

**CITY OF TIGARD, OREGON
TIGARD CITY COUNCIL
RESOLUTION NO. 26- 05**

A RESOLUTION AMENDING THE CITY COUNCIL GROUND RULES FOR 2025-2026

WHEREAS, the City of Tigard Charter provides that City Council will adopt Ground Rules; and

WHEREAS, Section 3.8 of the Charter says that, "Ground rules will include a code of conduct, process for the selection of board and committee members, and will govern proceedings of the Council where they do not conflict with law or the provisions of this Charter;" and

WHEREAS, Council wishes to amend the existing Ground Rules in Exhibit A for clarification.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: The City of Tigard City Council adopts the attached Ground Rules for 2025-2026 as amended and each member of Council will sign Exhibit A indicating their commitment to the rules.

SECTION 2: This resolution is effective immediately upon passage.

PASSED: This 3rd day of February 2026.



Mayor - City of Tigard

ATTEST:



City Recorder - City of Tigard

I. **Preamble** – Tigard City Council holds these are our values:

- ❖ Serving the community
- ❖ Respect
- ❖ Open, honest, and constructive communication
- ❖ Seeking to understand
- ❖ Assume best intentions
- ❖ Trust our team and colleagues
- ❖ Civility
- ❖ Humility

II. **Code of Conduct** – Working proactively towards a professional, respectful culture with each other, staff and the public is the responsibility of every member of Council. To that end, we:

1. Act with integrity and in alignment with our values
2. Are trustworthy and follow through on our commitments
3. Practice accountability
4. Give and receive feedback with grace
5. Act with respect, humility, and civility in all interactions with the community, the City team, and each other
6. Take responsibility, show up prepared, and engage in meaningful discussions to serve the City
7. Are action-oriented to address community needs
8. Do not intentionally surprise each other
9. Follow the City of Tigard’s generally applicable policies

III. **Communications and the Role of Councilors**

1. Responses to the Public.

- a) All public statements, information, or press releases relating to the official positions, policies, or decisions of the City should be handled by the Mayor, City Manager, or designee.
- b) Councilors may respond to community requests for information or share their personal opinions as Councilors.
- c) When sharing information, it is important to be clear whether the Councilor is stating personal opinions or sharing the majority position of the Council.
- d) Only the City Council as a body can make promises or commitments on behalf of the City.

2. Social Media.

- a) All content on social media accounts used for City business is considered public record.

- b) Any social media account on which the Mayor/Councilor posts information about City business, or information that might be construed by the public as being about City business, must be archived by the City and treated in accordance with Oregon Public Records Law.
- c) All posts on social media regarding a decision potentially before Council should include a disclaimer that the views expressed represent the views of the author and not the views of the Tigard City Council.
- d) When commenting on another Mayor/Councilor's social media post regarding a decision potentially before Council, Mayor/Councilors should be mindful of Public Meetings Law.

3. Communications with the Organization.

- a) The City Council respects the separation between policymaking (Council function) and administration (City Manager, City Attorney, and Municipal Court Judge functions) and strives to work with City teammates in the spirit of partnership, mutual respect, and support.
- b) The City Council respects the professional duties of the City Manager, City Attorney, Municipal Court Judge, and City teammates.
- c) The City Council relies on the City Manager to direct the administrative functions of the organization and will refrain from interfering with the team's ability to implement policy decisions, including directing the work of teammates.
- d) When a Council member has a question of staff, the Council member will direct the question to the City Manager or applicable department director, rather than line staff. This does not prevent a Council member from contacting their board and committee liaisons or for other administrative inquiries.

- 4. Representing the City 24/7.** If a member of the City Council appears before another governmental agency and is representing the City, the member must support and advocate for the official City position on the issue rather than a personal viewpoint. If the member is not representing the City, the member must state at the beginning of their testimony they are representing their personal opinion and are not sharing the position of the City or Council.

5. Boards and Committees

- a) Interviews:
 - 1) The Mayor will lead the interview process for public board and committee applicants.
 - 2) The Mayor, and no more than two Councilors, will interview applicants. One or two Councilors may self-nominate to attend. If no self-nominations are made, then the Mayor will interview candidates with the designated City staff liaison and board or committee staff liaison, as available.

- 3) The Mayor will provide the Council with a list of selected applicants along with their applications, the interview notes, and the recommendation summarizing why the applicant was chosen.
- b) Approval:
- 1) The Mayor's recommendations for appointments will be submitted to Council as least two weeks in advance before Council consideration in order for the respective Council liaisons to meet with the selected applicant, at their discretion.
 - 2) The Council will approve appointments to City boards and committees by resolution.
- c) Council Liaisons:
- 1) The Mayor makes recommendations for Council liaison assignments and alternates to boards and committees based on input provided by the Council members; the Council votes to ratify the proposed assignments. Internal working groups are not considered boards and committees for purposes of these Ground Rules.
 - 2) For City of Tigard boards and committees, unless otherwise required, Council liaisons are not members/participants of their assigned boards or committees; their role is limited to sharing information between boards/committees and the Council, and serving as a point of reference for the Council regarding board and committee matters. For external boards and committees, such as the Metropolitan Area Communications Commission, Council members are full participants with voting authority. Council members serving on internal subcommittees or special committees may also be expected to be voting members.
 - 3) The term for liaisons is 1 year for internal boards and committees and 2 years for external board (for example, Lake Oswego-Tigard Joint Water Partnership Oversight Committee or Willamette Intake Facility).
 - 4) Council liaisons may be appointed to consecutive terms, at the discretion of the Mayor and Council.

6. City Council Agenda Item Request Procedures


- a) All voices should have a clear and respectful avenue to be heard during Council meetings.
- b) Any member of Council who wishes to place an item on a future agenda will make the request to the City Manager.
- c) The City Manager will consider the time and resources required for the item when scheduling and will place the item on an agenda within one month of the request, unless the requesting member agrees to a different date or the item is addressed in another way.
- d) The City Manager will discuss the requested item with the Mayor during their review of tentative agendas.

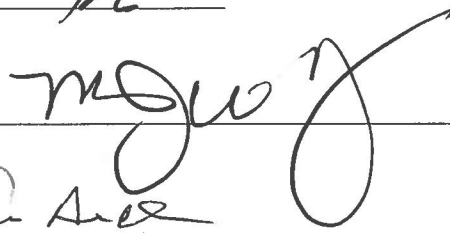
- e) The non-agenda item on the Council regular agenda is intended for housekeeping items relating to City business. If an item is first raised during non-agenda items, it will be referred to the City Manager to follow the process above.

IV. Administering the Council Ground Rules


- a) All members of the City Council will review the Ground Rules and sign that they agree to comply.
- b) If the Mayor or a Councilor believes one of the rules has been violated, they should use the “first-person rule” and address the concern with the individual first. If the issue persists, or where the Council Member does not feel comfortable addressing with the individual, that Council Member may go directly to the City Manager, Mayor, or Human Resources Director.
- c) The Mayor, City Manager, and appropriate City staff (i.e. HR Director, City Attorney) should collaboratively determine next steps, including whether a recommended course of action should be brought before the Council. If the alleged violation is against the Mayor, the Council President should participate in the recommendation.
- d) The recommendation may be placed on a Council agenda, consistent with the City’s Charter.

We agree to the adopted 2025-2026 Ground Rules:

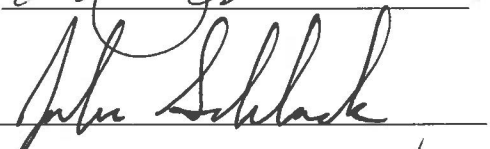
Yi-Kang Hu, Mayor 

Maureen Wolf, Council President 

Tom Anderson, Councilor 

Faraz Ghoddusi, Councilor 

Heather Robbins, Councilor 

Jake Schlack, Councilor 

Jeanette Shaw, Councilor 