

Ordinance No. 1

An Ordinance Relating to Procedure For the Passage of Ordinances and Declaring An Emergency.

The City of Brookings Does Ordain as Follows:

Section 1. Enacting Clause
The enacting clause for all ordinances shall be: "The City of Brookings does ordain as follows:

Section 2. Introduction, Reading and Passing. Every ordinance shall be fully and distinctly read in open Council meeting on two different days previous to being put upon its final passage, but any ordinance may be introduced, read twice, once in full and once by title, and put on its final passage, at a single meeting by a unanimous vote of all members of the Council present at the meeting. Upon the final vote, the ayes and nays of the members of the council shall be taken and recorded in the journal. If the ordinance passes, the Recorder shall endorse it with the date of its passage and his name and the title of his office, and within three days thereafter, the Mayor shall sign it with the date, his name, and the title of his office.

Section 3. Effective Date. An ordinance enacted by the Council shall take effect thirty days after its enactment; provided, however, that any and all ordinances necessary for the immediate preservation of the public peace, health or safety shall take effect immediately upon its enactment by the Council.

Section 4. Emergency Clause. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health and safety of the City of Brookings, and an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force and effect from and after its enactment.

Read by title and in full this 23rd day of October, 1951.

Read a second time by title this 23rd day of October, 1951.

Read a third time by title and passed by the Council this 23rd day of October, 1951.

Authenticated this 23rd day of October, 1951.

ROBERT O. DIMMICK, Mayor
Passed by the Council, October 23, 1951.

C. H. GRAYSHEL, Recorder.

Ordinance No. 2

An Ordinance Adopting Certain Rules Governing the Proceedings of the Council, Providing for the Appointment of a Mayor Pro Tem, Prescribing the Time and Place of Council Meetings, and Declaring an Emergency.

The City of Brookings Does Ordain as Follows:

Section 1. During the three months' period immediately following the effective date of this ordinance, the Council shall hold its regular meetings on Tuesday of each week at the hour of 8:00 o'clock, P. M., Pacific Standard Time, except when said day falls on a legal holiday, in which event the Council shall meet at the same hour on the day following such legal holiday, and upon the expiration of said three months' period and thereafter the Council shall hold its regular meetings on the Second Tuesday of each month at the hour of 8:00 o'clock, P. M., Pacific Standard Time, except when said day falls on a legal holiday, in which event the Council shall meet at the same hour on the day following such legal holiday.

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Authenticated this 23rd day of October, 1951.

ROBERT O. DIMMICK, Mayor
Passed by the Council, October 23, 1951.

journal shall contain a statement advising the public as to the location of the regular meeting place, and if at any time, the regular meeting place shall be changed, a statement as to such change shall be included in the journal.

Section 3. At any regular meeting the Council may adjourn to a specified time thereafter, and the adjourned meeting shall be deemed a regular meeting at which all business may transacted in the same manner and with the same force and effect as at a regular meeting held at the time appointed by this ordinance.

Section 4. Special meetings may be called by the Mayor and may be held at any time when all members of the Council are present or have given their unanimous consent to the holding of such special meeting, which consent shall be entered in writing in the journal.

Section 5. The Order of business of Council meetings shall be as determined by the Mayor, except as hereinafter provided in Section 6 of this ordinance.

Section 6. The minutes of the last regular meeting and the minutes of adjourned or special meetings, if any, shall be read at each regular meeting before proceeding with other business. If there be no objections to the minutes as read, the Mayor shall approve, and if there be one or more objections to the minutes as read and the minutes be corrected, the Mayor shall approve the minutes as corrected.

Section 7. All parliamentary questions which may arise before the Council, a determination of which has not been provided for by ordinance, shall be determined by Robert's Rules of Order.

Section 8. No action taken by the Council shall be binding upon the Council unless concurred in by not less than three members.

Section 9. At the first regular meeting of the Council following the effective date of this ordinance, the Mayor shall designate one of the other members as Mayor pro tem during the remainder of the Mayor's term of office. The Mayor's designation of Mayor pro tem shall be recorded in the Journal. During the absence of the Mayor from the City, the Mayor pro tem, while acting in that capacity, shall have all the powers and authority of the Mayor, and at any Council meeting not attended by the Mayor, the Mayor pro tem shall preside over such meeting with the same power and authority of the Mayor.

Section 10. The Mayor shall appoint one or more councilmen on such standing committees as he shall deem advisable, but all such appointments shall be ratified by the Council.

Section 11. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health and safety of the City of Brookings, and an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force and effect from and after its passage.

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Authenticated this 23rd day of October, 1951.

ROBERT O. DIMMICK, Mayor
Passed by the Council, October 23, 1951.

C. H. GRAYSHEL, Recorder.

Ordinance No. 3

An Ordinance Creating the Office of Recorder, Defining the Duties thereof, Requiring a Surety Bond, Providing the Compensation for the Recorder, and Declaring an Emergency.

The City of Brookings Does Ordain as Follows:

Section 1. There is hereby created the office of Recorder.

Section 2. The duties of the recorder shall be:

(a) To attend all Council meetings unless excused by the Mayor;

(b) To act as Secretary for the Council and keep the journal in which he shall record an accurate record of all official action of the Council, including an accurate record of how each member of the Council casts his vote (affirmative or negative) on every ordinance or proposition submitted to the Council for a vote;

(c) To keep and preserve on file in his office, and in such form and order as the Council shall direct, all of the original ordinances passed by the Council;

(d) To keep and preserve at a place in his office convenient to the public, in such form and order as the Council shall direct, two accurate sets of copies of all ordinances passed by the Council, which sets shall contain a written certification by the Recorder that each contains a true copy of all ordinances passed by the Council; and to allow any member of the public to copy, examine or study said copies of such ordinances at any time during the business hours of the Recorder's office; and to not allow said sets of copies to be removed from the office of the Recorder unless otherwise directed by vote of the Council at one of its regular meetings;

(e) To receive all monies payable to the City of Brookings and to keep an accurate record of all monies received by him; and to distribute all monies received by him among the various funds of the City in the manner provided for by general law of the State of Oregon or by ordinance of the City; and to deposit all monies received by him in the depository designated by the Council within a reasonable time after his receipt thereof; and to make an accurate report of his receipts and disbursements at such times as the Council shall direct, but not less than once every three months;

(f) To issue warrants drawn upon the City, but only when authorized so to do by the Council and to keep an accurate record of each warrant drawn and to not deliver any warrant to the payee thereof, or any other person without the same having been first countersigned by the Mayor;

(g) Upon application made, either oral or in writing, and his receipt of the fee prescribed by ordinance, to issue the appropriate license to any person, firm or corporation lawfully entitled thereto; and to keep an accurate record of each license issued;

(h) To give to every person, firm or corporation from whom he receives money an official receipt of the City, duly signed by him as Recorder;

(i) To keep an accurate inventory of all property, real, personal and mixed, belonging to the City;

(j) To establish and maintain an accounting system, to be first submitted to and approved by the Council, which will, in his sound discretion, best meet the needs of the City;

(k) To be the custodian of all records, files and property of the City not otherwise placed in the custody of another officer of the City by official action of the Council taken at one of its meetings and entered in the journal;

(l) Upon the request of any member of the public and payment in advance of a fee equal to One Dollar (\$1.00) per folio, to make and certify as true and correct a copy of any ordinance passed by the Council; and

(m) To perform such other duties as may be prescribed by the Council from time to time.

Section 3. Before assuming the duties of his office, the Recorder shall give a surety bond

for such penal sum as the Council shall deem necessary to safeguard the finances of the City, which bond shall be executed by the Recorder as principal, and by a corporate surety company authorized and licensed by the Insurance Commissioner of the State of Oregon to transact a surety business within the State of Oregon as surety, and said bond shall continue in full force and effect during the incumbency of the Recorder. Said bond shall in all respects meet the approval of the Council, and the Council of the bond shall be noted in the journal. All premiums for said surety bond of the Recorder shall be paid by the City.

Section 4. The Recorder shall receive as compensation for the services rendered by him in said office such remuneration as the Council shall designate by official action taken at one of its meetings, which action and which remuneration shall be noted in the journal; and the Council may, from time to time, adjust such remuneration to meet the varying needs of the City.

Section 5. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health and safety of the City of Brookings, and an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force and effect from and after its passage.

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Authenticated this 23rd day of October, 1951.

ROBERT O. DIMMICK, Mayor
Passed by the Council, October 23, 1951.

C. H. GRAYSHEL, Recorder.

Section 1. There is hereby created the office of City Attorney.

Section 2. The City Attorney shall be an active member of the Oregon State Bar in good standing.

Section 3. The City Attorney shall have general control and supervision of all civil actions and legal proceedings in which the City of Brookings may be a party or may be interested and have full charge and control of all the legal business of all departments, commissions, and bureaus of the City, or of any office thereof, which requires the services of an attorney or counsel in order to protect the interest of the City. No City officer, commission, bureau or the head of any department of the City shall be represented by any other counsel or attorney at law unless authorized or directed by official action of the Council taken at one of its meetings and entered in the journal.

Section 4. The powers and duties of the City Attorney shall be:

(a) When required by the Council, he shall appear for the City in any court or tribunal in any cause in which the City is a party or in which the City is directly interested.

(b) He shall consult with and advise the Council upon all questions of law submitted to him by the Council, and he shall consult with and advise other officers of the City upon questions of law directly affecting the City and submitted to him by an officer of the City, but he shall not be required to render opinions or give

legal advice to others than the Council and other officers of the City.

(c) He shall, when requested by the Council so to do, prepare contracts, bonds, leases and other legal forms and writings for the use of the City.

(d) He shall represent the City in the prosecution in the municipal court of any person charged with the violation of any City ordinance only when the accused is represented by counsel, or the nature of the case is such as to cause three members of the Council to file a written request with him to appear and prosecute the case.

(e) Upon request of the Council he shall prepare ordinances and resolutions.

(f) He shall attend all Council meetings unless excused by the Mayor.

Section 4. For the performance of the duties of his office, the City Attorney shall receive as compensation such remuneration as the Council may, from time to time, authorize.

Section 5. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health and safety, and an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force and effect from and after its passage.

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ROBERT O. DIMMICK, Mayor
Passed by the Council, October 23, 1951.

C. H. GRAYSHEL, Recorder.

Ordinance No. 4

An Ordinance Creating the Office of City Attorney, Prescribing the Qualifications Thereof, Prescribing the Jurisdiction and Duties Thereof, Providing the Compensation Thereof, and Declaring an Emergency.

The City of Brookings Does Ordain as Follows:

Section 1. There is hereby created the office of City Attorney.

Section 2. The City Attorney shall be an active member of the Oregon State Bar in good standing.

Section 3. The City Attorney shall have general control and supervision of all civil actions and legal proceedings in which the City of Brookings may be a party or may be interested and have full charge and control of all the legal business of all departments, commissions, and bureaus of the City, or of any office thereof, which requires the services of an attorney or counsel in order to protect the interest of the City. No City officer, commission, bureau or the head of any department of the City shall be represented by any other counsel or attorney at law unless authorized or directed by official action of the Council taken at one of its meetings and entered in the journal.

Section 4. The powers and duties of the City Attorney shall be:

(a) When required by the Council, he shall appear for the City in any court or tribunal in any cause in which the City is a party or in which the City is directly interested.

(b) He shall consult with and advise the Council upon all questions of law submitted to him by the Council, and he shall consult with and advise other officers of the City upon questions of law directly affecting the City and submitted to him by an officer of the City, but he shall not be required to render opinions or give

for such penal sum as the Council shall deem necessary to safeguard the finances of the City, which bond shall be executed by the Recorder as principal, and by a corporate surety company authorized and licensed by the Insurance Commissioner of the State of Oregon to transact a surety business within the State of Oregon as surety, and said bond shall continue in full force and effect during the incumbency of the Recorder. Said bond shall in all respects meet the approval of the Council, and the Council of the bond shall be noted in the journal. All premiums for said surety bond of the Recorder shall be paid by the City.

Section 4. The Recorder shall receive as compensation for the services rendered by him in said office such remuneration as the Council shall designate by official action taken at one of its meetings, which action and which remuneration shall be noted in the journal; and the Council may, from time to time, adjust such remuneration to meet the varying needs of the City.

Section 5. It is hereby adjudged and declared that existing conditions are such that this ordinance is necessary for the immediate preservation of the public peace, health and safety of the City of Brookings, and an emergency is hereby declared to exist, and this ordinance shall take effect and be in full force and effect from and after its passage.

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legal advice to others than the Council and other officers of the City.

(c) He shall, when requested by the Council so to do, prepare contracts, bonds, leases and other legal forms and writings for the use of the City.

(d) He shall represent the City in the prosecution in the municipal court of any person charged with the violation of any City ordinance only when the accused is represented by counsel, or the nature of the case is such as to cause three members of the Council to file a written request with him to appear and prosecute the case.

(e) Upon request of the Council he shall prepare ordinances and resolutions.

(f) He shall attend all Council meetings unless excused by the Mayor.

Section 4. For the performance of the duties of his office, the City Attorney shall receive as compensation such remuneration as the Council may, from time to time, authorize.

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DALE SMITH

ACCOUNTING
BOOKKEEPING
Phone 302
Room 6
Hendrieks Building
BROOKINGS, OREGON

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Immediate Delivery
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