

5. Meeting Types

Regular Meetings

Regular meetings of boards and commissions are opportunities to take action on agenda items, receive public comment, discuss issues, receive updates from staff, and receive member communication.

Public Hearings

Public hearings are held when required by law or when the board determines that such a hearing would be desirable. When a hearing is required by law, the procedure for that hearing may also be specified by that law. Most hearings and Commission matters are quasi-legislative; the Commission is making policy or programmatic recommendations to the City Manager or City Commission. Some hearings are quasi-judicial, such as hearings or permits before the Historic Review Board or Planning Commission. In such quasi-judicial proceedings, special rules apply.

Work Session

Work sessions are meetings designed to discuss city matters in an informal manner, allowing interaction between citizens and Commissioners when needed, or for boards, committees and the City Commission to work on issues in an in-depth manner. Work sessions do not culminate in action at that meeting. Actions or recommendations should be taken at either the next regular meeting or at another publicly announced date and time. In both cases, the committee, when establishing the time and place for the meeting, should determine the period of time available and establish the portion of time to be devoted to presentations by the public. Staff persons should also keep in mind that all public access and communication access requirements must be met for all public hearings and work sessions.

Executive Session

A public meeting or part of a meeting of a governing body may be closed to the public and certain persons for deliberation on certain matters. (ORS 192.610(2)). State law has identified certain subjects permitted for executive sessions and procedures for holding such sessions in ORS 192.660. If the matter may not be discussed in executive session under this statute, it must be discussed in a meeting open to the public.

Although not open to the public, noticing of an executive session must take place.

City Commission Retreat

The City Commission shall hold a retreat in January of each odd numbered year for the purpose of setting Commission goals. In addition, at the retreat, all City Department Heads provide a department update, addressing current and future projects for the department. Commission retreats shall be held within City limits and are subject to the open meeting and public records laws of Oregon.