



## City Council Job Description

Members of the Cornelius City Council can be compared to a Board of Directors, answering to the electorate in the same way a Board answers to its stockholders. The City Council acts as the policy makers, as required by the council/manager form of government set forth in the Oregon Revised Statutes. The Council members provide the City Manager (similar to the Chief Executive Officer) with policy-making guidelines and performance objectives. The City Manager's staff turns these guidelines and objectives into programs and services.

The City Council meets at least once per month to review and determine major policy decisions. The decisions they make directly affect city improvements and the quality of life for Cornelius citizens.

The positions of Councilor and Mayor are unpaid, with the exception of a monthly stipend of \$50.

### Meetings

(Council members are expected to attend the following meetings)

- ▶ Regular City Council meetings are held at 7:00 p.m. (lasting 1 to 3 hours depending on the amount of business) on the first and third Monday of each month in the Council Chambers located inside City Hall, 1355 N Barlow Street.
- ▶ City Council work sessions or special meetings are held at 6:00 p.m. (lasting 1 – 2 hours depending on the amount of business) on the first and third Monday of each month in the Council Chambers. Work sessions are often educational in nature and the Council takes no action..
- ▶ The Council serves as the Urban Renewal Agency Board and holds special meetings as needed throughout the year. These meetings take place immediately following the City Council meetings.
- ▶ The Cornelius City Council also meets two times per year as part of the Budget Committee. These meetings are usually held in late April.
- ▶ Councilors serve as liaison to City commissions/committees and community boards.

- ▶ Council meeting agendas and packets are made available in electronic format and are available for download on the City’s website. [www.ci.cornelius.or.us](http://www.ci.cornelius.or.us)

## **Training**

Newly elected or appointed Councilors are provided with a packet of informational orientation materials. Meetings are scheduled with City Department Directors in order to learn about the functions of each department.

The City pays for Council members to attend the annual three-day League of Oregon Cities conference in September. During the conference, Councilors will hear speakers discuss various city programs and projects and have the opportunity to interact with other elected officials from around the state.

## **Composition of Council**

The Council is composed of four Councilors and a Mayor who presides over all meetings. A Council President is elected from the membership during each odd numbered year to preside in the Mayor’s absence.

## **Council Qualifications**

- 18 years of age
- Registered Voter
- Resident of the City for one year prior to date of election/appointment

## **Terms of Offices**

- Mayor – 2 year term
- Councilors – 4 year terms (staggered)

## **Ethics and Conflicts of Interest**

Public officials’ ethics and conflicts of interest are covered by various constitutional provisions, the common law, state statutes and, occasionally, charter or ordinance provisions. Council members are required to electronically file a Statement of Economic Interest annually with the Oregon Government Ethics Commission.

## **Personal Liability**

A public official may be personally liable for an action in tort. However, under the Oregon Tort Claims Act (OTCA), public officials are to be defended and saved harmless by their public body for actions taken in their official capacity, except for malfeasance in office or willful or wanton neglect of duty.

## **Public Records**

The expressed policy of the state is that every person has a right to inspect records of a public body unless the record is exempt from disclosure.

## **Oregon Budget Law**

The Oregon Department of Revenue administers this law and publishes the Budget Manual for Municipal Corporations, which serves as a basic reference document on the local budgeting process in Oregon. The law establishes standard procedures for preparing, presenting, and administering the budget. It requires citizen involvement through a budget committee (City Council comprises one-half of the committee) and public hearings before the budget may be adopted