

CITY OF KEIZER MISSION STATEMENT
KEEP CITY GOVERNMENT COSTS AND SERVICES TO A MINIMUM BY PROVIDING CITY SERVICES TO THE COMMUNITY IN A COORDINATED, EFFICIENT AND LEAST COST FASHION

A G E N D A
KEIZER CITY COUNCIL
WORK SESSION

Monday, September 10, 2012

5:45 p.m.

**City Council Chambers
Keizer City Hall
Keizer, Oregon 97303**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. City Council Rules of Procedure – Section 17.8 – Youth Councilor**
- 4. OTHER BUSINESS**
- 5. ADJOURN**

Upon request, auxiliary aids and/or special services will be provided to participants with disabilities. To request services; please contact us at 503-390-3700 at least two working days (48 hours) in advance.

Committees and Council Ad-Hoc Task Forces, the date of their appointment, the length of their unexpired term, and their addressees and phone numbers. All Councilors shall be given a copy of this list at least once yearly, or upon any substantial change in membership of any City Board, Commission, Committee or Council Task Force.

17.8 Youth Councilor – Each school year one youth Councilor may be appointed as a non-voting member of the Council. To receive this appointment the candidate must be a Keizer resident who is attending high school or a registered home schooled student and would otherwise qualify as an elector if they were or are 18 years of age. The appointment shall be by majority vote of the Councilors present.

17.9 Outside Committees – Each Councilor shall keep the Mayor informed of any and all other committees, task forces, appointments, etc. of other groups, agencies or jurisdictions that the Councilor may be involved in.

SECTION 18 – ELECTRONIC MAIL

18.1 Electronic Mail – The Council will observe the following guidelines when using an electronic method for correspondence in their elected roles:

- 1) All e-mail use by the Mayor and City Councilors will comply with the requirements of the Oregon Public Records Law and Oregon Revised Statutes ORS 192.410 through 192.505.
- 2) E-mail may be used for correspondence, to schedule meetings, send informative messages, or request information from other members of the Council, the City Manager, or City Department Managers. Councilors shall use and keep their email accounts updated. The City shall provide sufficient equipment and software for Council members.
- 3) E-Mail may not be used to discuss policy issues with a quorum of the Council at one time or a quorum of a standing advisory body in any manner which would be in violation of the Oregon Public Meeting Laws.

SECTION 19 – CITY COUNCIL GOAL SETTING

19.1 Council Goal Setting

- 1) **Goal Setting Parameters.** The City Council shall set goals at a minimum of every two years to coincide with mayoral terms of office. The goals shall include *Short Term Goals* that the Council plans on completing within the next 24 months and *Long Term Goals* that the Council plans to work on during the next two years, but will take longer to complete than 24 months.
- 2) **Creation of initial list.** Following the election in November of even numbered years, the newly elected Council members shall meet with the current Council