

POLICY MAKING

Policy is established by a majority vote of the City Commission. While individual members may disagree with a decision of the majority, a decision of the majority does bind the City Commission to a course of action. It is the City Manager's responsibility to ensure the policy of the City Commission is implemented.

All phases of the City Commission's job are involved in the determination of policy. The City Manager can assist the City Commission in studying and determining municipal policies. A good example of this is the budget process. The City Manager and staff gather the budget information, prepare the budget, review the budget with the budget committee, and submit the budget to the City Commission. The City Commission reviews the budget, revises as necessary, and adopts the budget.

Policy making is the process of deciding what is to be done for the City. This can easily be confused with how a program is to be administered, which is the responsibility of the City Manager. Simply stated, policy making is the "what to do" and administration is "how to do it." In municipalities, policy can take the form of ordinances, resolutions, and motions.

RULES OF PROCEDURE

The Charter of the City of Oregon City provides that the City Commission shall adopt rules for the government of its members and proceedings. The Commission Rules of Procedure provide for the following subjects, and a copy of the Rules may be found in the City Recorder's Office.

- Meetings
- Quorum
- Attendance
- Minutes
- Right to be heard
- Addressing staff
- Presiding officer
- Preservation of order
- Points of order
- Agenda packets
- Order of business
- Special committees
- Conflict of interest
- Use of electronic devices
- Conduct of quasi-judicial land use hearings