



November 3, 2026 General Election

Dear Candidate,

Thank you for your interest in seeking election to the Sherwood City Council and serving as a public official. The positions scheduled for the November 3, 2026, ballot include:

Mayor (two-year term)

Three (3) City Councilor positions (four-year terms)

This packet contains the information and materials required to file for candidacy. Please be advised that filing deadlines differ for incumbent and non-incumbent candidates, in accordance with House Bill 4024 and ORS 260.034. It is important to review all instructions carefully to ensure that your submission is complete, accurate and filed within the applicable deadlines.

The following forms and resources are provided in this packet and can be found on the elections page on the [City's website](#).

**Filing Schedule:**

- **City Declaration of Candidacy Form and Candidate Filing Form (SEL 101)** (*submit to the City Recorder*).  
Sherwood Filing Fee: \$10  
First day to File: June 3, 2026. (New Candidate or Incumbent)  
Filing Deadline New Candidate: August 25, 2026, by 5:00 pm.  
Filing Deadline Incumbent: August 18, 2026, by 5:00 pm.
- **Candidate Statement Form for Voter's Pamphlet (Form #JCVP-01)** (*submit to Washington County Elections Office*).  
Filing Deadline: August 25, 2026. (New Candidate or Incumbent)

Pursuant to ORS 249.006 and OAR 165-010-0011, candidate filing documents are required to be publicly posted on the City's website and remain accessible until election results are officially certified. Candidates who wish to request redaction of personal information prior to posting must complete an SEL 180 (online form) [State of Oregon: Elections - Residence Address Exemption Request](#) within two (2) days of filing their candidate forms. Please note that regardless of redaction requests, information contained in candidate filing records may still be subject to disclosure through a public records request.

The following resources and forms are included in this informational packet.

- Sherwood Declaration of Candidacy Form
- Form SEL 101 – Candidate Filing for Major Political Party or Nonpartisan
- Form JCVP-01 Candidate Statement for Voters Pamphlet
- Sherwood Municipal Code Chapter 2.04, Elections Articles I & II
- Sherwood City Charter
- Sherwood City Council Rules of Procedure
- Sherwood Sign Code Information. Contact the City’s Planning Department 503-625-4208.

City of Sherwood candidates may qualify for the ballot by paying a \$10 filing fee or by submitting a nominating petition.

**If filing by petition, a petition must be certified by the City Recorder (City Elections Official) prior to circulation.** Contact the Oregon Secretary of State Elections Division for petition forms and requirements. Additional local requirements for petition circulation are outlined in Sherwood Municipal Code Section 2.04. Candidates filing by petition should submit materials well in advance of the filing deadline to allow sufficient time for signature verification, which may take up to ten (10) days.

**Candidates are encouraged to retain copies of all submitted documents. The below resources are also available to assist with any questions.**

Thank you for your willingness to serve the Sherwood community.



Sylvia Murphy, MMC, City Recorder  
City Elections Official  
503-625-4246  
[Murphys@Sherwoodoregon.gov](mailto:Murphys@Sherwoodoregon.gov)

**Resources:**

Washington County Elections Office: 2925 NE Alcock Drive, Suite 170, Hillsboro, OR 97124  
Ph: 503-846-5800, Fax: 503-846-5810  
Email: [Elections@washingtoncountyor.gov](mailto:Elections@washingtoncountyor.gov) <http://www.co.washington.or.us/elections/>

State of Oregon Elections Division: 255 Capital Street NE, Suite 501, Salem, OR 97310  
Ph: 503-986-1518 <https://sos.oregon.gov/elections/Pages/laws-rules-publications.aspx>

Oregon Government Ethics Commission: 3218 Pringle Rd. SE, Suite 220, Salem, OR 97302  
Ph: 503-378-5105 Email: [mail@ogec.oregon.gov](mailto:mail@ogec.oregon.gov) <http://www.oregon.gov/ogec/>



Declaration of Candidacy  
City of Sherwood, Oregon Elected Position  
November 3, 2026, General Election

I, \_\_\_\_\_, hereby state that I am a qualified registered voter in the City of Sherwood,  
(PRINT NAME)

Oregon and I reside within the Sherwood City limits and have for a minimum of 12 months prior to this election,  
at the following address:

\_\_\_\_\_  
(PRINT ADDRESS)

I am declaring my candidacy and declaring that I qualify for the position of (select one from below), in the City of Sherwood, Oregon, Washington County at a General Election to be held November 3, 2026, and I am willing to accept the office if elected.

Mayor

Councilor

\_\_\_\_\_  
(CANDIDATE SIGNATURE)

\_\_\_\_\_  
(DATE)

This Declaration of Candidacy form and the SEL101 form must be received by the Sherwood City Recorder by:  
**5:00 pm on August 25, 2026 (New Candidate) and by 5:00 pm on August 18, 2026 (Incumbent)**

The filing fee is \$10 per Sherwood's Municipal Code or you may file by petition. If filing by petition, see Oregon State Election Manual for petition forms and information.

# Candidate Filing

## Major Political Party or Nonpartisan

**SEL 101**

rev 09/25  
ORS 249.031

Filing Dates		Candidate Filing		Candidate Withdrawal	
<b>Primary Election</b> <b>May 19, 2026</b>	First Day to File Last Day to File	September 11, 2025 March 10, 2026*			March 13, 2026
<b>General Election</b> <b>November 3, 2026</b>	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	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      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

**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

# Joint County Voters' Pamphlet Candidate Statement Instructions

## Where to File a Candidate Statement

To publish a Candidate Statement in the Clackamas, Multnomah, Washington, or Yamhill County Voters' Pamphlet, submit a Joint County Voters' Pamphlet Candidate Statement (JCVP-01) filing and fee to the county's elections office by 5 pm on the deadline day.

**If the office's jurisdiction or district is located in more than one county:** Each County produces its own Voters' Pamphlet. Submit a separate JCVP-01 filing and fee to the county elections office in **each** county where the statement is to be printed.

## Filing Fees & Payment Options

- Special District & Metro candidates; City or County candidates at a special election:
  - **\$25** - If the office has **no salary or compensation** beyond expenses
  - **\$100** - If the office **has a salary or compensation** beyond expenses
- City & County candidates at a Primary or General Election:
  - **\$25** - For offices with **fewer than 1,000 eligible voters** within the county
  - **\$50** - For offices with **1,000 - 9,999 eligible voters** within the county
  - **\$100** - For offices with **10,000 - 49,999 eligible voters** within the county
  - **\$300** - For offices with **50,000 or more eligible voters** within the county

Contact the county's elections office or visit its website to determine a specific office's Candidate Statement filing fee.

**Payment Options:** Credit/debit card, cash, and check are accepted.

## How to File a Candidate Statement

JCVP forms can be filed in person, by mail, or electronically.

- A complete filing includes: a signed JCVP-01 form (required), the typewritten statement (required), portrait photo (optional), JCVP-02 Endorsement forms (when applicable), and the filing fee (required).
- The complete filing, including fee payment, must be received by the county elections office by 5 pm on the filing deadline day. Postmarks on mailed filings do not count.
  - Filings without a signature or received after 5 pm on the filing deadline will be rejected.
- No changes can be made to the Candidate Statement, portrait, or Endorsements after 5 pm on the filing deadline.

### Electronic Filers:

- **Clackamas/Yamhill:** Submit all materials as email attachments. Cloud-hosted documents (e.g., Google Drive, Dropbox links) are not accepted.
- **Multnomah:** File online at <http://multco.us/vp-file>
- **Washington:** File by online at <https://www.washingtoncountyor.gov/elections/online-vp>

**In-person Filers: Please provide electronic copies** of 1) **statement text** to offer elections staff maximum time to review and identify any word count issues, and 2) **portrait photo** for better print quality.

- **Clackamas/Washington/Yamhill:** Email portrait and statement text (.doc or .txt format, or copy text into email body).
- **Multnomah:** Upload portrait and statement text (.doc or .txt format) using the link emailed to you after filing.
- If print and electronic copies differ, the original print version will be published unless an amendment is filed.

**Note:** Filing early offers Elections staff more time to notify you about issues with the word count, Endorsement forms, or portrait photo. Issues can be corrected until the 5 pm filing deadline.

## Signature Requirements

The JCVP-01 form must be signed by the candidate or their authorized agent.

- **Electronic signatures are accepted if they represent a true/"wet" signature.**
- Digital signatures (digital certificates, typed fonts, etc.) are not accepted on printed, emailed, or uploaded forms.

## Content & Formatting Requirements

- The statement's combined Required and Optional Information text **must not exceed 325 words/numbers**. It must be typewritten and only include words/numbers.
  - If the statement is over the limit, words exceeding the limit will be cut from the end.
- All statements must include information under these required headings: "Occupation", "Occupational Background", "Educational Background", and "Prior Governmental Experience." The rest of the statement is "Optional Information".
  - If you have no relevant experience, type the word "none" after the required heading.
  - Required headings must be part of the statement, but do not count toward the word limit. Any words typed after the heading (including "none") do count.
- Generally, anything with white space around it counts as a word.

- Bullet points and numbers in a numbered list do not count as words.
- Hyphenated words count as more than one word unless there is a dictionary-accepted spelling as a single word (e.g. re-elected and reelected).
- Ampersand (&) counts as one word.
- Website URL counts as one word.
- **Hand-count the statement to ensure it meets the 325-word limit;** word processors' word counts vary.
- Proof the statement before filing. Elections staff will not correct errors in spelling, punctuation, grammar or syntax. No corrections are allowed after the filing deadline.
- If material in the statement violates ORS 251.415, the violating material will be removed from publication. You will be notified about the removal when possible.

**Required Information Formatting**

Required Information should be submitted and will be published in a standard format:

- Each required section is a run-on list, with items separated by commas, colons, or semicolons.
- Information is in plain text (no boldface, all caps, centering, underlining, bulleted list, etc.).

**If you submit required information in a different format, it will be standardized for publication.**

**Optional Information Formatting**

- "Optional Information" may use basic formatting (boldface, all caps, centering, underlining, bulleted/numbered lists).
- Italics may only be used when citing the source of a published quote; other uses will be changed to plain text.
- Custom formatting may be adjusted to fit text to available print space.

**Endorsements**

If a person or organization is named as an endorser or supporter in the statement, you must file a JCVP-02 Endorsement form signed by the endorser by 5 pm on the filing deadline or the name will be removed.

- Endorsement text should be included as part of the typewritten statement and does count toward the 325-word limit.
- See the JCVP-02 forms for detailed instructions.

**Publicly Published Quotes**

Material published publicly before the filing deadline may be quoted without an Endorsement form if the source and publication date are cited. The quote, source, and date count towards the 325-word limit. Use italics when citing the source and date. **Example:** "The candidate would do great things in this position." -*Joe Smith, The Oregonian, 4/15/25.*

**Portrait Photo Requirements (ORS 251.075)**

An optional portrait photo must meet these criteria:

- Headshot (shoulders to top of head) with a **plain background**.
- Recent (no more than 4 years old).
- Does not include hands, hat, sunglasses, or apparel/objects associated with any organization or affiliation.
- Electronic submissions must be a .jpg, .png, or .tif format.

Portraits will be reduced to 1.5" x 1.75" and printed on newsprint. The portrait must be filed with a JCVP-01 form and received by 5 pm on the filing deadline. The portrait will only be published if it meets requirements.

**Changes & Amendments**

Changes to the Candidate Statement, endorsements, or portrait photo may be made until 5 pm on the filing deadline. Submit an updated filing with a new, signed JCVP-01 form that has the "amended" box marked. No additional fee is required. **No changes are permitted after the 5 pm filing deadline.**

**Contact Information**

<p><b>Clackamas County Elections</b>          1710 Red Soils Ct., Suite 100, Oregon City, OR 97045  <b>Phone:</b> 503-655-8510  <b>Email:</b> elections@clackamas.us</p>	<p><b>Washington County Elections</b>          2925 NE Aloclek Dr., Suite 170, Hillsboro, OR 97124  <b>Phone:</b> 503-846-5800  <b>Email:</b> elections@washingtoncountyor.gov</p>
<p><b>Multnomah County Elections</b>          1040 SE Morrison St., Portland, OR 97214  <b>Phone:</b> 503-988-8683  <b>Email:</b> filings@multco.us</p>	<p><b>Yamhill County Elections</b>          414 NE Evans St., McMinnville, OR 97128  <b>Phone:</b> 503-434-7518  <b>Email:</b> elections@yamhillcounty.gov</p>

# Joint County Voters' Pamphlet Candidate Statement



**Important! Read all instructions before completing this form.**

Please note that each county produces a separate County Voters' Pamphlet. If the jurisdiction or district is located in more than one county, a separate JCVP-01 form must be filed and the filing fee paid to each county where the Candidate Statement is to be printed.

## 1. Filing Information

**Election Date:** \_\_\_\_\_ **Amended Statement**

**Name of Candidate** (As it should appear on the ballot): \_\_\_\_\_

**Filing for the Office of:** \_\_\_\_\_

**District/Position:** \_\_\_\_\_

**"This information furnished by"** (Required: Name of Candidate or Committee as it should appear in the Voters' Pamphlet): \_\_\_\_\_

## 2. Contact Information

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Warning:** Any person who supplies information in the Required Information portion of a Voters' Pamphlet statement, knowing it to be false, is subject upon conviction of a Class C felony; to imprisonment for up to five years or to a fine of \$125,000; or both.

ORS 260.715 (1); 260.993; 161.605; and 161.625.

*Note: Language which violates any provision of ORS 251.415 will be excluded from the Voters' Pamphlet.*

By signing this document, I hereby state:

- That all information provided by me on this form and in this 'Candidate Statement' is true to the best of my knowledge;
- That I am the author of this 'Candidate Statement' (ORS 251.415);
- That I have read and understand the instructions for submitting this 'Candidate Statement'; and
- That the portrait, if provided, is less than four (4) years old.

\_\_\_\_\_  
**Signature of Candidate or Agent on behalf of Candidate**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**(If applicable) Printed name of Agent**

\_\_\_\_\_  
**Phone Number**

### For Office Use Only

County: \_\_\_\_\_

Payment Method: \_\_\_\_\_

Ref. Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Intake Staff Initials: \_\_\_\_\_

Required Info?	Yes	No
Optional Info?	Yes	No
Endorsements?	Yes # _____	No
Portrait?		
Print? # _____		
Providing digital copy?	Yes	No
Received digital copy?	Yes	No
None		

Word Count (325 max):

Providing digital copy? Yes No

Received digital copy? Yes No

Review Staff Initials:

## Candidate Statement for Voters' Pamphlet

### 3. Candidate Checklist

Typewritten & Signed JCVP-01

Required Information:

Occupation

Occupational Background

Educational Background

Prior Governmental Experience

Word Count (325 words/numbers MAX)

Fee Provided

(If applicable) JCVP-02 Endorsement Forms #: \_\_\_\_\_

(Optional) Optional Information

(Optional) Portrait Photo

### 4. Required Information

#### Candidate Name:

Maximum of 325 hand counted typewritten words/numbers for the combined Required and Optional Information sections, excluding the bold headings already printed on this form. All sections of the Required Information must be completed. If there is not relevant information for a required section, the word "None" should be inserted.

**Occupation** (present paid or unpaid employment):

**Include in Attached Statement**

**Occupational Background** (any previous paid or unpaid employment):

**Include in Attached Statement**

**Educational Background** (relevant school(s) attended):

Name of School	Educational Study – Major/Minor	Diploma/Degree/Certificate
<b>Include in Attached Statement,</b>	<b>Include in Attached Statement,</b>	<b>Include in Attached Statement,</b>
,	,	,
,	,	,
,	,	,

**Prior Governmental Experience** (elected or appointed):

**Include in Attached Statement**

### 5. Optional Information

Attach a separate sheet with your Optional Information. **Remember: both your Required and Optional Information count toward the 325-word limit (excluding required information headings).**

## Sherwood Municipal Code, Chapter 2.04, Sections I & II

### Title 2 - ADMINISTRATION AND PERSONNEL

#### Chapter 2.04 - ELECTIONS

##### Sections:

- **Article I. - Introduction**
- **2.04.010 - State law applies.**

As provided by City Charter Section 26, state elections laws apply to matters not regulated by this article. The city charter and this article prevail over any conflicting state laws.

(Ord. 05-008 § 1 (Exh. A)(part))

- **2.04.012 - Definitions.**

Words or phrases have the following meanings unless the context clearly requires a different meaning:

"Candidate" means an individual whose name appears or is expected to appear on an official ballot.

"City legislation" means an ordinance or proposed ordinance, or a proposed amendment, revision or repeal of the city charter.

"Elective city position" means the office of mayor or councilor.

"Elector" means an individual eligible under state and city law to vote in city election.

"Initiative" means proposed city legislation submitted to electors by a petition of qualified electors.

"Measure" means city legislation, or a proposition or question for city electors.

"Prospective petition" means information required for a completed petition, except for signatures and other identification of petition signers.

"Qualified elector" means an individual qualified to vote under Section 2, Article II, Oregon Constitution.

"Recorder" means the city recorder or authorized representative.

"Referendum" means city legislation submitted to electors by the council or by a petition of qualified electors, or a proposition or question submitted to city electors by the council.

"Regular election" means a city election held at the same time as a primary or general biennial election for electing federal, state or county officers.

"Special election" means a city election not held on the date of a regular election.

"Term of office" means the term of office of the last person elected to the office.

(Ord. 05-008 § 1 (Exh. A)(part))

- **Article II. - Candidates**
- **2.04.020 - Eligibility.**

A qualified elector who has resided in the city during the twelve (12) months immediately preceding the election may be a candidate for an elective city position.

## Sherwood Municipal Code, Chapter 2.04, Sections I & II

(Ord. 05-008 § 1 (Exh. A)(part))

- **2.04.021 - Nomination petition or declaration of candidacy.**

- A. An eligible elector may become a candidate for an elective city position by filing a nomination petition or a declaration of candidacy in a form prescribed by the Secretary of State and available from the recorder.
- B. A declaration of candidacy must be accompanied by the filing fee established by council resolution.
- C. A nomination petition must contain signatures of not fewer than twenty (20) city-qualified electors as follows:
  1. No elector may sign more than three petitions. If more than three are signed, the signature is valid only on the first three valid petitions filed;
  2. The signatures need not all be attached to one paper, but each separate paper of the petition must be attached to an affidavit of the circulator showing the number of signers and stating that each signature is the genuine signature of the person;
  3. Each signature must have next to it the signer's residence, by its street and number or other description;
  4. The recorder must certify the signatures in the nomination petition for genuineness by comparing them and the other required information with the elector registration cards on file with the county clerk;
  5. After the petition is filed with the recorder, the recorder has ten days to verify the signatures, and attach to the petition a certificate stating the number of signatures believed genuine.

(Ord. 05-008 § 1 (Exh. A)(part))

- **2.04.022 - Petition or declaration contents.**

- A. A nomination petition or declaration of candidacy must contain:
  1. The name by which the candidate is commonly known. A candidate may use a nickname in parentheses in addition to the candidate's full name;
  2. The residence address of the candidate;
  3. The office or position number for which the candidate seeks nomination;
  4. A statement that the candidate is willing to accept the office if elected;
  5. A statement that the candidate will qualify if elected;
  6. A statement of the candidate's occupation, educational and occupational background, and prior governmental experience; and
  7. The signature of the candidate.
- B. A declaration of candidacy must include a statement that the required fee is included with the declaration.

(Ord. 05-008 § 1 (Exh. A)(part))

## Sherwood Municipal Code, Chapter 2.04, Sections I & II

- **2.04.023 - Filing.**

- A. A nomination petition or declaration of candidacy must be filed with the recorder.
- B. The recorder will date and time stamp immediately upon filing a nominating petition, declaration of candidacy, withdrawal or other document required to be filed.
- C. A nomination petition or declaration of candidacy must be filed in accordance with the schedule established by state law.

(Ord. No. 2016-009, § 2, 5-3-2016; Ord. 05-008 § 1 (Exh. A)(part))

- **2.04.024 - Deficient petitions.**

If a nomination petition is not signed by the required number of qualified electors or the declaration of candidacy is not complete, the recorder will notify the candidate within five days after the filing. The recorder will return it immediately to the candidate, and state in writing how the petition is deficient. The deficient petition may be amended and filed again as a new petition, or a substitute petition for the same candidate may be filed within the time requirements for filing petitions.

(Ord. 05-008 § 1 (Exh. A)(part))

- **2.04.025 - Withdrawal of candidacy—Refund of filing fee.**

- A. A candidate who has filed a nomination petition or declaration of candidacy may withdraw not later than the sixty-seventh day before the election date by filing a statement of withdrawal with the recorder. The withdrawal must be made under oath and state the reasons for the withdrawal.
- B. If requested not later than sixty-seven (67) days before the election date, the recorder will refund the filing fee of a candidate who dies, withdraws or becomes ineligible for the nomination.

(Ord. 05-008 § 1 (Exh. A)(part))

- **2.04.026 - Certificate of nomination.**

The recorder will certify the nominations to the county clerk in accordance with the time requirements of state law stating the offices and the terms of office for which the candidates are nominated.

(Ord. 05-008 § 1 (Exh. A)(part))

# SHERWOOD CITY CHARTER

## PREAMBLE

We, the voters of Sherwood, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

## Chapter I NAMES AND BOUNDARIES

### **Section 1. Title, Effective Date and Review.**

This charter shall be referred to as the Sherwood City Charter and takes effect January 1, 2020. This charter shall be reviewed at least every six years, with the appointment of a charter review committee by the City council.

### **Section 2. Name.**

The City of Sherwood, Oregon, continues as a municipal corporation with the name City of Sherwood.

### **Section 3. Boundaries.**

The City includes all territory within its boundaries as they now exist or are legally modified. Unless required by a public health emergency as defined by ORS 222.850 and ORS 222.855, annexations may only take effect with the approval of city voters. The city recorder will maintain as a public record an accurate and current description of the boundaries.

Determining the City's jurisdictional boundaries is declared to be a matter inherent to its political form. The City shall have the exclusive authority to review, approve, or deny annexation requests subject to the procedures and standards adopted by ordinance of the City Council. These procedures shall not be preempted by state laws that modify or eliminate this authority.

## Chapter II POWERS

### **Section 4. Powers.**

The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully though this charter specifically stated each of those powers.

### **Section 5. Construction.**

The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

### **Section 6. Distribution.**

The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The

council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances. The council appoints members of commissions, board and committees established by ordinance or resolution.

### **Chapter III COUNCIL**

#### **Section 7. Council.**

The council consists of a mayor and six councilors appointed or elected from the City.

#### **Section 8. Mayor.**

The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government.

#### **Section 9. Council President.**

At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

#### **Section 10. Rules.**

In January after each general election, the council must by resolution adopt council rules. The rules must be approved by a majority of the council.

#### **Section 11. Meetings.**

The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with council rules. The council shall afford an opportunity for general public comment at each regular meeting. The process for creation of council meeting agendas shall be prescribed by council rules. A number of councilors equal to a majority of a quorum may cause an item to be added to the agenda of a future meeting.

#### **Section 12. Quorum.**

A quorum to conduct business shall be defined as a majority of the council and mayor positions that are not vacant. A smaller number may meet and compel attendance of absent members as prescribed by council rules.

#### **Section 13. Vote Required.**

- (a) The express approval of a majority of the councilors voting on a motion is necessary for any council decision, except when this charter requires unanimous approval, supermajority approval, or approval by a majority of the council.
- (b) Unanimous approval shall mean approval by all of the council and mayor positions that are not vacant.
- (c) Supermajority approval shall mean approval by not less than five council and/or mayor positions.
- (d) Approval by a majority of the council shall mean approval by a majority of the council and mayor positions that are not vacant.

### **Section 14. Record.**

A record of council meetings must be kept in a manner prescribed by the council rules and Oregon public records and meetings law.

## **Chapter IV LEGISLATIVE AUTHORITY**

### **Section 15. Ordinances.**

The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state "The City of Sherwood ordains as follows:"

### **Section 16. Ordinance Adoption.**

- (a) Except as this provision provides otherwise, adoption of an ordinance requires reading of the proposed ordinance by title at two separate meetings separated by at least six days, and approval by a majority of council, which approval may occur at the meeting at which the second reading is conducted or a subsequent meeting.
  - (1) The text of the proposed ordinance shall be posted and available to the public on the City's website at least six days in advance of each meeting at which the ordinance will be read or considered pursuant to this section.
  - (2) At each meeting that the ordinance is read or considered pursuant to this section, the title of the ordinance shall be read and public comments shall be accepted, prior to any vote of the council on adoption.
  - (3) An ordinance may be adopted at a single meeting of the council by unanimous approval upon being read by title twice.
- (b) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.
- (c) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.
- (d) After adoption of an ordinance, the city recorder must endorse it with the date of adoption and the recorder's name and title. The city recorder must submit the ordinance to the mayor for approval. If the mayor approves the ordinance, the mayor must sign and date it.
- (e) If the mayor vetoes the ordinance, the mayor must return it to the city recorder with written reasons for his veto within 10 days of receipt of the ordinance. If the ordinance is not so returned, it takes effect as if approved.
- (f) At the first council meeting after veto by the mayor, the council will consider the reasons of the mayor and again vote on the ordinance. If a majority of council votes to adopt the ordinance, it will take effect.

### **Section 17. Effective Date of Ordinances.**

Ordinances normally take effect on the 30th day after adoption and approval by the mayor, or adoption after veto by the mayor, or on a later day provided in the ordinance. An ordinance adopted by unanimous approval may take effect as soon as adopted, or on such other date less than 30 days after adoption which may be specified, if it contains an emergency clause, and is not subject to veto by the mayor.

## **Chapter V ADMINISTRATIVE AUTHORITY**

**Section 18. Resolutions.**

The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state "The City of Sherwood resolves as follows:"

**Section 19. Resolution Approval.**

- (a) Approval of a resolution or any other council administrative decision requires approval by the council.
- (b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at a meeting.
- (c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.
- (d) After approval of a resolution, the city recorder must endorse it with the date of approval and the recorder's name and title.

**Section 20. Effective Date of Resolutions.**

Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolutions.

**Chapter VI  
QUASI-JUDICIAL AUTHORITY**

**Section 21. Orders.**

The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state "The City of Sherwood orders as follows:"

**Section 22. Order Approval.**

- (a) Approval of an order or any other council quasi-judicial decision requires approval by the council.
- (b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.
- (c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.
- (d) After approval of an order, the city recorder must endorse it with the date of approval and the recorder's name and title.

**Section 23. Effective Date of Orders.**

Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

**Chapter VII  
ELECTIONS**

**Section 24. Councilors.**

- (a) At each general election, three councilors will be elected for four-year terms.
- (b) No councilor shall serve on the council more than three consecutive terms. For purposes of this subsection, "terms" include terms to which the councilor was either elected or appointed, regardless of whether the councilor served the full four years of the term.

**Section 25. Mayor.**

At each general election, a mayor will be elected for a two-year term.

**Section 26. State Law.**

City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

**Section 27. Qualifications.**

- (a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one city office.
- (c) Neither the mayor, nor a councilor may be employed by the city.
- (d) The council is the final judge of the election and qualifications of its members.

**Section 28. Nominations and Declarations of Candidacy.**

The council must adopt an ordinance prescribing the manner for a person to declare candidacy or be nominated to run for mayor or a city councilor position.

**Section 29. Terms.**

The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office irrespective of any applicable term limit.

**Section 30. Oath.**

The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon, and the laws of the City of Sherwood.

**Section 31. Vacancies.**

The mayor or a council office becomes vacant:

- (a) Upon the incumbent's:
  - (1) Death;
  - (2) Adjudicated incompetence;
  - (3) Recall from the office; or
  - (4) Election to a different elected office.
- (b) Upon declaration by the council after the incumbent's:
  - (1) Failure to qualify for the office within 10 days of the time the term of office is to begin;
  - (2) Absence from the city for 45 days without council consent, or all meetings in a 60 day period;
  - (3) Ceasing to reside in the city;
  - (4) Ceasing to be a qualified elector under state law;
  - (5) Conviction of a public offense punishable by loss of liberty;
  - (6) Resignation from the office; or
  - (7) Removal under Section 33(i).

### **Section 32. Filling Vacancies.**

- (a) A mayor or councilor vacancy shall be filled by appointment by a majority of council within 45 days of the date of vacancy. The appointee's term of office runs from appointment until the vacancy is filled by election or until expiration of the term of office if no election is required to fill the vacancy.
- (b) An election is required if 13 months or more remain in the office term. The election must be held at the next available election date. The person elected will fill the vacancy for the remainder of the term.

## **Chapter VIII APPOINTIVE OFFICERS**

### **Section 33. City Manager.**

- (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.
- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education, experience, and competency in local government management.
- (c) The manager need not reside in the city.
- (d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
  - (1) Attend all council meetings unless excused by the mayor or council;
  - (2) Make reports and recommendations to the mayor and council about the needs of the city;
  - (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
  - (4) Appoint, supervise and remove city employees, except the municipal judge, municipal judges pro tem, the city attorney, and city attorney office employees;
  - (5) Organize city departments and administrative structure;
  - (6) Prepare and administer the annual city budget;
  - (7) Administer city utilities and property;
  - (8) Encourage and support regional and intergovernmental cooperation in alignment with council policies, goals, and objectives.
  - (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
  - (10) Perform other duties as directed by the council;
  - (11) Delegate duties, but remain responsible for acts of all subordinates.
- (f) The manager has no authority over the council or over the judicial functions of the municipal judge.
- (g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.
- (h) When the manager is temporarily disabled from acting as manager or when the office becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.
- (i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions. Violation

of this prohibition is grounds for removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

- (j) The manager may not serve as city recorder or city recorder pro tem.

#### **Section 34. City Recorder.**

- (a) The office of city recorder is established as the council clerk, city custodian of records and city elections official. The recorder must attend all council meetings unless excused by the City Manager.
- (b) The City Manager must appoint and may remove the recorder. The appointment must be made without regard to political considerations and solely on the basis of education and experience.
- (c) When the recorder is temporarily disabled from acting as recorder or when the office becomes vacant, the City Manager must appoint a recorder pro tem. The recorder pro tem has the authority and duties of the recorder.

#### **Section 35. City Attorney.**

The office of city attorney is established as the chief legal counsel of the city government. The City attorney shall be either an employee of the City or a firm under a written contract approved by the council. A majority of the council must appoint and may remove the attorney or contracted firm. If the attorney is an employee of the City, the attorney must appoint and supervise, and may remove any city attorney office employees.

#### **Section 36. Municipal Court and Judge.**

- (a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Sherwood Municipal Court.
- (b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.
- (c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.
- (d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.
- (e) The municipal judge may:
  - (1) Render judgments and impose sanctions on persons and property;
  - (2) Order the arrest of anyone accused of an offense against the city;
  - (3) Commit to jail or admit to bail anyone accused of a city offense;
  - (4) Issue and compel obedience to subpoenas;
  - (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
  - (6) Penalize contempt of court;
  - (7) Issue processes necessary to enforce judgments and orders of the court;
  - (8) Issue search warrants; and
  - (9) Perform other judicial and quasi-judicial functions assigned by ordinance.
- (f) The council may appoint and may remove municipal judges pro tem.
- (g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

### **Chapter IX PERSONNEL**

**Section 37. Compensation.**

The mayor and councilors may be compensated for expenses incurred while conducting the City's business using the same standard that applies to city employees. This will be the council's official compensation package and only compensation.

**Section 38. Merit Systems.**

The council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness.

**Chapter X  
PUBLIC IMPROVEMENTS**

**Section 39. Procedure.**

The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for one year upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

**Section 40. Special Assessments.**

The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

**Chapter XI  
MISCELLANEOUS PROVISIONS**

**Section 41. Debt.**

City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

**Section 42. Solid Waste Incinerators.**

The operation of solid waste incinerators for any commercial, industrial, or institutional purpose is prohibited in the city. This applies to solid waste defined by ORS 459.005(24), and includes infectious wastes defined by ORS 459.386(2). This prohibition does not apply to otherwise lawful furnaces, incinerators, or stoves burning wood or wood-based products, petroleum products, natural gas, or to other fuels or materials not defined as solid waste, to yard debris burning, or to small-scale specialized incinerators utilizing solid waste produced as a byproduct on-site and used only for energy recovery purposes. Such small-scale incinerators are only exempt from this prohibition if they are ancillary to a city permitted or conditional use, and may not utilize infectious wastes or any fuels derived from infectious wastes. This prohibition does not apply to solid waste incinerators lawfully permitted to operate before September 5, 1990, but does apply to any expansion, alteration or modification of such uses or applicable permits.

**Section 43. Repealed.**

**Section 44. Ordinance Continuation.**

All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

**Section 45. Repeal.**

All charter provisions adopted before this charter takes effect are repealed.

**Section 46. Severability.**

The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

**Section 47. Vote Required on Certain Taxes, Charges, and Fees.**

After July 1, 2015, any ordinance, resolution or order approved by a majority of the City Council that imposes a new city tax, charge, or fee and/or increases by more than two percent annually any city utility tax, charge, or fee including but not limited to water charges, sewer and surface water charges, and street utility fees that are imposed on residential properties occupied by owners and/or occupants within the City of Sherwood boundaries, shall not be effective unless ratified by a majority vote of the City's qualified electors voting in an election where at least 50 percent of the registered voters cast a ballot, or the election is held in May of an even numbered year or November of any year.

**Section 48. Vote Required for Sale of Certain Real Property.**

Before the city may sell or subdivide any parcel of real property owned by the city which is greater than five acres in size and which is being used primarily for park or recreation purposes, the city council must authorize such sale or subdivision by supermajority vote.

**Section 49. Citizen Involvement in Land Use Decisions.**

As a city that is of the people, by the people, and for the people, Sherwood is committed to hearing from the people. Sherwood is entrusted to ensure citizen involvement in land use decisions, as mandated by Statewide Land Use Goal 1. The City Council shall establish, by ordinance, procedures to ensure transparency and meaningful public participation in all phases of the land use process, including notice, hearings, and appeals. These procedures are inherent to Sherwood's political form and are rooted in Sherwood's home rule authority. These procedures shall not be preempted by state laws that limit public engagement and include:

No Type III or higher land use application, as specified by adopted city ordinance, shall be decided without at least one duly noticed neighborhood meeting and one public hearing before the City Council or its delegated decision making body. A public hearing shall also be held before deciding any appeal, using procedures set by ordinance; and Mailed notice in advance of neighborhood meetings and public hearings must be sent to all property owners within 1,000 feet of the subject property for all Type II or higher applications, using the classifications and timelines prescribed by ordinance. Additional notice methods, such as published or electronic notices may also be required.

Rules of Procedure  
for City Council

JANUARY 2025





# Rules of Procedure for City Council

## Table of Contents

<a href="#">CHAPTER 1 – Councilor Code of Conduct.....</a>	<a href="#">3</a>
<a href="#">CHAPTER 2 – General Governance.....</a>	<a href="#">3-8</a>
<a href="#">CHAPTER 3 – Meeting Time, Location and Frequency.....</a>	<a href="#">8-10</a>
<a href="#">CHAPTER 4 – Motions, Debate, Public Comment and Voting.....</a>	<a href="#">10-11</a>
<a href="#">CHAPTER 5 – Minutes.....</a>	<a href="#">11-12</a>
<a href="#">CHAPTER 6 – Appointments.....</a>	<a href="#">12-13</a>
<a href="#">CHAPTER 7 – Ethics, Decorum, Outside Statements.....</a>	<a href="#">13</a>
<a href="#">CHAPTER 8 – Interactions with Staff &amp; City Attorney.....</a>	<a href="#">13-14</a>
<a href="#">CHAPTER 9 - Training, Expenses, and Reimbursement.....</a>	<a href="#">14</a>
<a href="#">CHAPTER 10 – Censure and Removal.....</a>	<a href="#">14-15</a>
<a href="#">CHAPTER 11 – Amendment and Repeal.....</a>	<a href="#">15</a>

## CHAPTER 1 – Councilor Code of Conduct

The individual attitudes, words and actions of Council members should demonstrate, support and reflect the qualities and characteristics of our great city Sherwood and the community it contains. While the Code of Conduct is not intended to be a set of rules that all councilors are compelled to follow, they do set aspirational goals and Council members should strive to meet the spirit of the following code of conduct:

### **I. Do the right thing, in doing the right thing, I will:**

- A. Be honest with fellow Council members, the public and others.
- B. Credit others' contributions to moving our community's interest forward.
- C. Make independent, objective, fair and impartial judgements by avoiding relationships and transactions that give the appearance of compromising objectivity, independence and honesty.
- D. Reject gifts, services or other special considerations, given with the intent to influence your decisions.
- E. Protect confidential information concerning litigation, personnel, property or other affairs of the city.
- F. Use public resources such as staff time, equipment, supplies or facilities, only for city related business.

### **II. Get It Done, in getting it done I will:**

- A. Review materials provided in advance of the meeting.
- B. Make every effort to attend meetings.
- C. Be prepared to make difficult decisions when necessary.
- D. Make decisions after prudent consideration of the financial impact, taking into account the long-term financial needs of the city.

### **III. Respect and Care, in respecting and caring, I will:**

- A. Promote meaningful public involvement in the decisions making process.
- B. Treat Council members, board members, staff and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
- C. Share substantive information that is relevant to a matter under consideration from sources outside the public decisions-making process with my fellow Council members and staff.
- D. Respect the distinction between Council and staff.
- E. Encourage participation of all persons and groups.

## CHAPTER 2 – General Governance

### **I. Rules of Procedure**

- A. Unless otherwise provided by charter, ordinance, or these rules, the procedure for city council meetings, and any subcommittee of Sherwood City Council, shall be guided by Robert's Rules of Order, as it may be amended from time to time.

- B. Members of the Council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's rules of Order when such points will obscure the issues before the Council and confuse members of the public.
- C. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

## **II. Quorum**

- A. A quorum is required to conduct official city business.
- B. The members of the Sherwood City Council are the City Councilors and Mayor. Fifty percent plus one of the currently serving members of the Council shall constitute a quorum.
- C. In the event a quorum is not present, the members of the Council present shall adjourn the meeting.

## **III. Presiding Officer**

- A. The Mayor shall preside over all meetings. The mayor shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- B. In the Mayor's absence the Council President shall preside over the meeting. The Council President shall have all rights and privileges of the office of Mayor as set out in the City charter when acting in this capacity.
- C. If both the Mayor and the Council President are absent from the meeting, the following procedures shall be utilized to determine who is the presiding officer:
  - 1. The City Recorder shall call the Council meeting to order and call the roll of the members.
  - 2. Those members of Council present shall elect, by majority vote, a temporary presiding officer for the meeting.
  - 3. The presiding officer shall have all rights and privileges of the office of mayor as set out in the City charter when acting in this capacity.
  - 4. Should either the mayor or the Council President arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.

## **IV. Agendas.** The City Manager shall prepare an agenda for every regular meeting, and, if requested by the presiding officer, for every special meeting.

- A. Agendas and informational materials for meetings shall generally be distributed to the council at least three (3) days preceding the meeting.
- B. The City Manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under Approval of Agenda.
- C. A member of the Council who wishes to have an item placed on the agenda shall advise the City Manager at least two weeks prior to the meeting.
- D. Notwithstanding, chapter one section IV agendas, three members of City Council may request an item be placed on the agenda by advising the City Manager. Such requests shall be made in writing. The City Manager may not remove an agenda item placed on that agenda in accordance with this provision.

**V. Order of Business.** The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the City, the order of business may be changed for any single meeting by the City Manager prior to the meeting agenda being made available to the public, except that the Citizen Comments portion of the meeting shall be held prior to any regular agenda items requiring a vote by City Council:

- Call to order
- Pledge of Allegiance
- Roll call
- Approval of Agenda
- Consent Agenda
- Citizen Comments
- New Business
- Public Hearings
- City Manager Report
- Council Announcements
- Adjournment

**A. Call to Order.** The presiding chair shall call all meetings of the Council to order.

**B. Roll Call.** The City Recorder shall conduct a roll call to determine which members of the Council are present and which are absent.

1. The attendance shall be properly reflected in the minutes.
2. If roll call determines that a quorum is not present, a public meeting may not occur and those members present shall adjourn.

**C. Consent Agenda.** In order to expedite the Council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion, unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the Council. This action should take place during the Approval of Agenda portion of the agenda.

**D. Citizen Comment.**

1. An opportunity for citizen comment will be reserved for every regular, special and emergency meeting of the Council. This period shall not exceed a maximum of 30 minutes, unless a majority of Councilors present vote to extend the time.
2. Citizen Comment is a time for comment; it is not a time for debate, nor is it a time for members of the public to ask questions of and receives answers from the Council or City staff.
3. Persons wishing to speak during citizen comments must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, not later than the Call to Order.
4. Except as otherwise provided herein, the public shall be entitled to comment during citizen comments on all matters before the Council that require a vote, including

ordinances and resolutions. If a member of the public wishes to speak on an item that is scheduled for a public hearing at the same meeting, the speaker shall wait until that public hearing. Citizen comments shall not be used to testify about a quasi judicial land use matter.

5. Speakers are limited to four minutes. The speaker will be called upon in order in which they have submitted Request to Speak forms, until the time allotted for citizen comments has expired. Speakers shall identify themselves by their names and by their city of residence. All remarks shall be addressed to the presiding officer.

#### **E. Public Hearings Generally**

1. A public hearing will be held when required by law, and may be held on any matter upon majority vote of the Council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak must sign and submit a Request to Speak form provided by the City, which must include the person's name and address and the topic upon which the person wishes to speak, prior to the commencement of the public hearing at which the person wishes to speak.
3. The City Recorder shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda, and shall read a statement setting forth the procedures for the hearing and the applicable time limits. The presiding officer shall then declare the hearing open.
4. Speakers shall identify themselves by their name and by their city of residence. All remarks shall be addressed to the presiding officer. Councilors may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by Councilors should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Councilors shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a Councilor is violating the spirit of this guideline.
5. Councilors may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by City Councilors should be to provide clarification or additional information on testimony provided.
6. The presiding officer may exclude immaterial matter. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony.
7. During deliberations, each member of the Council shall have the opportunity to comment on or discuss testimony given during the public hearing.
8. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the City Recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a Councilor receiving any such communication

must disclose the fact that such as a communication has been received, and the content of the communication.

**F. A Public Hearing Procedures and Time Limits**

1. For **Quasi-Judicial hearings**, the following procedures and time limits shall apply:
  - a. Staff will present the staff report - 15 min.
  - b. Questions (if any) by the City Council for staff.
  - c. Receive any written testimony.
  - d. Open the public hearing for testimony, and time will be limited as follows:
    1. Applicant(s) – 30 min (split between presentation and rebuttal).
    2. Person(s) in favor of the application – 4 min each.
    3. Person(s) opposed to the application – 4 min each.
    4. Person(s) neutral with regard to the application – 4 min each.
    5. Rebuttal from the Applicant(s) – remainder of 30 min.
  - e. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
  - f. Final comments by staff – 15 min.
  - g. Questions of staff, if any, by the Council.
  - h. Discussion by the Council.
2. For **Legislative hearings with an applicant**, the following procedures and time limits shall apply:
  - a. Staff will present the staff report.
  - b. Questions (if any) by the City Council for staff.
  - c. Receive any written testimony.
  - d. Open the public hearing for testimony, and time will be limited as follows:
    1. Applicant(s) – 30 min (split between presentation and rebuttal).
    2. Person(s) in favor of the application – 4 min each.
    3. Person(s) opposed to the application – 4 min each.
    4. Person(s) neutral with regard to the application – 4 min each.
    5. Rebuttal from the Applicant(s) – remainder of 30 min.
    6. Close the public hearing (no other comments will be heard from the public or the Applicants(s)).
    7. Final comments by staff.
    8. Questions of staff, if any, by the Council
    9. Discussion by the Council.
3. For all **other Legislative or Administrative Hearings**, the following procedures and time limits shall apply:
  - a. For all other Legislative or Administrative hearings, the following procedures and time limits shall apply:
  - b. Staff will present the staff report.
  - c. Questions (if any) by the City Council for staff.
  - d. Receive any written testimony.

- e. Open the public hearing for testimony, and time will be limited to 4 minutes per person. Any interested person may present testimony.
  - f. Close the public hearing (no other comments will be heard from the public).
  - g. Final comments by staff.
  - h. Questions of staff, if any, by the Council.
  - i. Discussion by the Council.
4. For **Appeals**, the following procedures and time limits shall apply:
- a. Staff will present the staff report – 15 min.
  - b. Questions (if any) by the City Council for staff.
  - c. Receive any written testimony.
  - d. Open the public hearing for testimony. Only those who previously went on the written or verbal record in connection with the decision being appealed may appear before the Council on appeal. Time will be limited as follows:
  - e. Applicant(s) – 30 min (split between presentation and rebuttal).
  - f. Person(s) in favor of the application – 4 min each.
  - g. Person(s) opposed to the application – 4 min each.
  - h. Person(s) neutral with regard to the application – 4 min each.
  - i. Opposing party on appeal – 30 min (to be divided equally if there are opposing parties).
  - j. Rebuttal from the Applicant(s) – remainder of 30 min.
  - k. Close the public hearing (no other comments will be heard from the public or the Applicant(s)).
  - l. Final Comments by staff – 15 min.
  - m. Questions of staff, if any, by the Council.
  - n. Discussion by the Council.

**G. Written Communications to Council**

- 1. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters on the agenda shall be provided to the Council prior to the meeting or at the meeting, and shall be included into the meeting record.
- 2. Unsolicited communications received by staff and addressed to the Council as a whole concerning matters that are not on an agenda shall be forwarded to the Council.

**CHAPTER 3 – Meeting Time, Location and Frequency**

- I. Regular Meetings.** The Council shall meet every first and third Tuesday evening of each month, with the exception of designated holidays and/or Council recesses.
  - A.** Meetings shall begin at 7:00 p.m.
  - B.** Meetings shall adjourn at 9:30 p.m., allowing incremental extensions upon a majority vote of the Council.
- II. Special Meetings.** Special meetings may be called by the presiding officer, by request of three members of the Council, or by the City Manager.

- A. Notice of the special meeting shall be given to all members of the Council and the City Manager via email.
- B. Special meetings shall be noticed in accordance with Oregon's public meetings law, and at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.

**III. Emergency Meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of the Council, or by the City Manager.

- A. Notice of the emergency meeting shall be given to all members of Council and the City Manager via telephone and email.
- B. Emergency meetings are those meetings called with less than 24 hours' notice and the Council shall identify why the meeting could not be delayed in order to allow 24 hours' notice immediately after calling the meeting to order.
- C. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.
- D. Emergency meetings shall be noticed in accordance with Oregon's public meetings law.

**IV. Executive Sessions.** Executive sessions may be called by the presiding officer, by the request of three members of Council, by the City Manager or by the City Attorney.

- A. Only members of the Council and persons specifically invited by the Council shall be allowed to attend executive sessions.
- B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the Council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation and the news media is a party to the litigation.

**V. Work Sessions.** Work sessions are permitted to present information to the Council so that the Council is prepared for regular or special meetings.

- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
- B. Work sessions are intended to allow for preliminary discussions, and the Council is not permitted to take formal or final action on any matter at a work session.
- C. Work sessions may be called by the presiding officer, by the request of three members of Council, or by the City Manager.
- D. The City Manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.

**VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the City, the regular meeting for that week shall be cancelled.

**VII. Location.** Council meetings shall be held in the Community Room located at Sherwood City Hall.

- A. In the event that the Community Room at City Hall is not available for a meeting, or is not suitable for a particular meeting as determined by the City Manager, the Council shall meet at venue open to the public which is located within the jurisdictional limits of the city.

- B. Training sessions may be held outside of the City’s jurisdictional limits, provided no deliberations toward a decision are made.
- C. Interjurisdictional meetings may be held outside of the City’s jurisdictional limits, but should be held as close as practical to the City, and such meetings shall be located within the jurisdictional boundaries of one of the participating government entities.

**VIII. Notice.** The City Recorder shall provide notice of all meetings in accordance with Oregon’s public meeting law.

**IX. Attendance.** Members of the Council shall advise the City Manager if they will be unable to attend any meetings. Vacancies for City Councilor positions are defined under Section 31 of the City charter.

## CHAPTER 4 – Motions, Debate, Public Comment and Voting

**I. Motions.** All motions shall be distinctly worded.

**A.** The following rules shall apply to motions:

1. If a motion does not receive a second, it dies.
2. The Council will discuss a motion only after the motion has been moved and seconded. Nothing in this section prevents general discussion or expression of opinions before a motion is made.
3. Any motion shall be reduced to writing if requested by a member of the Council.
4. A motion to amend can be made to a motion that is on the floor and has been seconded.
5. No new motion shall be received when a question is under debate except for the following:
  - a. To lay the matter on the table;
  - b. To call for the question;
  - c. To postpone;
  - d. To refer; or
  - e. To amend.
6. A motion may be withdrawn by the mover at any time without the consent of the Council.
7. Amendments are voted on first, then the main motion is voted on as amended.
8. A member of the Council may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
9. A call for the question is intended to close the debate on the main motion; does not require a second and is not debatable.
  - a. A call for the question is not permitted until all councilors have been given the floor and at least one full opportunity to speak on the main motion.
  - b. A call for the question fails without a majority vote.
  - c. Debate on the main subject resumes if the motion fails.
10. A motion that receives a tie vote fails.
11. The presiding officer shall repeat the motion prior to a vote.
12. A motion to adjourn cannot be amended.

- B. Motion to Reconsider.** A motion to reconsider may only be made by a member of the prevailing side. Any member may second the motion. In the case of a tie vote, neither side is the prevailing side, and a motion to reconsider is therefore not permitted.
  - 1. No motion, once decided, shall be made more than once in the same meeting.
  - 2. The motion shall be made before the final adjournment of the meeting when the item goes out of possession of the Council.

**II. Debate.** The following rules shall govern the debate of any item being discussed by the Council.

- A.** Every member desiring to speak shall address the presiding officer, and upon recognition by the presiding officer, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.
- B.** A member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.
- C.** The member of the Council moving the adoption of any ordinance or resolution shall have the privilege of closing the debate.

## CHAPTER 5 – Minutes

**I. Generally**

- A.** All minutes shall be in written form, with an electronic copy maintained by the City Recorder in accordance with the appropriate record retention schedule.
- B.** The minutes shall contain the following information:
  - 1. The date, time and place of the meeting;
  - 2. The members present;
  - 3. The motions, resolutions, orders, ordinances and measures proposed and their disposition;
  - 4. The results of all votes and the vote of each member by name;
  - 5. The substance of any discussion on any matter; and
  - 6. A reference to any documents discussed at the meeting.

**II. Approval. The Council shall approve all meeting minutes.**

- A.** All minutes shall be approved within ninety days of the meeting having occurred, or at the next available meeting thereafter.
- B.** The draft minutes shall be submitted to the Council as part of the Council’s packet prior to the meeting where they will be considered.
- C.** Any member of the Council may request an amendment or correction of the minutes prior to a final vote being taken on the minutes.

## CHAPTER 6 – Appointments

- I. Appointments of City Staff.** The Council appoints and can remove those positions identified in the City’s charter. All appointments require a majority vote of the currently serving members of the Council.
- A. Reviews.** Any person appointed by the Council shall be subject to an annual review by the Council.
  - B. Removals.** All appointed persons may be removed by a majority vote of the currently serving members of the Council.
  - C. Interference.** If the Council appoints a municipal judge, the Council may meet with the judge, but in no instance shall the Council be permitted to interfere with the judge’s exercise of judicial authority or discretion.
  - D. Formal Complaints.** If Council receives formal complaints directed against any appointed staff, the Mayor will call an executive session of the Council and the appointed staff that the complaint was directed against, unless that staff member requests an open meeting. Council shall comply with City HR policy on these matters.
- II. Appointments of Members to Boards, Commissions and/or Committees.**
- A. Boards and Commission Appointments**
    - 1. The Mayor, in consultation with the applicable Council liaison, will make a recommendation to Council regarding appointments to City commissions, boards and committees, including ad-hoc committees (hereinafter “committees”). All such appointments are subject to the approval of City Council by resolution.
    - 2. A citizen may not serve on more than one City committee simultaneously without approval of the City Council by resolution. A citizen serving on two City committees may not be the chairperson of both City committees simultaneously.
    - 3. The Mayor or any three members of Council may remove a citizen from a City committee prior to the expiration of the term of office subject to the consent of the City Council by resolution.
    - 4. Council members shall encourage City committee member participation.
  - B. Council Liaisons**
    - 1. The Mayor, in collaboration with Council members, will appoint Councilors to liaison positions to City committees, as the Mayor deems necessary, and subject to the consent of the City Council by resolution. The Mayor will consider Council liaison appointments in January of every year or at the Council’s annual Goal Setting sessions.
    - 2. The Mayor, in collaboration with Council members, will appoint Councilors as liaisons to all non-City commissions, boards and committees as the Mayor deems necessary, subject to the consent of the City Council by resolution.
    - 3. The role of the liaison member is to convey information from the Council to the commission or committee and from the commission or committee to the Council. The member is not to

provide direction to the commission or committee, but rather to encourage work plans and recommendations for Council approval.

4. Council members as liaisons will not vote on any issue before the committee.

## CHAPTER 7 – Ethics, Decorum, Outside Statements

- I. **Ethics.** All members of the Council shall review and observe the requirements of state ethics laws. In addition to complying with state ethics laws, all members of the Council shall refrain from:
  - A. Disclosing confidential information.
  - B. Taking action which benefits special interest groups or persons at the expense of the City as a whole.
  - C. Expressing an opinion contrary to the official position of the Council without so saying.
  - D. Conducting themselves in a manner so as to bring discredit upon the government of the City.
  
- II. **Decorum.**
  - A. The presiding officer shall preserve decorum during meetings and shall decide all points of order, subject to appeal to the full Council.
  - B. Members of the Council shall preserve decorum during meetings, and shall not, by conversation or action, delay or interrupt the proceedings or refuse to obey the orders of the presiding officer or these rules.
  - C. Members of the City staff and all other persons attending meetings shall observe the Council’s rules of proceedings and adhere to the same standards of decorum as members of Council.
  
- III. **Statements to the Media and Other Organizations.**
  - A. **Representing City.** If a member of the Council, to include the Mayor, appears as a representative of the City before another governmental agency, the media or an organization to give a statement on an issue, the member may only state the official position of the City, as approved by a majority of the Council.
  - B. **Personal Opinions.** If a member of the Council, to include the Mayor, appears in their personal capacity before another governmental agency, the media or an organization to give a statement on an issue, the member must state they are expressing their own opinion and not that of the City before giving their statement.

## CHAPTER 8 – Interactions with Staff & City Attorney

- I. **Staff.** All members of the Council shall respect the separation between the Council’s role and the City’s Manager’s responsibility by:
  - A. Not interfering with the day-to-day administration of City business, which is the responsibility of the City Manager.

- B. Refraining from actions that would undermine the authority of the City Manager or a Department Head.
  - C. Limiting individual inquiries and requests for information from staff to those questions that may be answered readily as a part of staff's day-to-day responsibilities. Questions of a more complex nature shall be directed to the City Manager.
    - 1. Questions from individual members of the Council requiring significant time or resources (two hours or more) shall normally require approval of the Council.
    - 2. Members of the Council shall normally share any information obtained from staff with the entire Council. This section is not intended to apply to questions by members of the Council acting in their individual capacities rather than as members of the Council, nor to questions regarding conflict of interest or similar issues particular to a member of the Council.
- II. City Attorney.** Council members may make requests to the City Attorney for advice related to City business, so long as the request does not require more than two hours per month of the attorney's time. A Councilor may make a request that exceeds two hours per month of the attorney time with the concurrence of the majority of the Council.

## CHAPTER 9 – Training, Expenses, and Reimbursement

- I. Training.** The Council is encouraged to attend training sessions throughout the year in order to gain knowledge and understanding of their roles as local elected officials in Oregon. These sessions are largely provided through the League of Oregon Cities, Oregon Association of Mayors, and other similar organizations.
- A. Requests to attend training should be coordinated through the City Manager. The City Manager's office shall make all necessary arrangements for any training (e.g. registration, accommodations, etc.).
  - B. The training budget for City Council will be prepared each year by the City Manager and approved by City Council through the annual budget adoption process.
- II. Expenses.** City Councilors will follow the same rules and procedures for expense reimbursement as apply to City employees, as set forth in the policy manual.
- A. Councilor expenditures for non-routine reimbursable expenses in excess of \$500 will require advance Council approval. Routine reimbursable expenses are defined as conference registrations, meeting attendance, mileage and other similar expenses.
  - B. The City Manager shall provide a monthly report to the City Council of all expenses related to City Councilors.

## CHAPTER 10 – Censure and Removal

- I.** The Council may enforce these rules and ensure compliance with City ordinances, charter and state laws applicable to governing bodies. If a member of Council violates these rules, City ordinances,

the City charter or state laws applicable to governing bodies, the Council may take action to protect the integrity of the Council and discipline the member with a public reprimand or removal as provided for in the City charter.

- II. The Council may investigate the actions of any member of Council and meet in executive session under ORS 192.660(2)(b) to discuss any finding that reasonable grounds exist that a violation of these rules, local ordinance, the City charter or state laws applicable to governing bodies has occurred. Sufficient notice must be given to the affected member to afford them the opportunity to request an open hearing under ORS 192.660(2)(b).

## CHAPTER 11 – Amendment and Repeal

- I. **Amendment.** These rules of procedure are subject to amendment by the Council in accordance with the rules noted herein.
  - A. Any proposed amendment to these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - B. All amendments to these rules requires a majority vote.
  - C. Amended rules shall not go into effect until the meeting after the rule was approved.
- II. **Repeal.** These rules of procedure are subject to repeal and replacement by the Council in accordance with the rules noted herein.
  - A. Any proposed repeal of these rules shall be accompanied by a proposed replacement.
  - B. Any proposed repeal and replacement of these rules shall be noted on an agenda for a regular meeting, wherein the same shall be discussed, and open for comment by the public.
  - C. Any repeal and replacement of these rules requires a majority vote.
  - D. Any repeal and replacement of these rules shall not go into effect until 30 days after the replacement rule was approved.