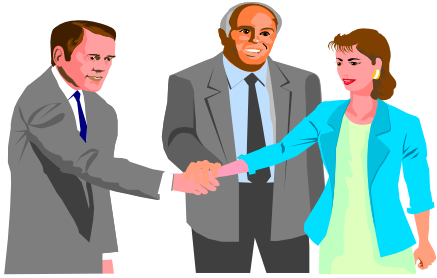


Definition of Public Meeting
Public Meeting Requirements
Parliamentary Procedures
Public Records Law
Ethics



Open to the Public

- **All meetings** of the city's commissions and committees are required to be open to the public and all persons shall be permitted to attend any meeting except as provided in the state's public meeting law.
- **No Private meetings** - No quorum of a committee may meet in private for the purpose of deciding on or deliberating towards a decision on any matter except as provided in the State's public meeting law.

Definition of Meeting

- A “meeting” is any quorum of a commission/committee, which makes a decision towards a decision on any matter. This term is broadly construed and could include a social gathering at which a quorum is present and official business is discussed.
- **Exceptions** - A “meeting” specifically does not include any on-site inspection of any project or program, or the attendance of the members of the commission/committee at any national, regional or state association to which the public body or the members belong.
- **“Decision”** - means any determination on which a vote of the commission/committee is required, at any meeting at which a quorum is present.

Economic Development Committee

22 members QUORUM = 15

Ad Hoc - 14 members QUORUM = 10

Ad Hoc – 8 members QUORUM = 6



If there is NO QUORUM there is NO MEETING

Meeting Requirements

- **Smoking Prohibited**
- **Location** - All meetings must take place within the city limits of Ashland. With the exceptions of training sessions, joint meetings and emergency meetings.
- **Right to Request Interpreter** - If special assistance is required to participate in a meeting, such a request should be made to the City Administrator's office at least 72 hours in advance of the meeting
- **No Public Right to Participate**
 - **The right of the public to attend meetings does not include the right to participate.**
 - Unless a public hearing is required by ordinance or state statute or unless otherwise permitted by the commission/committee, the public may not participate in discussion at a public meeting.
- **Conference Calls** - Public meetings can be held by conference call if at least one place is available for the public to listen and call in.



Minutes

- **Written minutes must be taken for all public meetings**
- **Minutes do not have to be a verbatim transcript**
- **Minutes must include:**
 - List of members present
 - Nature and disposition of all motions, proposals, resolutions, orders, etc.
 - Results of all votes by name
 - Substance of any discussion
 - Reference to any public document discussed

Duties of the Chair



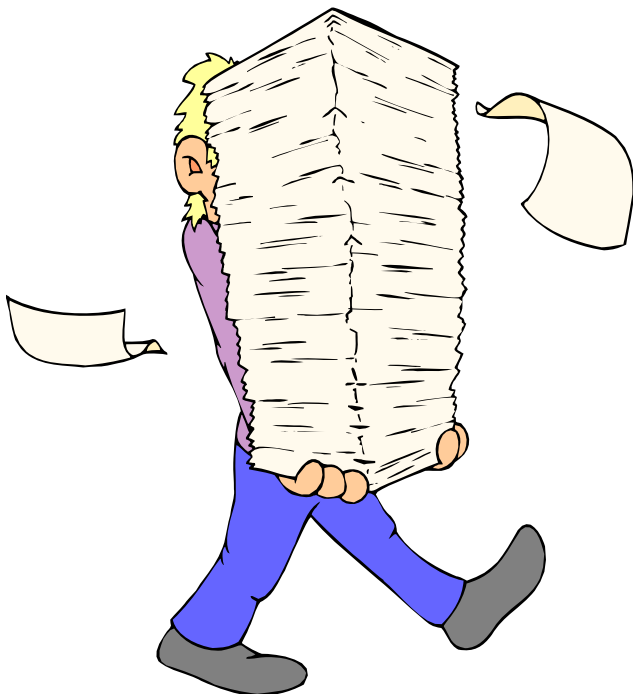
- Call the meeting to order at the appointed time
- Preside at all meetings
- Announce the business before the assembly in its proper order
- State and put to a vote all questions (motions) that are properly brought before the assembly
- Preserve order and decorum
- Decide all Questions of Order
- Don't interrupt a speaker as long as the person is in order
- Be careful not to appear to take sides while conducting a meeting



Public Records



**ORS 192.005(5) defines
public record:**



- **"Public record"** includes, but is not limited to, a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use. (*emphasis added*)

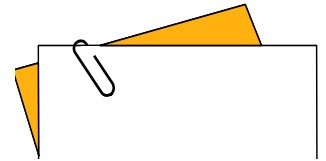
Who has the Right to Inspect Public Records?



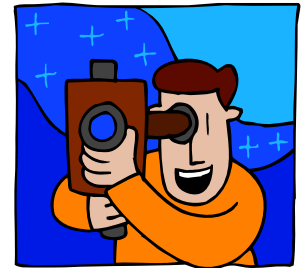
Notes



E-mails



Correspondence



Pictures

“Every Person” has a right to inspect
any nonexempt public record of a public body
in Oregon.



Public Ethics

- All Members of the City Council, Commissions or Committees are required to follow the Public Ethics Rules because they are “*Public Officials.*”



Public Ethics

- **All Public Officials are required to follow the Public Ethics Rules.**

- **May not use public facilities or resources for personal use**



- **A Public Official may not use the public position for the financial gain or detriment of the public official, their relative or any business for which they or their relative are associated.**

