executive Sessions. Consistent with the Public Meetings Law, although all meetings are open to the public, the public may not be allowed to participate in all meetings, unless required by law or allowed by the governing body.

DEFINITIONS

As used in these Rules, the following mean:

Council Committees. All Council committees, commissions, task forces, and advisory bodies as specified in the Hood River Municipal Code. These rules do not apply to committees, etc., that have been formed under the authority of the City Manager.

Council and Council Members. The Mayor, Council President, and Councilors.

Council Meetings. All regular Council meetings, special meetings, executive sessions, emergency meetings, work sessions, and joint meetings with other Council committees or commissions.

SECTION 1 AUTHORITY

As authorized by the Hood River City Charter of 1991, the Hood River City Council establishes the following rules for the conduct of its meetings, proceedings and business. These rules shall be in effect from Council adoption until such time as they are amended, added to, deleted or replaced in the manner provided by these rules.

SECTION 2 MAYOR AND COUNCIL

- 2.1 Presiding Officer.** The Mayor will preside over Council meetings. In the Mayor's absence, the Council President will preside. Whenever the Mayor is unable to perform the functions of the office, the Council President will act as Mayor. In the absence of both the Mayor and Council President, the Council will designate a senior member of the Council to serve as the Presiding Officer.



COUNCIL PROCEDURES

2.2 Policy Making. The Council is the policy making body of the City of Hood River. The Council speaks on adopted policy with one voice. Council decisions may not be unanimous, but once voted upon, define the policy position of the Council, even though individual Councilors' opinions may differ.

2.3 Filling Vacancies: Any vacancy occurring on the City Council will be filled as follows.

- a. When a vacancy occurs, the City Manager shall publish a Notice of Vacancy inviting applications to be filed by interested, qualified candidates. The notice shall state that any information provided is subject to the Oregon Public Record Laws. Candidates must include in their filing a resume describing their background and a statement of the reason(s) why they desire to be considered for appointment. The City Recorder will verify the qualifications of the candidates.
- b. The Council will establish a date when all applications from eligible persons must be filed with the City Recorder. The filing of a written application is considered as placing that person in nomination.
- c. After the date for filing has expired, the Council may direct the City Manager to set a time and date for interviews with all candidates. The Council may elect to reopen the vacancy procedure, at its discretion, prior to selection. If the procedure is reopened, a second notice does not need to be published.
- d. Prior to the date of the interviews, the City Recorder will report back to the City Manager and Council whether the candidates are eligible to serve.
- e. If the Council is satisfied that it has concluded the process of reviewing potential nominees and the qualifications of the nominees, the presiding officer shall declare the nominations closed and call for a written nominating ballot.
- f. The Mayor and each Councilor will vote for one person among the nominees on the nominating ballot. Those persons who receive the two largest number of votes are designated as the nominees for the final written electing ballot, provided, however, that any nominee receiving five (5) votes is considered elected to fill the vacancy.
- g. If only one (1) person is placed in nomination, a motion to direct the City Recorder to record a unanimous ballot for that person is in order.



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- h. The City Recorder and City Attorney act as tellers on the balloting and declare the results of each ballot. The tellers may declare the vote of each Councilor upon request by the majority of Councilors voting.
- i. A majority vote of the remaining members of the Council for a candidate for a Council vacancy is necessary to constitute a choice on the final electing ballot.
- j. In the event that no nominee for any vacancy receives the necessary number of votes, additional ballots must be taken until one of the nominees receives the required number of votes.
- k. During the vacancy filling process, the Council will fill as many vacant positions as possible according to the procedure described above.

SECTION 3 COUNCIL MEETINGS

- 3.1 Regular Meetings.** Regular meetings of the Council are held on the second and fourth Monday of each month immediately following the Council Work Session and generally adjourn no later than 9:00 p.m. but may be extended by a consensus of the Council. Regular meetings are held at the Hood River Municipal Courtroom. The time, date, and/or location of the Regular Meeting may be changed from time to time for special circumstances (For example: holidays, joint meetings with other governing bodies, expected large audience, or to have a quorum present). Regular meeting notice requirements will be followed for any changes to regular meetings.
- 3.2 Work Sessions.** Work Sessions of the Council are held on the second and fourth Monday of each month immediately preceding the Regular Meeting. Work Sessions begin at 6:00 PM in the Council Chambers at the Hood River Municipal Courtroom.
- 3.3 Special Meetings.** Special meetings of the Council may be called by the Mayor or by the President of the Council in the Mayor's absence, or by consent of a majority of Councilors, by giving notice of the meeting to the Council members and the public at least 24 hours in advance. Special meetings will be topic specific.
- 3.4 Emergency Meetings.** Emergency meetings of the Council are Special Meetings that can be called with less than 24 hours advance notice. The meeting will be topic specific and the minutes will state the nature of the emergency justifying less than 24 hours notice. An attempt must be made to notify interested persons and the media of the need for the emergency meeting.



COUNCIL PROCEDURES

3.5 Workshop or Training Meetings. Workshop or training meetings of the Council may be held at the convenience of the Council at a time when as many Councilors as possible can attend. These meetings may be held for Council goal setting, new Council training, Council retreats, or longer workshops for planning programs or projects. Goal setting sessions and retreats may be held out of town so long as no decision making or discussion toward decisions occurs. Any goals arrived at by the process should be confirmed in public at a Regular Meeting. These meetings are public meetings open to public attendance and may be held without opportunity for public input.

3.6 Executive Sessions. Executive sessions may be scheduled at any time during a meeting, and usually occur before work session or after the regular meeting. Under state public meeting laws, the topics that may be discussed in executive session are limited to the following:

Employment of specific public officers, employees and agents and under limited circumstances. ORS 192.660(2)(a)

Discipline or dismissal of individual public officers and employees, unless the individual requests a public hearing. ORS 192.660(2)(b)

Performance evaluations of public officers and employees, unless the person being evaluated requests a public/open evaluation. ORS 192.660(2)(i)

Labor negotiator consultations. ORS 192.660(2)(d)

Discussion of exempt public records. ORS 192.660(2)(f)

Legal counsel re: litigation or litigation likely to be filed. ORS 192.660(2)(h)

Real property transactions. ORS 192.660(1)(e)

Public investments. ORS 192.660(2)(j)

Media representatives are allowed to attend executive sessions subject to the understanding that information from the meetings, that is the proper subject of an executive session, will not be reported. The Council has discretion to determine who qualifies as media for purposes of attendance at an executive session.

Councilors and staff should not discuss executive session matters following an executive session because doing so may permit the media to report on the matter. However, this restriction on disclosure does not apply to any formal action that may be taken following executive session.



COUNCIL PROCEDURES

At the commencement of each executive session, the presiding officer must state on the record the purpose of the executive session and that executive session information is confidential and may not be reported. If this is not done, the proceedings may be reported.

- 3.7 **Attendance.** Councilors need to inform the Mayor, Council President, City Manager, or City Recorder if unable to attend any Council meeting. The Mayor will inform the Council President, City Manager and City Recorder if unable to attend any Council meeting.

SECTION 4 AGENDA AND ORDER OF BUSINESS

- 4.1 **Agenda Content.** Council Regular Meetings and Work Sessions will generally follow the following order of business. The Mayor may consider agenda items out of order as necessary to facilitate the efficient management of the meeting:

- a. PUBLIC HEARINGS
Public hearings will generally precede the Work Session and Regular Meeting, but may be held at any time. The procedures governing the public hearing at issue will be in a written form and provided to the Presiding Officer at the time of the hearing. The time allotted for a public hearing may be extended by the Presiding Officer or with consensus of the Council as necessary to conclude the matter; otherwise, the hearing shall be continued.
 1. NON-LAND USE HEARINGS. Hearings on non-land use matters and issues are calendared and held as necessary.
 2. LAND USE HEARINGS. Land use hearings may be legislative or quasi-judicial.
 3. The procedures for public hearings are contained in the Appendix.
- b. WORK SESSION
 1. CALL TO ORDER
 2. FLAG SALUTE
 3. AGENDA ADDITIONS OR CORRECTIONS
 4. DISCUSSION ITEMS
 5. ADJOURN WORK SESSION



COUNCIL PROCEDURES

c. REGULAR MEETING

1. OPEN MEETING
2. AGENDA ADDITIONS OR CORRECTIONS
3. CONSENT AGENDA. Consent agenda items are business items about which there is expected to be no conflict and are generally routine business items. Consent agenda items usually include Action on Minutes and Payment of Approved Claims, and other items on which a consensus has been reached during Work Session, and which do not require a roll call vote.
4. BUSINESS FROM THE AUDIENCE. This is the time for citizen participation during which citizens may comment on both agenda and non-agenda issues (except with respect to matters that are the subject of a public hearing). Members of the public desiring to address the Council must first be recognized by the Presiding Officer and then state their name and address for the record. Each person will have up to three minutes to present their comments, with a maximum of 15 minutes allotted to Business From the Audience. Groups with like comments will be asked to choose a spokesperson who will present their joint remarks. If additional time is needed the Presiding Officer will determine the need and additional time limit. The Council may not take action on any item under Business from the Audience, but may ask questions for clarification and, with consensus of Council, direct staff to report back on the matter at a subsequent meeting.
5. REPORT OF COMMITTEES. This is the time for Councilors to report on the business of committees in which they participate on behalf of the City. This agenda item is on the second monthly meeting agenda only.
6. REPORT OF OFFICERS
7. MAYOR'S REPORT
8. COUNCIL CALL. This is the time in which individual Councilors may report on issues or concerns of City-wide interest. The Council may not take action on any item under Council Call, but may with consensus of Council direct staff to report back on



COUNCIL PROCEDURES

the matter at a subsequent meeting or place the matter on a future agenda.

9. ADJOURN REGULAR MEETING

4.2 Agenda Preparation.

- a. The City Manager sets the agenda for each Council meeting. The City Manager maintains a 2-3 meeting preliminary agenda. Items may be placed on a preliminary agenda by consensus of Council or by the Mayor, City Manager, or City Attorney.
- b. The City Recorder prepares the agenda, specifying the time and place of the meeting, including a brief general description of each item to be considered by Council, and including any packet materials to be attached to the agenda. The City Recorder prepares the packet on the 4th business day prior to the meeting (Wednesday for a Monday meeting) and all materials for the packet must be provided to the City Recorder by 12:00pm (noon) on that day. Agendas and packets are distributed to Council and available to the public for review or purchase not later than the 2nd business day prior to the meeting (Friday for a Monday meeting).
- c. Agenda items should be added to the Council agenda after it is printed and distributed only when required by business necessity. An item will be placed on the Council agenda after the agenda is printed after the Mayor or City Manager explains the necessity and receives the consent of the Mayor or Presiding Officer. The City Recorder will notify the media and any known interested citizens as soon as possible after receiving information about agenda additions. The addition of agenda items after the agenda has been printed is otherwise discouraged.



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SECTION 5 COUNCIL DISCUSSION AT PUBLIC MEETINGS

- 5.1 General.** Councilors should ask the Mayor to be recognized, be direct and candid, speak one at a time, ask questions to clarify information, and be conscious of time limits during discussions. Councilors are responsible for facilitating discussions.
- 5.2 Public Hearings.** Council members should not make judgments or decisions about matters presented at a public hearing until all relevant written material has been reviewed, and all staff, citizen, and Council comments, opinions and recommendations have been considered. When necessary, it may be appropriate to defer action on a hearing to request new or additional information (subject to evidentiary limitations).
- 5.3 Discussion and Decision Making.**
- a. During decision making, there should be full discussion of opinions and differences. After a decision has been made and vote taken, that decision is the official decision of the Council. Council members should not criticize other Councilors or staff for acting on a decision with which the Council member does not agree. Council members may, however, point out how their individual opinion differs from the majority.
 - b. When the Council concurs or agrees to an item that does not require a formal motion, the Mayor will summarize the agreement and conclusion of the discussion.
 - c. Councilors may clarify their views on a particular item prior to taking the formal vote on an item.
- 5.4 Decorum and Order.**
- a. The Presiding Officer preserves decorum and decides all points of order. Councilors help the Presiding Officer preserve decorum during Council meetings and are required to follow the direction of the Presiding Officer and these Council Rules.
 - b. Councilors should not use their opportunity to speak to engage in personal attack or impugn the motives of any speaker. In the event a Councilor is personally offended by the actions or remarks of the Mayor or another Councilor, they should note the action or actual words used and call for a “point of personal privilege” that challenges the other Council member to justify the action or language used.



COUNCIL PROCEDURES

- c. The Presiding Officer, or any Councilor upon motion and majority vote, may remove any person who does not follow these rules and causes repeated disruption of the meeting. If a meeting is disrupted, the Mayor may order that the Council Chambers be cleared and a recess called until order is restored.

SECTION 6 COUNCIL MOTIONS AT PUBLIC MEETINGS

6.1 General.

- a. Unless otherwise provided for by these rules and by law in the opinion of the City Attorney, the procedure for Council meetings will be governed by Robert's Rules of Order (latest edition).
- b. Councilors should clearly and concisely state their motions. The Mayor will state the names of the Councilor who made the motion and made the second. The Mayor may make a motion or a second, provided that they first designate the Council President, or in their absence a senior member of Council, as the presiding officer during consideration of the matter.
- c. Prior to voting on a motion, the motion should be repeated by the City Recorder or Mayor to ensure that the action being taken and meeting record is clear.
- d. Most motions die if they do not receive a second. Motions for nominations, withdrawal of a motion, agenda order, roll call votes, and a point of order do not require a second.
- e. The Mayor will ask for a voice vote for all final decisions. Roll call votes are required when otherwise requested by a Councilor and for votes on all ordinances.
- f. At the conclusion of any vote, the Mayor will announce the result of the vote. Councilors may change their vote prior to the Mayor announcing the results of the vote.

6.2 Withdrawal. A motion may be withdrawn by the mover at any time prior to announcement of the results of the vote without the consent of the Council.

6.3 Passage and Tie. A motion passes only if it receives four or more votes, regardless of the number of Councilors present. A motion fails in the event of a tie vote.



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6.4 Postpone.

- a. A motion to postpone to a certain time is debatable and amendable. The matter may be considered later at the same meeting or at a future meeting.
- b. A motion to postpone indefinitely is debatable and is not amendable. It may be reconsidered at the same meeting only if approved by an affirmative vote. This motion does not really postpone the matter, but effectively rejects the matter without a direct vote.

6.5 Call for Question. A motion to call for the question ends debate on the matter and is not debatable. A second is required for this motion and it fails without a majority vote. Debate may continue if the motion fails.

6.6 Amendment.

- a. A motion to amend may be made to a previous motion that has been seconded but not voted on. A second is required for this motion. An amendment is made by adding, striking, or substituting words.
- b. Motions to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration, and take from the table may not be amended.
- c. Amendments are voted on first, then the main motion as amended.

6.7 Reconsideration. When a question has been decided, any Council member who voted in the majority may move for reconsideration. The motion for reconsideration must be made before adjournment of the meeting in which final action on the ordinance, resolution, order or other decision was taken.

SECTION 7 COUNCIL RELATIONS AND COMMUNICATIONS

7.1 Council Relations With Staff.

- a. Questions of City staff and/or requests for additional information should be directed to the City Manager or a Department Head through the City Manager. However, simple questions readily answerable may be directed to a Department Head or senior staff member. Materials or information supplied in response will be provided to all Councilors.
- b. When questions relate to matters on a meeting agenda, Councilors are encouraged to present their questions to the City Manager prior to the meeting when possible. This helps to resolve common questions or issues prior to the meeting so that substantive discussion and action can take place at the meeting.



COUNCIL PROCEDURES

- c. Mayor and Councilors will not direct staff to take any action or initiate any project or study without the approval of a majority of the Council.
- d. Councilors should never express concerns about the performance of a City employee in public or to the employee directly. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

7.2 Council Relations With One Another in Public Meetings.

- a. The City Council is comprised of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and future of the community. The public stage is provided during business meetings and should be used to show how individuals with disparate points of view can find common ground and seek compromise designed to benefit the community as a whole.
- b. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of democracy in action.

7.3 Council Relations With Citizens, Other Public Agencies, Community Organizations and Media.

- a. Councilors should not ask citizens to appear at a Council meeting to state a complaint or question that has not been previously presented to staff. As a first step, Councilors should refer the citizen with questions, complaints or suggestions to the City Manager or the appropriate Department Head. Councilors may further explain that if the citizen is not satisfied with the results, they may present their issue during the public input portion of the next Council meeting. Councilors should always inform the City Manager upon receipt of a citizen inquiry or complaint for which some type of follow up is necessary.
- b. Councilors should be welcoming to citizens and other non-staff speakers at public meetings. Councilors should ask for clarification where necessary and avoid debate and argument with any member of the public.



COUNCIL PROCEDURES

- c. In unofficial and non-public meetings or encounters with constituents and other members of the public, Councilors should never expressly or impliedly promise Council or staff action of any kind or make any admissions of fault or responsibility on behalf of the City.
- d. All outside communications that represent a Councilor's individual interests and opinions in opposition to the Council position must clearly indicate that the communication is not representative of the Council position and is the Councilor's personal position.
- e. If a Councilor represents the City or Council before another governmental agency, a community organization, or the media, the Councilor should first state the Council majority position and then may, thereafter, state the minority position. Personal opinions and comments should be expressed only if the Council member makes clear that the opinions and comments are their own.
- f. A Councilor should obtain appropriate permission before representing another Councilor's view or position in public.
- g. Councilors should use discretion in disseminating staff opinions, correspondence or other staff reports regarding on-going issues prior to the issues being resolved. This is particularly important because disclosure of a document or information may result in the document or information losing any protected or privileged status it may have had under the Public Records Law or other law.

SECTION 8 CODE OF ETHICS

- 8.1 **Impartiality and Fairness.** Councilors are encouraged to 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 benefiting any individual or interest group at the expense of the City as a whole. Councilors 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, age, gender, social station or economic position.
- 8.2 **Oregon Statutes on Government Standards and Practices.** All Council members are individually responsible for compliance with the Oregon Revised Statutes governing the ethical conduct of public employees and officials. Violation of these statutes may result in personal liability.



COUNCIL PROCEDURES

SECTION 9 COUNCIL MEETING STAFFING

- 9.1 City Manager.** The City Manager will attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote.
- 9.2 City Attorney.** The City Attorney will attend all Council meetings unless excused, and will upon request, give an opinion, either written or oral, on legal questions. The City Attorney acts as the Council's Parliamentarian. The Parliamentarian advises the Presiding Officer on matters of parliamentary procedure; the Presiding Officer has the authority to rule on questions of order or to answer parliamentary inquiries.
- 9.3 City Recorder.** The City Recorder will attend all Council meetings unless excused and keep the official minutes and perform other such duties as may be needed for the orderly conduct of the meeting.
- 9.4 Other Staff.** The City Manager will determine any other department heads that may need to attend Council meetings.

SECTION 10 COMMITTEES

10.1 Appointment and Removal Generally.

- a. Council members will encourage broad participation on Council committee by generally limiting the number of terms a citizen may serve on the same committee.
- b. A citizen should not serve on more than two Council committees simultaneously. Any citizen serving on two Council committees may not be the chairperson of both committees simultaneously.
- c. Upon consensus of Council, a citizen may be removed from a Council committee prior to expiration of term of office. Removal of Planning Commissioners is subject to HRMC Chapter 2.36. Notice of removal to the affected committee member shall be handled with respect and courtesy.



COUNCIL PROCEDURES

10.2 Filling Planning Commission and Budget Committee Vacancies: Any vacancy occurring on the Planning Commission or City Budget Committee will be filled as follows.

- a. When a vacancy occurs on the Budget Committee or the Planning Commission, the Council may reappoint the member whose term has expired if the Council believes circumstances warrant reappointment. In all other cases, when a vacancy occurs on the Budget Committee or Planning Commission, the City Manager shall publish a Notice of Vacancy inviting applications to be filed by interested, qualified candidates. The notice shall state that any information provided is subject to the Oregon Public Record Laws. Candidates must include in their filing a resume describing their background and a statement of the reason (s) why they desire to be considered for appointment. The City Recorder will verify the qualifications, if any, of the candidates.
- b. The Council will establish a closing date when all applications from eligible persons must be filed with the City Recorder. The filing of a written application is considered as placing that person in nomination. If all vacancies are not filled after the conclusion of the process outlined in this section, the closing date will remain open for the unfilled vacancy until the vacancy is filled.
- c. After the closing date, the Council may direct the City Manager to set a time and date for interviews with all candidates. The Council may elect to reopen the vacancy procedure, at its discretion, prior to selection. If the procedure is reopened, a second notice does not need to be published.
- d. Prior to the date of the interviews, the City Recorder will report back to the City Manager and Council whether the candidates are eligible to serve.
- e. If the Council is satisfied that it has concluded the process of reviewing potential nominees and the qualifications of the nominees, the presiding officer shall declare the nominations closed and call for a written nominating ballot.
- f. The Mayor and each Councilor will vote for one person among the nominees on the nominating ballot. Those persons who receive the two largest number of votes are designated as the nominees for the final written electing ballot, provided, however, that any nominee receiving five (5) votes is considered elected to fill the vacancy.



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- g. If only one (1) person is placed in nomination, a motion to direct the City Recorder to record a unanimous ballot for that person is in order.
- h. The City Recorder and City Attorney act as tellers on the balloting and declare the results of each ballot. The tellers may declare the vote of each Councilor upon request by the majority of Councilors voting.
- i. A majority vote of the remaining members of the Council for a candidate for a Commission or Committee vacancy is necessary to constitute a choice on the final electing ballot.
- j. In the event that no nominee for any vacancy receives the necessary number of votes, additional ballots must be taken until one of the nominees receives the required number of votes.
- k. During the vacancy filling process, the Council will fill as many vacant positions as possible according to the procedure described above.

10.3 Filling Vacancies on Other Committees.

- a. Except as provided in Section 11.2 and except as may otherwise be provided by the Council when establishing other committees, the Mayor will appoint the members of Council to committees with the consent of Council. The Mayor may request assistance or recommendations from Councilors in making appointment recommendations.

10.4 Liaisons/Representatives to Other Agencies.

- a. The Mayor may appoint City liaisons or representatives to all committees and task forces of other agencies and community organizations for which participation of an elected or appointed official from the City is determined to be necessary or beneficial to the City. The Mayor may remove the liaison or representative upon consensus of the Council.
- b. Councilors and other appointed officials interested in a subject area should inform the Mayor of their interest and the Mayor should take these interests into account when making the appointment. Appointments should be made annually and rotated as needed.
- c. Council appointees should make every effort to attend all meetings of the committee or task force, etc., to which they have been appointed. If an appointee fails to attend 3 or more consecutive meetings, the Mayor may remove the appointee.



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- d. The primary role of an appointee is to facilitate communication between the relevant committee and the Council and to represent the City's interests as determined by a majority of the Council.
- e. Appointees are required to report to the Council on significant and important activities of each committee to which they have been assigned at the second Council meeting each month. Reports are usually made orally.

SECTION 11 USE AND DISCLOSURE OF CONFIDENTIAL INFORMATION

- 11.1 Definition.** For the purposes of this section, "confidential" means anything done or communicated in a manner denoting confidence or secrecy, including, but not limited to, information designed to be held in trust or labeled as confidential; information not subject to public disclosure under the State public records or public meetings laws; information disclosed during or in connection with a privileged or protected relationship, such as between an attorney and client; and other information determined to be essential to the fiduciary duties of an elected official to the City. All matters properly discussed in executive session are confidential.
- 11.2 Disclosure of Confidential Information.** Councilors must keep in complete confidence confidential information to insure that the City's position is not compromised. Confidential information may be disclosed or otherwise released to the public upon a consensus determination by the Council that confidentiality is no longer necessary, or if otherwise instructed by the City Attorney.
- 11.3 Improper Disclosure.** Improper disclosure of confidential information is deemed an act outside the course and scope of disclosing the Councilor's agency relationship with the City and may subject the Councilor to forfeiture of the protections under the Oregon Tort Claims Act, including the right to defense and indemnification, for any damages or liability resulting from or relating to the disclosure of the confidential information.
- 11.4 Statements Relating to Confidential Matters.** All public statements, information, or press releases on confidential matters will be made by designated staff or Council representative.
- 11.5 Written Materials.** Council members must keep all confidential written materials in complete confidence.



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- 11.6 Executive Session.** Council members may not communicate any information from any executive session to the media or anyone who was not present at the executive session unless authorized by a consensus of the Council. Information from an executive session does not include information or direction made after the executive session is closed and the regular meeting resumed. If staff is given direction to proceed with negotiations or litigation in a specific matter, Council members may not have any contact or discussion on the matter or subject with any other party or its representative, or otherwise take steps that might interfere with the direction given to staff by Council.

SECTION 12 MEDIA

- 12.1 Open Meetings.** All public meetings of the Council and its committees are required by Oregon law to be open to the media, freely subject to recording by any electronic means or photographic means at any time, provided that the arrangements do not interfere with the orderly conduct of the meeting. The Council does have discretion, however, to determine who or what constitutes “the media.”
- 12.2 Media Attendance at Executive Sessions.** Media representatives are allowed to attend most Council executive sessions subject to the understanding that issues will not be reported. Upon opening the executive session, the Mayor specifies what may or may not be reported. The public meetings statute allows the general subject of the discussion to be disclosed. Media representatives are not allowed to tape or video record executive sessions. Media representatives may be restricted from attending executive sessions involving deliberations with persons designated by Council to carry on labor negotiations.

SECTION 13 SUSPENSION OR AMENDMENT OF COUNCIL RULES

- 13.1 Suspension.** Any provision of these rules not governed by State law, the City Charter or City Code may be temporarily suspended by a majority vote of the Council
- 13.2 Amendment.** These Rules are in effect from adoption until amended or repealed. Amendments, deletions, additions, or repeal to the Council Rules are made by resolution adopted by the Council.



COUNCIL PROCEDURES

APPENDIX

PROCEDURE FOR PUBLIC HEARINGS

1. Quasi-Judicial Hearings—Ex Parte Contacts and Disqualification.

- a. Ex parte contacts are an issue only in quasi-judicial proceedings. The term “ex parte” is defined as; “on one side only; by or for one party; done for, in behalf of, or on the application of, one party only”. An ex parte contact is more often a conversation or other contact with the applicant or a witness concerning an application or other quasi-judicial matter. It is not a conversation with staff, or conversation between two Council members or Planning Commission members. It is a conversation between a Council member and a Planning Commission member, or discussion of an application at an unnoticed public meeting, a letter received individually, or a conversation with the applicant or a person interested in the proceeding. Site visits and attendance at a Planning Commission public hearing on a quasi-judicial matter are also ex parte contacts.
- b. The existence of an ex parte contact or bias will not render the decision void so long as the ex parte contact is disclosed on the record as provided below.
- c. All ex parte contacts must be disclosed on the record at the first hearing following the communication. The disclosure must explain the substance of the communication, not just the existence. The disclosure must also be public, giving interested persons or parties the right to rebut the substance of the communication. The Councilor must also state whether the ex parte contact affects the Councilor’s impartiality or ability to vote on the matter. The Councilor must state whether he or she will participate or abstain.
- d. Bias of hearing body member may result from ex parte contacts, or conflicts of interest, or something else. The public and other hearing body members always have the opportunity to challenge a hearing body member’s ability to be impartial.
- e. Although a Councilor may choose to participate, notwithstanding an ex parte contact or bias, the Councilor may be disqualified from the hearing by a majority vote of the Council. The Councilor disqualified shall not participate in the debate, shall step down from the bench for that portion of the meeting and cannot vote on that motion.



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- f. A Councilor who was absent during the presentation of evidence cannot participate in any deliberations or decisions regarding the matter unless the Councilor has reviewed all the evidence and testimony received, and disclosed for the record that they have done so.

2. Conducting Legislative Hearings. The following is the general order of legislative public hearing proceedings:

- a. The Mayor, or Presiding Officer, announces the convening of the Public Hearing and announces the nature of the matter to be heard as it is set forth on the agenda.
- b. Discussion of Conflict of Interest of any members of Council.
- c. The Mayor declares the hearing to be open and invites members of the audience to be heard in the following order:
 - 1. Staff Report
 - 2. Correspondence
 - 3. Persons to speak in support of the matter
 - 4. Persons to speak in opposition of matter
 - 5. Persons to speak neither for nor against the matter
 - 6. Staff Rebuttal
- d. The Mayor closes the public hearing.
- e. The Mayor calls for deliberations to start.
- f. Council deliberations and vote.

3. Conducting Quasi-Judicial Land Use Hearings. The following is the general order of quasi-judicial public hearing proceedings:

- a. Conduct of Quasi-Judicial Hearings for land use hearings must conform to the requirements in Oregon Revised Statutes (ORS Ch. 197 and 227).
- b. The Mayor announces prior to opening the hearing the nature of the matter to be heard as set forth on the agenda and the procedure to be followed for the hearing.
- c. The Mayor gives notice that failure to address criteria or raise any other issue with sufficient specificity precludes an appeal on that criteria or issue.



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- d. Discussion of jurisdiction and impartiality of the Council.
- e. The Mayor then declares the hearing to be open and invites members of the audience to be heard in the following order:
 - 1. Staff Report/Introduction of the Appeal
 - 2. Correspondence
 - 3. Applicant or Appellant's Presentation
 - 4. Other Testimony in support of the application or appeal
 - 5. Testimony in opposition of matter
 - 6. Testimony neither for nor against the matter
 - 7. Applicant or Appellant's rebuttal and recommendation
 - 8. Staff's rebuttal and recommendation
 - 9. Questions from Council to staff
- f. The Mayor closes the hearing and takes no further testimony from the audience.
- g. Council deliberates and votes.
- h. The Council has the discretion to adopt the findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting.
- i. Mayor closes the hearing. Under certain circumstances, the record may be left open. Consult with staff.

Chapter 1.03

NOMINATION PROCESS FOR CITY COUNCIL AND MAYOR

Sections:

- 1.03.010 Petitions for nomination.**
- 1.03.020 Candidate to deliver copy of petition to city recorder.**
- 1.03.030 City recorder to retain copy of petition.**
- 1.03.040 Petition – Submittal to city recorder – Inspection – Return to candidate.**
- 1.03.050 Deficient petitions.**
- 1.03.060 Submittal and return of petitions – Restrictions.**

Legislative History: Ord. [1674](#) (1992)

1.03.010 Petitions for nomination.

Petitions for nomination for a Council member or mayor shall be in the form designated pursuant to ORS [249.009](#) and shall be submitted to the City Recorder not later than seventy-two hours prior to the deadline provided in ORS [249.037](#).

1.03.020 Candidate to deliver copy of petition to city recorder.

Before circulating a nominating petition, the candidate shall deliver to the City Recorder, a copy of the prospective petition for nomination designating the position sought, signed by the candidate.

1.03.030 City recorder to retain copy of petition.

The City Recorder shall retain a copy of the nominating petition submitted pursuant to Section [1.03.020](#).

1.03.040 Petition – Submittal to city recorder – Inspection – Return to candidate.

Upon receipt of the nominating petition containing the signatures of at least twenty electors residing in the City as set forth in Section 28 of the Hood River City Charter of 1991, the City Recorder shall compare the completed nominating petition with the nominating petition previously submitted pursuant to Section [1.03.020](#). The

nominating petition shall be returned to the prospective candidate unless it is exactly the same as the nominating petition previously submitted.

1.03.050 Deficient petitions.

If a nomination petition is deficient, the City Recorder shall return it to the prospective nominee and should advise in writing of the deficiency within three working days of the date the nomination petition is filed. The deficient petition may be amended and refiled or a new petition for the same candidate may be filed provided that the amended or new petition is submitted to the City Recorder prior to the deadline provided in ORS [249.037](#).

1.03.060 Submittal and return of petitions – Restrictions.

Each prospective candidate may circulate nominating petitions for the offices of both Council member and Mayor; provided, that the requirements of this chapter are met. However, a completed nominating petition may be submitted for only one office. If a candidate wishes to retrieve his or her completed nominating petition after it has been submitted to the City Recorder, the prospective candidate must submit his or her request in writing to the City Recorder, prior to the deadline for nominating petitions set forth in Section [1.03.010](#).

The Hood River Municipal Code is current through Ordinance 2095, passed March 30, 2026, and Resolution 2026-10, passed May 26, 2026.

Disclaimer: The City Recorder's Office has the official version of the Hood River Municipal Code. Users should contact the City Recorder's Office for ordinances passed subsequent to the ordinance cited above.

[City Website: cityofhoodriver.gov](http://cityofhoodriver.gov)

[Hosted by General Code.](#)

Chapter 2.04

COUNCIL MEETINGS AND COMMITTEES*

Sections:

- 2.04.010 Meetings – Location – Held when.**
- 2.04.020 Meetings – Adjournment effect.**
- 2.04.040 Committees – Designated – Organization.**
- 2.04.050 Council meetings – Agenda.**
- 2.04.060 Determination of protocol authority.**

* For statutory provisions on city Council meetings, see ORS [221.120\(9\)](#); for Charter provisions, City Charter Ch. III §§7 and 8, Ch. IV.

Legislative History: Ord. [1702](#) (1994)

2.04.010 Meetings – Location – Held when.

The Council shall hold its regular meetings at City Hall or other location designated by the Hood River City Council on the 2nd and 4th Mondays of each month, except when the Council designates an alternate meeting day. The regular meetings of the Council shall be at 7:00 p.m. unless the Council specifies an alternate time.

2.04.020 Meetings – Adjournment effect.

Any regular meeting of the Council may be adjourned to a specified time thereafter, and the adjourned meeting shall be deemed a regular meeting at which all business may be transacted in the same manner and with the same force and effect as at a regular meeting held at the time appointed by this chapter.

2.04.040 Committees – Designated – Organization.

A. The Council may designate the following standing committees, other standing committees or special committees as the Council deems appropriate:

1. Personnel and finance;
2. Emergency services;
3. City utilities;
4. Judiciary;

5. Roads and recreation;
6. Community improvement.

B. Each of the above committees may be composed of Council members and/or members of the public, as designated by the City Council.

C. To each committee, the Mayor or Council may assign, for the purpose of subsequent investigation and report to the whole Council, such matters as may regularly come before the whole Council, and which are within the purview of each of the above standing committees or special committees, in the Council's discretion.

2.04.050 Council meetings – Agenda.

A. The order of the business on the Council agenda for each regular meeting may be designated by city staff, unless the Council directs a specific order of business.

B. *Action on the Minutes.* The minutes of the last regular meeting and the minutes of an adjourned or called meeting, if any, shall be presented at each regular meeting for approval.

C. *Reading of and Action upon Petitions, Remonstrances, Memorials and Communications.* Each regular meeting shall include a time for any person to make a personal appearance before the Council with or without a written petition.

D. At each regular Council meeting, time shall be afforded for communications and reports from city staff.

E. Each agenda shall include:

1. A time for any presentations or communications by the Mayor;
2. Council call;
3. Reports and business on the table;
4. Reading of ordinances and resolutions;
5. Other business that may come before the Council.

2.04.060 Determination of protocol authority.

All procedural questions not otherwise provided for that may arise before the Council shall be resolved as follows:

- A. Review of Robert's Rules of Order;
- B. Consultation with the City Attorney; and

C. Majority vote of the Council.

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So, You Want to Run for Local Office...

A Guide for Prospective
City Elected Officials

April 2020

Last Updated February 2024





So, You Want to Run for Local Office...

A Guide for Prospective City Elected Officials

What every person interested in becoming an elected official should know about roles, responsibilities, and representing their community and city government.

This guide is primarily intended for candidates for city council. It serves as a reference and deals with a variety of important topics. This guide is meant to serve as an orientation for those who wish to assume a leadership role at the local level. The guide will outline:

- How to file for elective office;
- What to expect once elected;
- Roles and responsibilities;
- The sources of local government law;
- Communications;
- Visioning and goal setting; and
- Resources.

This guide is not a substitute for legal advice. Candidates are encouraged to speak with their privately retained attorneys for specific legal advice.

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Welcome Message from the 2020 LOC President

Welcome to the club! The number of people willing to run for elected local office is pretty small, and for good reason: it's not an easy job if you want to do it right. If you're just looking for a fancy title and all-expenses-paid junket to exotic locations, you're going to have a rough time of it, and you won't have much fun. But if you're looking for a way to use your knowledge, experience and wisdom to help make your community a better, more functional place, you may find that lending your hand to local government is one of the most rewarding endeavors you've ever undertaken.

If you haven't already gotten your feet wet by volunteering for your local planning commission, budget committee, or other municipal body, you should seriously consider doing so before you declare a candidacy. Having some experience doing "city stuff" is a good way to get a better idea about what you're likely to spend your time doing as a city councilor or mayor, and will better prepare you to answer the sorts of questions you're likely to get as a candidate.

If you haven't already started attending city council meetings, start doing so now. You're going to want to become as familiar as possible with both the issues in your city and the way the council conducts business before you're up there on the dais. If you're running because there's a single burning issue that's compelled you to run, remember that there are hundreds of other issues you're going to have to wrestle with during your term of office. If you want to do a good job, you'll want to know what those are, and tackle them with just as much energy and honest consideration as you would your pet issue.

Remember that your opponents (and your eventual fellow council members) are people too. Assume the best of them—that they're also running for office because of a genuine desire to help your community. The people you're meeting in this process tend to be good folks who remain involved with civic matters, so they're just not going to go away after the election (in fact, it's likely that you'll find yourself working with them in the not-so-distant future). So, feel free to explain why you disagree with their proposed policies, but resist any temptation to sling mud. Taking the high road is not only the right choice ethically, it's also likely to pay dividends later.

Once you've won the election and you're seated on the council, the work isn't over. Instead, that's when it begins in earnest, and the learning curve can be pretty steep. Luckily, the League of Oregon Cities has some fantastic training opportunities to help you be the best elected official you can be. Please don't hesitate to reach out, and we'll do our best to help you help your city.

– 2020 LOC President Jake Boone, Councilor, Cottage Grove

Filing for Elective Office

Qualifications for various city offices differ. Before filing for candidacy, review the city charter and statutory requirements of the office for which you plan to declare your candidacy. Requirements for filing for city office are found under Oregon Revised Statutes (ORS) Chapters 221 and 249. The forms that you will need are available from the city's elections official and the Oregon Secretary of State's Office, Elections Division.

Every candidate and prospective candidate are required to establish a principal campaign committee within three business days of receiving or spending any money to support the candidacy. This includes expenditures of personal funds by the candidate. It also includes payment of the filing fee if the candidate files by declaration, any costs relating to circulating a nominating petition, or any voters' pamphlet costs. For more information on campaign finance reporting requirements please see the Secretary of State Elections Division Candidate Finance Reporting in Oregon Candidate "Quick Guide" available at:

<https://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>.

What to Expect

As a local elected official, you will have the opportunity to shape policy governing the future of your city. In addition to serving as a community leader, being a model of civility and cooperation, an educator and interpreter of public opinion – the role of an elected official will change the way you are viewed in your community. You'll rarely stop by the neighborhood coffee shop without someone complaining about roads or taxes. You may be cornered anywhere, at any time, on anything. Local elected leaders are in direct contact on a daily basis with the people they represent.

You will spend a lot of time attending meetings – not only city council meetings – but regional and statewide meetings as well. You will spend time preparing for meetings, reading any preparatory material in order to make informed decisions in the course of all meetings.

If elected, you will utilize the skills you already have, skills you never knew you had, and skills you wished you had. You may be called upon to facilitate meetings, speak to the press, respond to angry and sometimes hostile citizens, testify before legislative committees, and negotiate with contractors, bankers and engineers. You will make decisions on everything from who to hire as the next city manager, which bid to accept for paving the roads, how to pay for solid waste disposal, to joining with neighboring cities in a regional approach to providing dispatch services.

SPOTLIGHT:

Policy Process Steps

1. Identification of problems or needs
2. Establishment of community goals
3. Determine objectives
4. Development/analysis of alternative solutions (including short-term and long-term implications)
5. Establishment of priorities
6. Development of programs and strategies
7. Implementation of programs and strategies
8. Monitoring and evaluation of programs or strategies
9. Feedback
10. Program or strategy improvement and modification

SPOTLIGHT:

Basic City Services

The services provided by cities vary from community to community. However, some typical services include:

Public Safety – police, fire, and sometimes ambulance service

Utilities – water and sewer, trash collection, electricity, and natural gas

Land Use – planning, zoning, code enforcement, and other regulatory activities

Transportation – street construction and maintenance, traffic safety, and sometimes public transit

Recreation and Cultural – parks, recreation, libraries, and sometimes cultural facilities

Legal – ordinances protecting the public health, safety and welfare of the community

Roles and Responsibilities

The specific roles and responsibilities of members of city leadership will vary from community to community. Each position plays a vital role in the governance of the city. The council serves as the city's legislative body by adopting a budget and adopting local laws – called ordinances – and regulations.

Policy Role

The council is the highest authority within city government in deciding issues of policy. For a council to effectively assume a positive and active role in bringing issues forward for discussion in setting policy, councilors need a clear understanding of policy process and the stages at which council intervention is most effective.

Administrative Role

The council, as a collective body, is responsible for the oversight of administration in every city, but the roles that the mayor and individual councilors play in city administration vary considerably, depending on city size and form of government. Typically, the only city staff overseen by the council is the city's chief executive and potentially a handful of department heads.

Council/Manager Form – The majority of Oregon cities follow this structure where the council is comprised of volunteers who decide the policy for the city, which is overseen by a paid city manager who serves as the chief executive. Approximately 55% of cities nationwide utilize this form of government, and it is most popular in the Southeast and Pacific Coast regions.¹

Strong Mayor Form – The last city in Oregon to have a strong mayor structure was the city of Beaverton.² Under a mayor form of government, the mayor is elected but also serves as the city's chief executive. Approximately 34% of cities nationwide utilize this form of government and it is most popular in the Mid-Atlantic and Midwest regions.³

Commission Form – The city of Portland was the state's only true commission form of government – until the new form of government is phased in during 2024. The Commission form of government, elects commissioners to serve as the administrative head of selected city departments as assigned by the mayor. While the commission is the oldest form of local government in the country, only 1% of cities nationwide utilize a commission form of government.⁴

SPOTLIGHT:

Council-Manager Form of Government

The chief characteristic of the council-manager form of government is that the council appoints a qualified professional person as city manager or administrator to take charge of the daily supervision of city affairs. The manager or administrator serves at the pleasure of the council – the council sets policy and the manager carries out that policy. While an absolute separation between policy and administration does not really exist, the council-manager form works best when the council exercises its responsibility for policy leadership and respects the manager's leadership role and responsibility for administration.

Council-manager charters commonly include specific provisions that prohibit individual councilors from giving orders to city employees and from attempting to influence or coerce the manager with respect to appointments, purchasing, or other matters. However, the charters do not prohibit, and may affirmatively provide for the council to discuss administrative matters with the manager in open meetings.

¹ National League of Cities, Cities 101 – Forms of Local Government, <https://www.nlc.org/resource/cities-101-forms-of-local-government/> (Last accessed June 2024).

² <https://www.beavertonoregon.gov/860/Ballot-Measure-34-298> (last accessed June 20, 2024).

³ National League of Cities, Cities 101 – Forms of Local Government, <https://www.nlc.org/resource/cities-101-forms-of-local-government/> (Last accessed June 2024).

⁴ *Id.*

The Mayor

The mayor's role varies from city to city, depending on charter requirements. The mayor serves as the public face of the community by representing the city at community events or government functions. The mayor also serves as the spokesperson for the council. During council meetings, the mayor typically serves as the presiding officer and sets the agenda for meetings. Often, the mayor appoints individuals to committees and work groups and signs ordinances and resolutions on behalf of the council. Most importantly, the mayor serves as the chief facilitator between the city manager and the city council.

Quasi-Judicial Role

Council members may act in a quasi-judicial capacity when sitting on land use hearings and other type of appeals. When acting in a quasi-judicial role, the council is acting like a court of a judge – it is applying the law to a set of specific facts.

Council as “One Voice” and Balance

The council acts as a centralized body with one voice and not as individuals. While individual council members may make motions, the motion is only passed when a majority of the council votes in favor of its passage. Newly elected and veteran elected officials may find this structure challenging as it may be difficult to pass policy based on individual platforms.

The single most difficult job of a city council is to balance diverse interests with common interests. A councilor may react to groups in isolation without considering the larger consequence of their actions. It is important to recognize and consider citizen input, but it is equally important to develop perspective. A council can seldom do everything that everyone wants.

Intergovernmental Relations

Beyond the myriad of issues that are specific to city government, city officials will quickly find that they play a pivotal role in the intergovernmental arena with other cities, county government, special districts, and public schools, as well as regional, state and federal governments. Understanding these relationships and their impact on a city government's ability to provide responsible, efficient, and effective governance and delivery of services is important, particularly when funding and staffing resources are limited. Exploring new and innovative ways of funding and providing public services is one of the challenging issues facing elected officials.

It is important to recognize that the reasons you are running for office will become part of a “full plate” of issues – many of which you are not yet familiar. Because of the urgency and the complexity of these issues, governments must work together to address them. Cities no longer do their government business in isolation. The key to success is cooperation and collaboration.

Sources of Law

The main sources of law governing local government are the city charter and ordinances, the state constitution, state law and the decisions of state courts. Cities are also subject to federal laws and the United States Constitution. Local elected officials should be familiar with their city's charter and ordinances, as well as the state laws regarding open meetings, public records, budgeting, public contracting, and ethics, some of which are described below.

Home Rule and Limitations of Power

The term “home rule” refers to the authority of a city to set policy and manage its own affairs. Without charter home rule, state law controls the existence, form of organization, functions, powers, and finances

of local government. Most home rule authority is conferred on a city by its charter. A charter can be thought of as the city's constitution and may be amended only by a vote of the citizens of that city.

Even in light of home rule, local governments are subject to statutory, constitutional, judicial and charter limitations. Under Oregon constitutional home rule provisions, the voters of the state have taken from the state Legislature, and reserved to the voters of cities, the power to adopt and amend their own city charters. Initiative and referendum powers are also reserved to the voters of the city under Oregon Constitution Article VI, section 10 and Article XI, section 2.

Article I, Oregon's Bill of Rights, also applies to local governments. Other constitutional limits and restrictions include property tax limitations, prohibitions against lending the credit of a city, and regulation of city elections.

Government Ethics

Public official ethics are governed by various constitutional provisions, the common law, state statutes, and occasionally, charter or ordinance provisions.

Government ethics law is administered and enforced by the Oregon Government Ethics Commission. State law may require officials in your city to file a statement of economic interest each year with the Oregon Government Ethics Commission. State law also requires that public officials not use their official position or office to obtain financial gain other than their official salary, honorariums or reimbursements of expenses. The law limits the value of gifts that officials, candidates or members of their families may solicit or receive, or which any person may offer, and prohibits public officials from soliciting or receiving offers of future employment in return for their influence. The law prohibits public officials from furthering their personal gain by use of confidential information gained through their position with the city.

Public officials must also avoid a conflict of interest relating to taking official action that may or will result in financial benefit or detriment to the public official, the public official's relative, or a business with which the public official or their relative is associated. When a conflict of interest exists, the public official must take certain steps such as announcing the conflict and potentially recusing themselves from any participation in the discussion or vote on the issue.

Public Meetings Law

The Oregon public meetings law that applies to public bodies is found in ORS 192.610 to 192.695. Under the public meetings law, a governing body's meetings are open to the public with certain exceptions. Meetings of other city bodies such as the planning commission, budget committee, library board, etc., are also open to the public. Except in emergencies, there must be reasonable notice of regular meetings and at

RESOURCE:

For a more in-depth explanation of Oregon Home Rule and Preemptions see [LOC's Guide to Statutory Preemption of Home Rule](#) and [White Paper on the Origins, Evolution and Future of Home Rule](#), available on LOC's online reference library accessible at: <https://www.orcities.org/resources/reference/reference-library>

RESOURCE:

Oregon Government Ethics Commission Publications

For more information and guidance on government ethics for public officials, see the Oregon Government Ethics Commission's [Guide for Public Officials](#), and related supplement available at: https://www.oregon.gov/OGEC/Pages/forms_publications.aspx

least 24-hour notice for special meetings. Minutes are required to be taken. Executive sessions – those meetings that may be closed to the general public – may be held for certain prescribed reasons, but the media must be allowed to attend these meetings and final decisions may not be made. All final decisions must be held in a public meeting.

Public Records Law

The Oregon public records law applies to public bodies and is found in ORS 192.311 to 192.478. The public meetings law prescribes not only how local government officials and staff must handle public records, but also how the local government must respond to and handle requests for disclosure.

Budget and Finance

Budgeting is an annual process by which cities identify the types and levels of services that can be provided within the constraints of available resources. The general budgeting process is prescribed by the Oregon local budget law found in ORS 294.305 to 294.565. The Oregon Department of Revenue's Finance and Taxation section administers and provides advice and assistance to cities regarding budget matters. The section publishes a local government budget manual that is the basic reference document for local budget procedures.

In its most basic form, the budget identifies city programs, services and activities. City budgets are organized, and expenditures are accounted for by “funds” such as the general fund or street fund, etc. or “activities” such as law enforcement or transportation, in order to permit identification and handling of revenue earmarked for such purposes. Additional resources on local budgeting may be accessible on the Oregon Department of Revenue's website at: <https://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>.

Liabilities

To some extent, Oregon governments are liable for torts (wrongs to private parties) such as personal injury, property damage, wrongful entry, false arrest and detention, abuse of process, invasion of privacy, and interference with contractual relations. The Oregon Tort Claims Act places a financial limit on the extent of the government's liability for torts.

The personal liability of public officials is governed primarily by the provisions of the Oregon Tort Claims Act. Federal civil rights law, the common law of torts, and specific Oregon statutes also may impose personal liability. Some examples of personal liability are budget law violations, conflicts of interests, actions outside the scope of official duty, malfeasance in office, public contracting violations, and public meetings law and public records law violations.

The council should routinely consult with the city attorney in making decisions on city affairs. In addition to providing professional and technical services such as preparation of formal opinions and drafting of legal documents, the city attorney can supply advice regarding many other matters.

RESOURCE:

Oregon Attorney General's Public Records and Meetings Manual

Without doubt one of the most helpful resources on public meetings and records is the Attorney General's [Public Records and Meetings Manual](https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/). The Manual provides guidance and explanations to the various laws that govern Oregon public records and meetings. The Manual is available online free of charge at:

<https://www.doj.state.or.us/oregon-department-of-justice/public-records/attorney-generals-public-records-and-meetings-manual/>

Some types of insurance are required by state law, and cities purchase other types for their own protection. Insurance policies are complex documents, and the advice of competent insurance advisors and the city's legal counsel should be sought to make certain that coverage is adequate for the exposures involved. For more information on risk management, contact Citycounty Insurance Services online at <https://www.cisoregon.org/Contact-CIS>.

Communications – The Key to Success

Council effectiveness is dependent upon good group dynamics. Each new configuration of the council creates its own personality and style of operation. As with any group, each council must go through the usual evolution of forming, storming, norming, performing and, eventually, reforming. A number of city councils in Oregon have adopted internal rules of council procedure to promote effective governance and establish ground rules for working together.

RESOURCE:

For sample rules of procedure, see LOC's [Model Rules of Procedure for Council Meetings](#) available on LOC's online reference library accessible at: <https://www.orcities.org/resources/reference/reference-library>

Elected Officials and the Public Spotlight

Becoming an elected official means living in the public spotlight 24 hours a day. Elected officials come to realize that this is simply a condition that accompanies the position – for better or worse. Don't be alarmed if your personal life becomes front page news and the "talk of the town." It's bound to happen sooner or later. Media relations is a skill that can work in the city's favor. It is wise to develop a respectful relationship with a local reporter and attempt to create a reciprocal relationship. Be sensitive of the reporter's job and their need to meet deadlines. At the same time, be careful and never speak "off the record." Expect anything you say or write to be used. Don't assume the interview is over until the reporter has left the scene. Also, before speaking with the press on a matter related to the city, make sure you and your council have identified any needed protocols for interactions with the media. Some cities have identified, through their council rules of procedure, how elected officials communicate with the press – identifying what a councilor or mayor can do when they "speak for" the city as opposed to when they are "speaking for" themselves.

Representing the Public

Two of the most important tasks of local government officials are to discover citizen opinion and to ensure that citizens have sufficient information to form knowledgeable opinions. For these tasks to be carried out successfully, elected officials must solicit public input and encourage citizen participation and involvement.

Communication is important in achieving effective citizen participation in local government. Success depends on both the attitudes and interests of citizens and city officials. Citizens need to know their efforts are recognized and valued in the decision-making process. Public hearings, advisory committees, town hall meetings, televised council meetings, volunteer participation, public opinion polls, and interest groups are ways to connect citizens with city government in a significant way.

SPOTLIGHT:

Guidelines for Surviving Life in the "Public Fishbowl"

- ✓ Be truthful.
- ✓ If you don't know the answer, say so.
- ✓ Anticipate all situations and questions.
- ✓ Be prepared.
- ✓ Be accountable and responsible for everything you do and say.

Community Visioning and Goal Setting

City councils should develop community visioning and conduct annual goal setting processes in order to provide a roadmap for all city decisions.

Visioning: Sustaining Quality of Life

City governance is an institution that enables a community of citizens, through their elected representatives, to maintain safety and a good quality of life, which is accomplished by developing policy, adopting implementing laws and ordinances, and planning for the delivery and financing of public services. Success is dependent upon the ability to stay in touch with the public's needs and desires, to understand the issues, and to balance the short and long term social, economic and environmental impacts. A vision statement provides a blueprint for the future and helps the council, staff and citizens to set priorities, goals, and make decisions to achieve desired outcomes.

"Every city has an unbelievable talent pool that can help change a city from average to outstanding. However, members of the community must realize how important their involvement can be. I truly believe that King City is a great example of what can happen when a diverse group of dedicated residents are committed to helping the city government represent the people, as city councilors. Progress in a city can only be made by the people who represent the people in the community in which they live and deeply care about."

- Ken Gibson, Mayor, King City

Setting City Goals

A clear set of goals provides the framework within which nearly all city activities can be accomplished. Goals provide direction, reduce crisis management environments, develop cohesiveness among council members, allow managers and staff to manage their time and activities effectively, and permit periodic evaluation of progress to manage any necessary mid-course corrections.

Without goals, a council cannot distinguish between movement and progress. Individuals and groups can spend tremendous effort and resources performing activities that, in retrospect, were not necessary. Often the reason for this wasted effort is the absence of a clear set of priorities and specific plans for accomplishing them.

Typically, council goals are developed for a one to two-year period. They are a tool for focusing the council's efforts; communicating priority issues to the community; and providing clear direction to city staff. Council goals should be articulated in such a way that they are specific, realistic, outcome-based, within the city's control, and measurable. Once goals have been set and adopted by the council, they can be used as a measure for evaluating staff performance, guiding budget decisions, and managing unanticipated issues that arise during the year.

About the League of Oregon Cities

The LOC is the trusted, go-to resource that helps Oregon city staff and elected leaders serve their cities well and speak with one voice. The LOC is here to provide cities what they need to build thriving

communities, through advocacy, training, and information. Created in 1925 through an intergovernmental agreement of incorporated cities, the LOC is essentially an extended department of all 241 Oregon cities.

Resources and Recommended Reading

The LOC provides numerous resource available online at www.orcities.org. The public can access reference materials such as “Topics A-Z” and the Reference Library under the “Resources” tab. Resources include white papers, guides, model ordinances, and FAQs.