CITY OF SOUTH PASADENA
STUDY SESSION

AGENDA

SPECIAL CITY COUNCIL MEETING
WEDNESDAY, AUGUST 5, 2026, AT 6:00 PM

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA 91030

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

The South Pasadena City Council Meeting will be conducted in-person from the Amedee O. "Dick" Richards, Jr. Council Chambers, located at 1424 Mission Street, South Pasadena, CA 91030.

Public participation may be made as follows:

- In-Person – Council Chambers, 1424 Mission Street, South Pasadena, CA 91030
- Live Broadcast via the City website – http://www.spectrumstream.com/streaming/south_pasadena/live.cfm
- Via Zoom – Meeting ID: **825 9999 2830**
- Written Public Comment – written comment must be submitted by 12:00 p.m. the day of the meeting by emailing to ccpubliccomment@southpasadenaca.gov
- Via Phone–+1-669-900-6833 and entering the Zoom Meeting ID listed above.

Meeting may be viewed at:

1. Go to the Zoom website, https://zoom.us/join and enter the Zoom Meeting information; or
2. Click on the following unique Zoom meeting link: https://us06web.zoom.us/j/82599992830 or
3. By calling: +1-669-900-6833 and entering the Zoom Meeting ID listed above; and viewing the meeting via http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

CALL TO ORDER:	Mayor	Sheila Rossi
ROLL CALL:	Mayor	Sheila Rossi
	Mayor Pro Tem	Omari Ferguson
	Councilmember	Michael A. Cacciotti
	Councilmember	Jon Primuth
	Councilmember	Janet Braun

PUBLIC COMMENT

CONSENT CALENDAR

OPPORTUNITY TO COMMENT ON CONSENT CALENDAR

Items listed under the Consent Calendar are considered by the City Manager to be routine in nature and will be enacted by one motion unless a public comment has been received or Councilmember requests otherwise, in which case the item will be removed for separate consideration. Any motion relating to an ordinance or a resolution shall also waive the reading of the ordinance or resolution and include its introduction or adoption as appropriate.

ACTION/DISCUSSION

1. STUDY SESSION REGARDING DEVELOPMENT OF CITY COUNCIL RULES OF PROCEDURE AND COUNCIL GOVERNANCE POLICIES

Recommendation

It is recommended that the City Council:

1. Conduct a study session regarding the development of comprehensive City Council Rules of Procedure and Council Governance Policies;
2. Provide policy direction regarding meeting procedures, public participation, agenda management, Council communications, ceremonial recognitions, committee assignments, and related governance matters; and
3. Direct staff to return with draft policies and procedures incorporating City Council feedback for future consideration and adoption.

CERTIFICATION OF POSTING

I declare under penalty of perjury that I posted this notice of agenda for the meeting to be held on August 5, 2026, on the bulletin board in the courtyard of City Hall located at 1414 Mission Street, South Pasadena, CA 91030, and on the City, website as required by law, on the date listed below.

07/30/2026	/S/
Date	Nikima Newsome, Chief City Clerk

Study Session Agenda Report

ITEM NO. 1

DATE: August 5, 2026

FROM: Todd Hileman, City Manager

PREPARED BY: Nikima S. Newsome, Chief City Clerk

SUBJECT: **STUDY SESSION REGARDING DEVELOPMENT OF CITY COUNCIL RULES OF PROCEDURE AND COUNCIL GOVERNANCE POLICIES**

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Executive Summary

The City Council currently conducts its business pursuant to applicable provisions of the Ralph M. Brown Act, the South Pasadena Municipal Code, and various adopted policies and practices. While these authorities provide the legal framework for Council operations, several procedural and governance matters are not currently consolidated into a single, comprehensive policy structure.

To promote consistency, transparency, efficiency, and effective governance, staff is seeking City Council direction regarding the development of formal City Council Rules of Procedure and Council Governance Policies. The proposed framework would establish clear standards for meeting conduct, public participation, agenda development, Councilmember communications, ceremonial recognitions, committee assignments, and other governance matters.

The purpose of this study session is to obtain policy direction from the City Council prior to preparation of draft policies for future consideration.

Background

The City Council serves as the legislative body of the City and is responsible for establishing policy direction, adopting ordinances and resolutions, approving the annual budget, and representing the interests of the community.

Over time, Council practices and procedures have evolved through a combination of adopted

policies, administrative practices, and operational norms. Additionally, recent changes in State law, including Senate Bill 707 (SB 707), have created new requirements regarding public participation, remote access, accessibility, and agenda translations.

In preparation for this study session, staff reviewed Council rules, governance manuals, ceremonial recognition policies, and operational protocols from numerous California agencies, including the Cities of Monterey Park, Saratoga, Brentwood, Menifee, Napa, San Fernando, Laguna Hills, Sunnyvale, La Quinta, and Santa Monica. Common themes among these agencies include the adoption of comprehensive rules governing meeting procedures, public participation, Council conduct, agenda management, ceremonial recognitions, and committee reporting.

Analysis
Staff recommends the City Council consider the development of a Council Governance Framework consisting of three separate but complementary documents:

City Council Rules of Procedure
The Rules of Procedure would govern the conduct of City Council meetings and establish consistent procedures for legislative business.

Potential topics include:
- Types of meetings
- Quorum and voting requirements
- Parliamentary procedures
- Public hearing procedures
- Consent calendar procedures
- Rules of decorum
- Meeting adjournment policies
- Public comment procedures
- Future agenda item procedures
- SB 707 compliance requirements
- Remote participation procedures
- Accessibility accommodations
- Minutes preparation standards
- Council liaison role and responsibilities

Discussion Questions
1. Should the City utilize Rosenberg's Rules of Order, Robert's Rules of Order, or a hybrid approach?
2. Should public comment time limits remain fixed or vary based on the number of speakers?

Council Governance and Operational Policies
Governance policies would address Council operations outside of formal meetings and establish expectations regarding Councilmember conduct and responsibilities.

Potential topics include:
Mayor and Mayor Pro Tem Roles
- Establishment of a formal rotation policy
- Meeting facilitation responsibilities

- Ceremonial duties
- Agenda coordination
- Committee appointment authority
- Regional representation

Council Committee and Regional Assignments
- Appointment process
- Reporting expectations
- Attendance requirements
- Alternate member designations
- Annual review of assignments

Discussion Questions
1. Should formal Council rules/norms be adopted?
2. Should a formal process for Mayor/Mayor Pro Tem Appointment be adopted?
3. What level of reporting should be required from Council representatives serving on regional bodies?
4. Should written committee reports be required in addition to verbal reports?
5. How much advance notice should Councilmembers provide when requesting remote participation?
6. Should action minutes remain the City's standard format or should more detailed summary minutes be considered?
7. What role should Council Liaisons play in supporting boards and commissions?

Ceremonial Recognition Policy
The City regularly receives requests for proclamations, certificates of recognition, certificates of appreciation, and other ceremonial documents. Establishing a formal policy would provide consistency and transparency regarding the review and approval process.

Potential recognition categories include:
- Proclamations
- Certificates of Recognition
- Certificates of Appreciation
- Retirement and other milestone recognitions
- Community service recognitions
- Youth achievement recognitions
- Organizational milestone recognitions

Potential policy components include:
Eligibility Criteria
- Demonstrated community benefit
- Local nexus to South Pasadena
- Significant achievement or accomplishment
- Educational or civic value

Approval Authority
- Mayor approval
- Mayor and City Manager approval
- City Council approval for specific recognitions

Administrative Requirements

- Standardized request form
- Submission deadlines
- Required supporting information
- Presentation procedures

Discussion Questions

1. What categories of ceremonial recognitions should the City issue?
2. Should requests be limited to organizations or individuals with a demonstrated connection to South Pasadena?
3. Should recurring annual proclamations be administered through an approved proclamation calendar, and if so, who should be responsible for coordinating with and inviting organizational representatives to attend Council meetings to receive the proclamations?
4. What approval authority should apply to various recognition categories?

Implementation of Senate Bill 707

Senate Bill 707 (SB 707) establishes new requirements for local agencies related to public participation, accessibility, remote access, and meeting operations. While the agenda translation provisions of SB 707 apply only to eligible legislative bodies meeting specified statutory thresholds—which the City of South Pasadena does not currently meet—the legislation reflects a broader emphasis on expanding access to legislative proceedings and promoting meaningful opportunities for public engagement.

The City Attorney previously provided the City Council with an overview of the City's responsibilities under SB 707 at the February 4, 2026, City Council meeting. Subsequently, on March 4, 2026, the City Council adopted a Technology Disruption Policy in compliance with SB 707 and Government Code Section 54953.4. All remaining statutory requirements have since been implemented administratively. As part of the development of comprehensive Council Rules of Procedure, the City Council may wish to consider whether additional policies and procedures should be incorporated to further clarify meeting operations, enhance public participation opportunities, and codify the City's ongoing compliance efforts.

Potential policy considerations include:

- Public recording rights and procedures consistent with Government Code requirements;
- Standards of decorum applicable to both in-person and remote participants;
- Procedures for addressing disruptive conduct while preserving public participation rights;
- Guidelines governing remote public participation, including speaker recognition and time limits;
- Whether to provide translated agendas or agenda summaries beyond what is required by State law;
- Administrative procedures to support public outreach and accessibility efforts; and
- Clarification of written public comment submission procedures.

Staff recommends incorporating any Council direction regarding these matters into the draft Rules of Procedure to be presented for future consideration. Staff further recommends that the Rules of Procedure incorporate all applicable State law requirements and establish clear, consistent procedures for implementation and ongoing compliance.

Fiscal Impact

There is no immediate fiscal impact associated with conducting this study session.

Future implementation costs may include agenda translation services, technology enhancements, public participation platforms, and administrative resources necessary to comply with State law and implement Council-directed policies. Any fiscal impacts will be identified and presented to the City Council during future consideration of draft policies.

Key Performance Indicators and Strategic Plan
The development of comprehensive Council Rules of Procedure and Governance Policies supports the City's commitment to transparency, accountability, public engagement, operational excellence, and effective governance.

Attachment:
Attachment No. 1 - Current South Pasadena Policies
Attachment No. 2 - Comparative Summary of Council Rules and Governance Policies Reviewed
Attachment No. 3 - Council Rules from Other Communities
Attachment No. 4 - Ceremonial Items Policies from Other Communities
Attachment No. 5 - Sunnyvale Council Recognition of Dignitaries Individuals Organizations and/or Events Policy
Attachment No. 6 - Presentation

RESOLUTION NO. 6513

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING RULES OF ORDER

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

WHEREAS, the City Council finds and determines that it is common practice in this and other cities to adopt routine rules of order. These Rules of Order will apply to the City Council, all Commissions, and Boards.

WHEREAS, the City Council further finds and declares that such procedures are advantageous and expedite meetings.

WHEREAS, the City Council further finds and determines that each Council member, Commissioner, or Board member will subscribe to these Rules of Order herein set forth.

1. **REGULAR MEETINGS**
Regular meetings may be held within the City limits only at the time and place indicated by Ordinance; once convened such meeting may be adjourned to another location within the City if unusually large crowds or other circumstances warrant.

   A. Adjourned Meetings
   All meetings may be adjourned to a time, place and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened. Only matters on the Agenda may be discussed or decided.

   B. Special Meetings
   Special meetings may be called by the Mayor or majority of Council members on 24-hour notice, as set forth in Government Code 54958. Only matters contained in the notice may be considered.

   C. All meetings are open to the public except certain "personnel" and litigation matters as prescribed by Government Code 54956 and 54957; closed sessions may be held only during a duly called meeting of the City Council.

2. **NOTICE**
Notice of all regular, special and adjourned meetings must be provided and posted in accordance with the California Government Code. Seventy-two

File # 1366-D

hours notice is required for regular meetings; 24 hour notice required for special meetings.

3. QUORUM

A majority of the City Council, Planning Commission and advisory body is sufficient to do business, except in the case when only three members are present. In cases when only three board members are present, motions must carry unanimously.

4. ROLL CALL

There is never a legal requirement for roll call voting unless some member of the Council, Commission or Board demands it. However, since all ordinances required by law, resolutions for franchises, and motions for the payment of money require the affirmative vote of at least three members, most cities follow the roll call procedure for these particular enactments.

5. CORRECT LEGAL DOCUMENT

Upon occasion, ordinances or resolutions are submitted in longhand or in draft form with on-the-spot amendments. These preliminary papers may be re-typed in final form; such re-draft, when signed and attested, becomes the original and proper document to be retained in the files. The date of enactment is the date that the ordinance or resolution was adopted as long as any amendments have been read into the record.

6. THE MINUTES

Minutes are the concern of the City Clerk or Secretary until presented to the Council, Commission or Board for approval; the Council, Commission or Board may then, by motion, make such corrections as conform to fact.

A. The minutes shall include, the date, hour and place of the meetings; whether it is a regular, adjourned regular or special meeting; that notice has been given of hearing; the names of the Council members, Commissioners, or Board members and staff present and absent; and any action taken by the City Council, Commission, or Board.

B. If any Council member, Commissioner, or Board member arrives later or departs before the adjournment, the minutes shall reflect his or her arrival and departure time.

C. The minutes should be a clear and concise statement of the actions, including the motions made and the vote thereon. Reasons for making

a motion, debate and audience reaction are usually irrelevant and should be omitted by the Clerk or Secretary. Any findings made by the City Council, Commission or Board required to support an action should be included in the resolution or ordinance and need not be stated in the minutes.

D. Whenever the City Council, Commission or Board acts in a quasi-judicial proceeding such as assessment or zoning matters, it is necessary to compile a complete summary of the witnesses and whether they spoke in favor of or in opposition to the matter, or they merely provided comments.

7. RULES

The City Council, Commission or Board may establish its own rules, prescribe an agenda, limit debate and eject unruly persons. The procedural rules hereinafter set forth should control only in the absence of adoption of specific Rules of Order:

A. Processing of Motions

When a motion is made and seconded, it shall be stated by the Mayor before debate. A motion may not be withdrawn by the mover without the consent of the member seconding it and the approval of the Council, Commission or Board.

1. Motions out of Order

The Mayor/Chair may at any time, by majority consent of the members, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

2. Division of Question

If the question contains two or more dividable propositions, the Mayor/Chair may, and upon request of a member shall (unless appealed), divide the same.

B. Precedence of Motions

When a motion is before the Council, Commission or Board, no motion shall be entertained except:

(1) to adjourn
(2) to fix hour of adjournment
(3) to lay on the table
(4) for the previous question
(5) to postpone to a certain day
(6) to refer
(7) to amend
(8) to postpone indefinitely

These motions shall have precedence in the order indicated.

1. Motion to Adjourn (not debatable)

A motion to adjourn shall be in order at any time, except as follows:

(a) when repeated without intervening business or discussion
(b) when made as an interruption of a member while speaking
(c) when the previous question has been ordered
(d) while a vote is being taken.

A motion to adjourn "to another time" is debatable only as to the time to which the meeting is adjourned.

2. Motion to fix hour of Adjournment
Purpose is to set a definite time at which to adjourn. Undebatable and unamendable except as to time set.

3. Motion to Table
Purpose is to temporarily by-pass the subject. A motion to lay on the table is undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

4. Motion for Previous Question
Purpose is to close debate on main motion. Undebatable. Just shouting "question" does not accomplish the same thing. If motion fails, debate is reopened; if motion passes, then vote on the main motion.

5. Motion to Amend (debatable only as to amendment)
A motion to amend an amendment is in order, but one to amend an amendment to an amendment is not. An amendment modifying the intention of a motion is in order, but an amendment relating to a different matter shall not be in order.

A substitute motion on the same subject is acceptable. Amendments are voted first, then the main motion as amended.

6. Motion to Postpone
A motion to postpone indefinitely is fully debatable and if the same is adopted, the principal question shall be declared lost. Motions to postpone to a definite time are amendable and debatable as to propriety of postponement and time set. Motions to Refer are similarly not debatable except to the propriety of referring.

7. Withdrawing a Motion
A motion may be withdrawn if the motion has not been stated by the Mayor/Chair. A withdrawn motion does not appear in the minutes. Once a motion has been stated by the Mayor/Chair, it can be withdrawn only by general consent or by a majority vote.

C. Voting
On the passage of every motion, the vote shall be taken by voice or roll call and entered in full upon the record.

1. Roll Call
Upon demand of any member, made before the negative has been put, the roll call shall be called for yeas and nays upon any question before the City Council, Commission or Board. It shall not be in order for members to explain their vote during roll call. Any member may change his vote before the next order of business.

2. Failure to Vote
Every member should vote unless disqualified for cause accepted by vote of the Council, Commission or Board or by opinion of the City Attorney. Self-disqualification, without approval, which results in a tie vote should be avoided as thwarting City Council, Commission or Board action, but no member can be forced to vote.
a. The abstainer, in effect, "consents" that a majority of the quorum may act for him/her.
b. Tie votes are "lost motions," and may be reconsidered later.

3. Disqualification
Where a council member, commissioner, or board member suffers a conflict of interest, bias, or predetermination, such member shall state the disqualification, leave the dais and except for the purpose of counting a quorum, his vote or lack

of it shall not be considered.

D. Reconsideration
Any member who voted with the majority may move a reconsideration of any action at the same (or "have entered on the minutes" for vote at the next succeeding) meeting, providing no legal rights have intervened to create an estoppel. After a motion for reconsideration has once been acted on, no other motion for a reconsideration thereof shall be made without unanimous consent.

E. Personal Privilege
The right of a member to address the Council, Commission or Board on a question of personal privilege shall be limited to cases in which his integrity, character, or motives are questioned, or to where the welfare of the Council, Commission or Board is concerned may interrupt another speaker if the chairman recognizes the "privilege".

F. Appeal
Any decision or ruling of the Mayor may be appealed by request of any member. The Mayor shall call for roll call to see if the Chair shall be upheld. If the roll call loses, the Mayor is reversed.

8. RESOLUTIONS

A. Where the particular resolution has been prepared and is available for presentation.

1. Procedure: motion, second, discussion, voice vote, (i.e. all in favor signify by saying "aye" etc.), result declared. It is not necessary to read a resolution in full or by title, except to identify it.

2. Any member may call for a roll call vote, or demand that the resolution be read in full.

B. Where the particular resolution has not been prepared.

1. Procedure: motion, second, "no objection? - so ordered!" process instructing the City Attorney to prepare such a resolution for presentation.
2. This process may be waived in some rush matters and the resolution may be presented verbally in motion form together with instructions for written preparation thereof for later execution. In this event, voting procedure No. (1) (a) above

should be followed after the resolution has been verbally stated. This short-cut procedure should be avoided entirely when resolutions are required by law or in improvement acts, zoning matters, and force account work on public projects.

9. ORDINANCES

A. Where the particular ordinance has not been prepared in advance:
   1. The "no objection" process may be followed, instructing the City Attorney to prepare the same.

B. Where the particular ordinance has been prepared in advance:
   1. Introduction (First Reading)
      a. Technically, no action is necessary to introduce an ordinance other than for the sponsor thereof to declare the same to be introduced by the reading thereof in full.
      b. The more unusual and probably preferable method is to have the same introduced or placed on first reading by motion.
         1) Any ordinance may be read at both first and second reading/adoption "by title only", if reading in full is waived by majority vote.
         2) Voice vote procedure to "read by title only" is set forth below. (Any member may demand roll call vote and majority vote is required, otherwise motion fails and the ordinance must be read in full.)
         3) No changes except clerical corrections are allowed after the first reading.
   2. Adoption: (At least five (5) days later)
      a. Either must be read in full or voice vote procedure to be read "by title only":
         1) Mayor or Clerk reads title; then City Council votes on such motion. (Roll Call, if demanded)
         2) If passed by majority vote, ordinance is ready for adoption, otherwise must be read in full.
      b. Roll Call procedure to adopt. (Voice vote is legally sufficient.)

      NOTE: Each Ordinance should be passed only by this double motion method: A combination motion to "adopt by reading title only" is dangerous in

that if the Council splits, the passage may be defective.

3. Effective Date
All ordinances, except as provided in Section 36937, Government Code shall become effective 30 days after adoption or upon such later date as may be designated in the ordinance.

4. Publishing
It is the duty of the City Clerk to publish or post the ordinance as set forth in Section 36933, Government Code within 15 days after adoption; failure to do so may invalidate the ordinance.

5. Emergency Ordinances
If any "emergency ordinance" fails to receive an affirmative vote of 4/5ths of the members, such ordinance shall be as if it had not been read as an emergency enactment. Emergency ordinances must pass by a 4/5th vote, must be published and become effective immediately. Emergency ordinances may be declared void if no true urgency existed.

6. Type of meeting
Ordinances may be adopted only at regular/adjourned meetings; emergency ordinances may be adopted at special meetings

10. MOTIONS

A. Motions may usually be adopted by the "no objection" method unless any member prefers voice or roll call vote. This method of expediting long agenda is common practice, and any defects are probably cured by the later approval of minutes which should reflect a "no objection" vote as "unanimously carried".

NOTE: Approval of minutes should be effected only by voice or roll call vote.

B. Distinction between motion and resolution:

1. In most cases a resolution is little more than a formal motion set forth in a separate written document. In a few matters such as assessment procedures or rezonings, a resolution is required.
2. Motions will generally suffice unless a resolution is specifically called for by laws, or unless there is some reason for desiring the particular action formalized by separate instrument.

11. CONDUCT OF PUBLIC HEARING

A. Hearing: Mayor/Chairman opens audience participation portion of public hearing.

B. Evidence: The parties concerned, at this point, must be prepared to submit all evidence pertinent to their position. However, in order to save time, anyone may refer to previous testimony or to documents previously filed, as all of the records, exhibits, and minutes of other meetings are before each member, all of which is part of the record.

Each speaker is required to abstain from irrelevant testimony, repetition, excessive hearsay, indulging in personalities or making statements not recorded by the secretary.

All parties are reminded to restrict their remarks to matters relevant to the pertinent portions of the Municipal Code.

C. Witnesses: Each person who desires to speak must first be recognized by the Mayor/Chairman. Upon receiving recognition, the speaker shall give his or her name and address for the record.

D. Format of Hearing: The applicant will be given the opportunity to present his or her case first for a maximum of thirty minutes unless extended by the Mayor.

The opponents will then be permitted to present their case for a maximum of thirty minutes unless extended by the Mayor.

The applicant will then be allowed five minutes to present rebuttal (not supplemental) evidence.

E. Petitions - Letters: Evidence in administrative hearings may not be

read unless the writer is present for cross-examination or unless the other side consents.

F. Close of Hearing: Mayor/Chairman will call the public hearing to be closed. After the close of the hearing, the Mayor/Chairman will ask for a motion disposing of the matter.

12. EX-OFFICIO MEMBERS

Ex-officio are not counted in quorum and may not vote, but must be notified of all meetings.

13. ADDRESSING THE CITY COUNCIL, COMMISSION OR BOARD

A. Public Comment

Any person may address the City Council, Commission, or Board regarding any matter with which they are concerned. Comments on issues already on the agenda should be saved until that item is being discussed. All other comments regarding issues not on the agenda should be made during Community Communications.

B. Each person addressing the City Council, Commission, or Board 1) should speak into the microphone at the speakers podium; 2) should state his or her name and address; 3) shall limit the address to five minutes unless additional time is granted by the Mayor or Chair; 4) no person other than the City Council, Commission, or Board and the person having the floor shall be permitted to discuss any matter either directly or through a member of the City Council, Commission, or Board without permission of the Mayor or Chair; and 5) shall address all remarks to the City Council, Commission, or Board as a body, not to any individual member or to the audience.

C. No action may be taken on any matter which is not on the Agenda.

D. When an identifiable group of persons wishes to address the City Council, Commission or Board on the same agenda item, the Mayor or Chair shall have the discretion to request that a spokesperson be chosen by the group to address the City Council, Commission, or Board. If additional issues are to be presented on the subject by any other member os such group, the Mayor or Chair may limit the number of persons and the time period for speaking to the City Council, Commission, or Board, to avoid unnecessary repetition if issues.

E. Any persons making personal, impertinent or slanderous remarks, or who becomes unruly while addressing the City Council, Commission, or Board shall be barred from further speaking at said meeting before the City Council, Commission, or Board, and may be ejected if his or her conduct disrupts the meetings.

14. AGENDA

The Brown Act requires that no action may be taken at any time unless on a printed and posted agenda containing sufficient information to apprise a reasonable person of the scope of any proposed action.

15. RELATIONSHIP OF COUNCIL TO ELECTORATE

It must be remembered, that the City Council members are elected by all of the people to serve as representatives of all of the people; authority and responsibility for legislative enactments are vested in the Council. California follows the Council type of government where it is the function of the representatives to do that which in their best judgement is proper, California does not follow the "Town Meeting" type of government where the people legislate. Therefore, the City Council has the authority to limit debate on any subject and to act in good faith regardless of the viewpoints of limited minorities. The purpose of Council meetings is for the Council to debate openly on particular matters, to hear public expression thereon and to inform the public of what the Council is doing. No Council is infallible and it is proper that public opinion be sought, but no Council member can permit his judgement to become subservient to the criticism of council meeting attendants. Conversely, Council members should remember that they are servants of the people, not free agents, in administering the affairs of government.

A. It is the responsibility of the Chair to control public debate so that repetitive or irrelevant remarks are not made; so that everyone has had a chance to speak before others speak for a second time; and to expedite the business at hand.

B. The responsibility of making decision is not easy not without its problems but it is the responsibility of Council members to vote and decide issues, regardless of personal hesitation. There will always be segments of the population dissatisfied with any decision. The purpose of government is to balance, legally, fairly and without favor the limitations, restrictions or losses that are to be placed upon the individual or to several individuals against the good, the benefit or welfare of or to a majority of the people.

C. The electors have delegated to the Council the right, the power and the duty to act; the same electors have reserved to themselves the "P.E.R.R.I.T" rights of

(1) Petition
(2) Election
(3) Recall
(4) Referendum
(5) Initiative
(6) Taxpayers' Suits.

Both the council members and the electors must accept the authority or powers given (or reserved) to them, and exercise the same accordingly and in good faith.

16. ADVISORY BODIES

The City Council has the authority to establish commissions, boards and committees (referred to in the generic as "advisory body") to assist with policy making and implementation. Advisory bodies are established to address a specific concern and are typically, but not always, commissioned in the municipal code, advisory to the City Council, unpaid, and comprised of South Pasadena residents. Residents find that serving on a city advisory body is a rewarding form of public service. It requires a commitment of time, but offers satisfaction in the good work that is accomplished.

The function of each body is contained in the Municipal Code and it is important that advisory body members understand the specific role and limits required of them. While some advisory bodies have decision making authority--the Planning Commission, Library Board of Trustees, etc--advisory bodies most often pursue stated City Council objectives and make recommendations to the City Council. They do not determine or establish City policy or administrative direction.

NOW, THEREFORE, BE IT RESOLVED: that the aforementioned Rules of Order will be used and followed as a guideline by all members of the City Council, Commissions, and Boards.

APPROVED AND ADOPTED this 7th day of January, 1998.

Resolution No. 6513
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MAYOR, City of South Pasadena, California

I hereby certify that the foregoing resolution was adopted by the City Council of the City of South Pasadena at a regular meeting held on the 7th day of January, 1998.

AYES: Saeta, Knapp, Cohen, Emory and Mayor Paul Zee

NOES: None

ABSENT: None

Jeannine A. Gregory
City Clerk, City of South Pasadena, California

RESOLUTION NO. 6298

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING GUIDELINES FOR COMMENDATIONS, CERTIFICATES, PROCLAMATIONS AND DEDICATIONS

WHEREAS, the City receives many requests from organizations and the public seeking recognition honoring events, organizations and individuals; and

WHEREAS, the City Council of the City of South Pasadena acknowledges the need to formalize a policy on issuing commendations, certificates, proclamations and dedications.

NOW THEREFORE, the City Council of the City of South Pasadena does hereby resolve that a policy and procedure entitled, Guidelines for Commendations, Certificates, Proclamations, Dedications, attached hereto as Exhibit 1 is hereby adopted.

Section 1. This resolution shall become effective immediately upon its adoption.

Section 2. The City Clerk shall certify to the adoption of this resolution.

APPROVED AND ADOPTED this 1st day of February, 1995.

Amedee O. Richards, Jr.
Amedee O. Richards, Jr., Mayor

ATTEST:

Jeannine A. Gregory
Jeannine A. Gregory, City Clerk

I hereby certify that the foregoing resolution was duly adopted by the City Council of the City of South Pasadena at a regular meeting held on the 1st day of February, 1995.

AYES: Emory; Cohen; Zee and Mayor Richards

NOES: None

ABSENT: Knapp

ABSTAIN: None

Jeannine A. Gregory
Jeannine A. Gregory, City Clerk

File # 1001-B

EXHIBIT 1

CITY OF SOUTH PASADENA

Guidelines for Commendations, Certificates Proclamations, Dedications

Requests for proclamations and certificates are generated by members of the public, community organizations or directly from Councilmembers. Requests shall be put in writing and distributed to the City Council.

GUIDELINES FOR RECOGNITION:

In making the determination for issuing city recognition the significance of the event or the contributions of the individual to the community shall be considered.

The following types of requests may receive recognition:

Community Events, Community Organizations

Athletic/Academic Accomplishments

Acts of Heroism

Non-profit Organizations, Yearly Commemorative Events

Eagle Scouts and Golden Arrow Scouts

City Commissioner Appointments and Resignations

Ethnic Celebrations

Milestone Birthdays or Anniversaries

Regional Events and Recognition for Other Cities

The Mayor will provide direction to staff in accordance with these guidelines. Any Councilmember shall notify the Mayor if he/she has any objections. At which time, the Mayor shall agendize the matter for discussion.

FORMS IN WHICH THE RECOGNITION CAN BE PREPARED:

CERTIFICATES

Certificates are prepared in response to the type of recognition desired. These include Certificates of Appointment, Certificates of Recognition, Certificates of Appreciation and Certificates of Achievement.

The Mayor, in accordance with the guidelines set forth by the City Council, will determine if a certificate shall be issued and direct staff to prepare the Certificate. Presentations will be agendized if the recipient can be present at the meeting.

Guidelines for Commendations, Certificates, Proclamations and Dedications

PROCLAMATIONS

Proclamations contain several biographical or informational paragraphs. These are typically used for bringing attention to a particular subject by proclaiming something on a certain day, week or month. For example: Fire Prevention Week; Older American Month. Proclamations are also used for individual recognition.

The Mayor, in accordance with the guidelines set forth by the City Council, will determine if a proclamation shall be issued and direct staff to prepare the proclamation. Presentations will be agendized if the recipient can be present at the meeting. In some instances, a proclamation is presented at the event by the Mayor or his/her designee.

HAND PRINTED PROCLAMATIONS

Proclamations prepared professionally by hand are to be used only in special circumstances. They may be considered for elected officials leaving office, retiring management personnel and in recognition of distinguished community leaders.

RESOLUTIONS

A resolution is a formal, written action of the City Council and must be agendized for a vote. All resolutions are numbered and placed in the official book of Resolutions. If a Resolution is used to provide recognition, it is only used in the most significant cases. Primarily used for outgoing Councilmembers or in memoriam.

CITY TILE PLAQUE

The City Tile Plaque is an appropriate means of recognizing a retiring city employee or an individual for distinguished service and may be appropriate for dignitaries visiting from other states or countries. The Mayor provides direction to staff when it is deemed appropriate.

DEDICATION OF MEETING

There are times when a meeting is dedicated to the memory of an individual. The Mayor with Council concurrence, provides direction to staff. When a meeting is dedicated, a notation appears on the agenda, and the Mayor announces the dedication. After the meeting, an appropriate letter is sent to the family acknowledging the dedication.

CERTIFICATES PRESENTED BY COMMISSIONS

Certificates may be presented by a Commission if a majority of the City Commission is in favor of the presentation. Essentially used to recognize volunteer service, worthwhile contributions or outstanding behavior. Council will receive notification of the recognition presented.

RESOLUTION NO. 7459

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING THE CITY OF SOUTH PASADENA CODE OF ETHICS AND VALUES

WHEREAS, the residents of the City of South Pasadena are entitled to responsible, fair, and honest city government that operates in an atmosphere of respect and civility; and

WHEREAS, the City of South Pasadena Code of Ethics and Values will serve to describe the standards of behavior to which its leaders aspire; and

WHEREAS, the City of South Pasadena Code of Ethics and Values will provide an ongoing source of guidance to City officials in their day-to-day service to the South Pasadena Community; and

WHEREAS, the City of South Pasadena Code of Ethics and Values will promote and maintain a culture of ethics.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council adopts the City of South Pasadena Code of Ethics and Values as set forth in Exhibit "A."

SECTION 2. The City of South Pasadena Code of Ethics and Values shall apply to the City Council and its appointed boards, commissions, and committees.

SECTION 3. The City Clerk of the City of South Pasadena shall distribute a copy of the City of South Pasadena Code of Ethics and Values to each member of the City Council and its appointed boards, commissions, and committees as well as newly-appointed members and candidates for City Council office.

SECTION 4. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 20th day of April, 2016.

Diana Mahmud, Mayor

ATTEST:

Evelyn G. Zneimer, City Clerk
(seal)

APPROVED AS TO FORM:

Teresa L. Highsmith, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 20th day of April, 2016, by the following vote:

AYES: Cacciotti, Joe, Khubesrian, Schneider, and Mayor Mahmud

NOES: None

ABSENT: None

ABSTAINED: None

Evelyn G. Zneimer, City Clerk
(seal)

EXHIBIT A

CITY OF SOUTH PASADENA
CITY COUNCIL
CODE OF ETHICS AND VALUES

The residents of the City of South Pasadena are entitled to responsible, fair, and honest City government that operates in an atmosphere of respect and civility. Accordingly, the South Pasadena City Council has adopted this code to: 1) describe the standards of behavior to which its leaders aspire; 2) provide an ongoing source of guidance to City officials in their day-to-day service to the City; and 3) promote and maintain a culture of ethics.

RESPONSIBILITY

- I understand that the community expects me, as a leader, to serve with dignity, integrity, and respect for my office, as well as be an agent of the democratic process.
- I avoid actions that might cause the public to question my independent judgment.
- I do not use my office or the resources of the City for personal or political gain.
- I am a prudent steward of public resources and actively consider the impact of my decisions on the financial and social stability of the City and its residents.

FAIRNESS

- I promote consistency, equity, and non-discrimination in public agency decision-making.
- I make decisions based on the merits of an issue, including research and facts.
- I encourage diverse public engagement in our decision-making processes and support the public's right to know.
- I communicate in various ways that I am approachable, open-minded, and willing to participate in dialogue.

RESPECT

- I treat my fellow officials, staff, and the public with patience, courtesy, and civility, even when we disagree on what is best for the community.
- I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

HONESTY

- I am honest with my fellow elected officials, the public, and others.
- I am prepared to make decisions when necessary for the public's best interests, whether those decisions are popular or not.
- I take responsibility for my actions, even when it is uncomfortable to do so.

RESOLUTION NO. 7879

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING AN UPDATED CITY CONFLICT OF INTEREST CODE AND RESCINDING RESOLUTION NO. 7756

WHEREAS, the Political Reform Act (Government Code Section 81000 et seq.) requires all public agencies to adopt and promulgate a Conflict of Interest Code (Code); and

WHEREAS, the City Council previously amended its Code by adopting Resolution No. 7756 on March 2, 2022, as set forth in Section 18730 of the California Code of Regulations; and

WHEREAS, the Political Reform Act requires that the City Council review its Code biennially to determine whether amendments are required; and

WHEREAS, a staff level review of the City's Code reveals that amendments are necessary to the list of Designated Positions and corresponding Disclosure Categories; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council does hereby adopt the updated Conflict of Interest Code, a copy of which is attached hereto as "Exhibit A".

SECTION 2. Resolution No. 7756 is hereby rescinded.

SECTION 3. The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

PASSED, APPROVED AND ADOPTED ON this 6th day of November 2024.

Evelyn G. Zneimer
Mayor

ATTEST:

Mark Perez
Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz
City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 6th day of November 2024, by the following vote:

AYES: Braun, Cacciotti, Donovan, Primuth, and Mayor Zneimer

NOES: None.

ABSENT: None.

ABSTAINED: None.

Mark Perez
Deputy City Clerk

"EXHIBIT A"
CONFLICT OF INTEREST CODE OF THE
CITY OF SOUTH PASADENA, CALIFORNIA
(Adopted November 6, 2024)

The Political Reform Act (Government Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted regulation 2 California Code of Regulations Section 18730, which contains the terms of a standard Conflict of Interest Code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and along with the attached Appendices A and B, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the City of South Pasadena.

Individuals holding designated positions shall file their statements of economic interests with City Clerk who will make statements available for public inspection and reproduction (Government Code § 81008) during regular business hours, at 1414 Mission Street, South Pasadena, CA 91030.

The City's Code does not establish any disclosure obligation for Members of the City Council and Planning Commission, City Treasurer, City Manager, and City Attorney, as Government Code Section 87200 et seq., requires disclosure for those positions as a matter of state law.

CONFLICT OF INTEREST CODE
CITY OF SOUTH PASADENA, CALIFORNIA

APPENDIX A
DISCLOSURE CATEGORIES

CATEGORY 1 (Full Disclosure)

Must disclose all investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments); and all interests in real property located in or within two miles of the jurisdiction of the City.

CATEGORY 2 (Disclosure Related to Procurement, Real Property)

Must disclose all investments, business positions in business entities, sources of income (including gifts, loans, and travel payments) if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery, or services (including training or consulting services) of the type utilized by the department in which the person is employed or the department(s) associated with the commission in the case of a commissioner; and all interests in real property located in or within two miles of the jurisdiction of the City.

CATEGORY 3 (Disclosure Related to Procurement)

Must disclose all investments, business positions in business entities, and sources of income (including gifts, loans, and travel payments) if the source is of a type which provides, manufactures, or supplies goods, materials, equipment, machinery, or services (including training or consulting services) of the type utilized by the department in which the person is employed.

CATEGORY 4 (Disclosure Related to Regulatory/Licenses/Permits, Real Property)

Must disclose all investments, business positions in business entities, sources of income (including gifts, loans, and travel payments) if the source is of a type that is subject to the regulatory, permit, or licensing authority of the City; and all interests in real property located in or within two miles of the jurisdiction of the City.

CONSULTANTS

Those consultants that will make, participate in the making, or act in a staff capacity for governmental decisions shall file statements of economic interests and such disclosure requirements shall conform to the range of duties. The City Manager shall make such determinations in writing to be filed with and retained in the same manner as the City's Conflict of Interest Code.

CONFLICT OF INTEREST CODE
CITY OF SOUTH PASADENA, CALIFORNIA
APPENDIX B
LIST OF DESIGNATED POSITIONS

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Government Code Section 87200 Filers	
City Attorney	Govt. Code §87200
City Manager	Govt. Code §87200
City Treasurer	Govt. Code §87200
Members of the City Council	Govt. Code §87200
Members of the Planning Commission	Govt. Code §87200
Boards/Commissions/Committees	
Members of the Cultural Heritage Commission	4
Members of the Design Review Board	4
Members of the Finance Commission	1
Members of the Library Board of Trustees	2
Members of the Mobility, Transportation, and Infrastructure Commission	2
Members of the Public Works Commission	2
Members of Natural Resources and Environmental Commission	2
Members of Public Art Commission	2
City Manager's Office	
Deputy City Manager	1
Assistant to the City Manager	1
Management Analyst	2
Community Development Department	
Community Development Director	1
Deputy Community Development Director	1
Planning Manager	1
Assistant Planner	4
Associate Planner	4
Senior Planner	4
Community Improvement Coordinator	4
Senior Community Improvement Coordinator	4
Senior Management Analyst	4
Film Liaison	4
Planning Interns	4
Building Inspector	4
Building Official	4
Building Supervisor	4
Permit Counter Technician	4

DESIGNATED POSITIONS	DISCLOSURE CATEGORY
Community Services Department	
Community Services Director	1
Community Services Deputy Director	1
Community Services Supervisor	3
Finance Department	
Finance Director	1
Budget & Purchasing Manager	3
Accounting Manager- Controller	3
Finance Manager	3
Fire Department	
Fire Chief	1
Fire Division Chief	1
Fire Captain	3
Fire Inspector	3
Library Services Department	
Director of Library, Arts, and Culture	1
Library Support Services Manager	3
Library Public Services Manager	3
Management Services Department	
Management Services Director	1
Human Resources Manager	1
Chief City Clerk	1
Senior Management Analyst	2
Deputy City Clerk	3
Police Department	
Police Chief	1
Deputy Police Chief	1
Police Sergeant	3
Police Lieutenant	3
Management Analyst	2
Public Works Department	
Public Works Director	1
Deputy Director of Public Works	1
Public Works Operations Manager	2
Water Operations Supervisor	3
Water Operations Manager	2
Environmental Services & Sustainability Manager	2
Facilities and Parks Supervisor	3
Principal Engineer	2
Street Supervisor	3

Senior Civil Engineer	2
Transportation Project Manager	3

CITY OF SOUTH PASADENA
RESOLUTION NO. 7987

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING A TECHNOLOGY DISRUPTION POLICY FOR CITY COUNCIL MEETINGS IN COMPLIANCE WITH SENATE BILL 707 AND GOVERNMENT CODE SECTION 54953.4

WHEREAS, the City of South Pasadena City Council conducts meetings in accordance with the Ralph M. Brown Act (Government Code § 54950 et seq.) to ensure transparency and public participation in local government; and

WHEREAS, the City provides remote public participation through a two-way audiovisual platform to enhance accessibility and promote civic engagement; and

WHEREAS, Senate Bill 707 (Durazo) requires "eligible legislative bodies," which includes the City of South Pasadena, that provide remote participation to adopt procedures to address technological disruptions that prevent remote public access to public meetings; and

WHEREAS, a technology disruption may prevent members of the public from attending, observing, or participating in City Council meetings remotely; and

WHEREAS, the City Council desires to establish uniform procedures to ensure compliance with state law and to maintain transparency and public access in the event of such disruptions; and

WHEREAS, the proposed "Technology Disruption Policy" establishes procedures for identifying disruptions, calling a recess, making good faith restoration efforts, documenting actions taken, and determining whether to continue or adjourn a meeting; and

WHEREAS, adoption of the Technology Disruption Policy will ensure the City remains compliant with state law while maintaining orderly and accessible public meetings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Recitals. The foregoing recitals are true and correct and incorporated herein by this reference as if set forth in full.

SECTION 2. Adoption of Policy. The City Council hereby adopts the Technology Disruption Policy for City Council meetings, attached hereto as Exhibit A ("Policy").

SECTION 3. Implementation. The Chief City Clerk is directed to implement the Policy and ensure it is publicly available on the City's website and through the City Clerk's Office.

SECTION 4. Compliance with State Law. The Policy is adopted in compliance with Government Code Section 54953.4(b)(1)(A) and (B) and shall guide City Council meeting procedures when remote access disruptions occur.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon adoption, and the Policy shall become operative on July 1, 2026.

PASSED, APPROVED AND ADOPTED on this 4th day of March 2026.

Sheila Rossi, Mayor

ATTEST:

Nikima S. Newsome, Chief City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing Resolution No. 7987 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 4th day of March 2026 by the following vote:

AYES: Braun, Cacciotti, Primuth, Ferguson, Mayor Rossi

NOES: None.

ABSENT: None.

ABSTAINED: None.

Nikima S. Newsome, Chief City Clerk

EXHIBIT A

TECHNOLOGY DISRUPTION POLICY

TECHNOLOGY DISRUPTION POLICY FOR CITY COUNCIL MEETINGS

1. Purpose

Starting on July 1, 2026, all open and public meetings of the South Pasadena City Council ("City Council") held pursuant to the Ralph M. Brown Act (codified at Government Code § 54950 et seq.) ("Brown Act") shall include an opportunity for members of the public to attend such meetings either through a Two-Way Telephonic Service or a Two-Way Audiovisual Platform. The City of South Pasadena utilizes a Two-Way Audiovisual Platform for its City Council meetings.

The purpose of this Technology Disruption Policy ("Policy") is to establish procedures for the City Council to follow in the event there is a disruption to its Two-Way Audiovisual Platform that prevents members from the public from attending, observing or otherwise participating in the Meeting through that internet based platform.

This Policy is adopted in compliance with California Senate Bill 707 (Durazo) and the Brown Act, specifically Government Code Section 54953.4(b)(1)(A) and (B).

2. Definitions

For purposes of this Policy, the following definitions apply:

- **Meeting**: A meeting held by the City Council pursuant to Brown Act.
- **Technology Disruption**: A failure or interruption of the Two-Way Audiovisual Platform that prevents the public from attending, observing, and/or providing public comment through the remote access options identified on the City Council Meeting agenda
- **Two-Way Audiovisual Platform or Platform**: An online meeting platform that provides members of the public with the ability to participate in a Meeting of the City Council via both an interactive video conference option and a two-way telephonic option.
- **Two-Way Telephonic Service**: A telephone-based service that allows members of the public to dial a telephone number to listen and verbally participate in a Meeting of the City Council, without requiring internet access.

3. Applicability

This Policy applies to all regular, special, and adjourned Meetings of the City Council except for those Meetings listed in Government Code Section 54953.4(b)(1)(A)(i)(II)(ia), (ib), (ic), (id) and (ie). In addition, this Policy shall not apply if adequate telephonic or internet service is not operational at the Meeting location.

4. Notice of Remote Access

For each Meeting subject to this Policy, the City Clerk shall ensure that the Meeting agenda clearly identifies:

A. The available remote access options (Two-Way Audiovisual Platform);
B. Instructions for accessing the Meeting and providing public comment; and
C. Contact information for reporting technical difficulties during the Meeting.

5. Procedures for Technology Disruptions

5.1 Identification of Disruption

If the Mayor, City Clerk, City staff, or City Council Member becomes aware that a Technology Disruption is occurring, such person shall notify the City Clerk or the Mayor that the Two-Way Audiovisual Platform has been disrupted preventing the public from accessing or participating in the Meeting and a recess is required in order to evaluate and restore service to the Platform.

5.2 Calling a Recess

A. The Mayor shall recess the Meeting and make an announcement that: (i) there is disruption or other technical issue that has rendered the Platform non-operational preventing the public from participating in the Meeting remotely; (ii) a recess will be called in order to evaluate and restore service to the Platform; and (iii) the recess may last for up to an hour or until service to the Platform is restored, whichever occurs first.
B. The City Clerk shall record the time when the recess is called by the Mayor.
C. During the recess, the City Council may convene to closed session to hear any closed session items listed in the closed session agenda for that Meeting.

5.3 Good Faith Restoration Efforts

A. During the recess, the City shall make a good faith effort to restore telephonic or internet service to the Platform. This includes but is not limited to contacting technical support, troubleshooting any issues impacting connectivity, switching to backup systems, etc.
B. If the City is successful in restoring service to the Platform within one hour of when the recess was called, the City Clerk shall inform the Mayor that the matter has been resolved.
C. If the City is not successful in restoring service to the Platform within one hour of when the recess was called, the City Clerk shall inform the Mayor that after making a good faith effort to restore service, that service to the Platform was unable to be restored. The City Clerk shall provide the Mayor with a written description of the efforts made to restore service.

5.4 Reconvening the Meeting if the Technology Disruption was Resolved

If service to the Platform is restored within one hour of when the recess was called, the Mayor shall reconvene the Meeting and the Meeting will resume.

5.5 Reconvening the Meeting if the Technology Disruption was not Restored

The Mayor shall reconvene the Meeting and inform the City Council and public that the Technology Disruption was not resolved within the one-hour recess period. Thereafter, the City Council may take one of the following actions:

A. A member of the City Council may make a motion to adopt a finding that pursuant to its Technology Disruption Policy, (i) good faith efforts to restore internet or telephone services to the Platform were made and a description of those efforts shall be recited; and (ii) that the public interest in continuing the meeting outweighs the public interest in remote public access. The Mayor shall ask for a second and if a second is received, shall ask the City Clerk to take a roll call vote. If the motion is passed, the City Council may resume the Meeting; or
B. The City Council may adjourn the Meeting to a future date and time, which subsequent Meeting shall be noticed in accordance with the Brown Act.

6. Chief City Clerk Responsibilities

The Chief City Clerk, or the Deputy City Clerk, shall be responsible for:

A. Monitoring the functionality of the Two-Way Audiovisual Platform during Meetings;
B. Maintaining current technical support and backup access information;
C. Coordinating public communications related to Meeting access issues;
D. Ensuring this Policy is publicly available on the City's website; and
E. Ensuring that the Meeting minutes document the nature of the disruption; the duration of the recess; a description of the efforts made to restore service; and the decisions made regarding continuation or adjournment of the Meeting.

7. Public Availability

This Policy shall be posted on the City of South Pasadena meeting webpage. In addition, the Policy is available from the City Clerk's Office by emailing cityclerk@southpasadenaca.gov.

8. Review and Updates

This Policy shall be reviewed periodically and updated as necessary to reflect changes in law, technology, or City procedures.

9. Effective Date

This Policy shall go into effect on July 1, 2026.

Comparative Summary of Council Rules and Governance Policies Reviewed

Purpose

As part of the development of comprehensive City Council Rules of Procedure and Council Governance Policies, staff reviewed policies, procedural rules, governance manuals, and ceremonial recognition policies from various California municipalities. The purpose of this review was to identify best practices, emerging trends, and common approaches to governing legislative meetings and Council operations.

The agencies reviewed included, but were not limited to:

- Brentwood
- Laguna Hills
- Menifee
- Monterey Park
- Napa
- San Dimas
- Santa Monica
- Saratoga
- Sunnyvale

The following summarizes common policy areas identified during the review.

1. Council Meeting Procedures

Nearly all agencies reviewed maintain formal Rules of Procedure governing the conduct of legislative meetings. Common topics include:

Common Provisions

- Quorum requirements
- Voting procedures
- Parliamentary authority
- Order of business
- Consent calendar procedures
- Public hearing procedures
- Meeting decorum

- Reconsideration of actions
- Tie votes
- Meeting adjournment procedures

Notable Trends

- Increasing adoption of Rosenberg's Rules of Order in lieu of Robert's Rules of Order.
- Consolidation of meeting procedures into a single policy document.
- Greater emphasis on accessibility and public participation.

Potential Considerations for South Pasadena

- Selection of parliamentary authority.
- Establishment of meeting adjournment guidelines.
- Standardization of procedural rules across all legislative bodies/boards and commissions.

2. Public Participation Procedures

All agencies reviewed maintain formal procedures governing public participation.

Common Provisions

- General public comment periods.
- Public hearing testimony procedures.
- Speaker registration requirements.
- Time limits for public comments.
- Rules governing disruptive conduct.
- Procedures for written communications.

Notable Trends

- Three-minute speaker limits are becoming the regional norm.
- Written comments are generally accepted into the record but are not read aloud.
- Increasing accommodation of remote participation requirements.

Potential Considerations for South Pasadena

- Speaker time limits.

- Public comment procedures for remote participants.
- Standards for addressing disruptive conduct.

3. Agenda Development and Future Agenda Items

Many agencies have adopted formal procedures governing agenda development and Councilmember requests.

Common Provisions

- Councilmember agenda request procedures.
- Deadlines for agenda submissions.
- Future agenda item sections.
- Staff review requirements.
- Mayor and City Manager coordination.

Notable Trends

- Future agenda item requests frequently require majority Council support.
- Requests are often made through non-debatable motions.
- City Managers typically retain scheduling authority.

Potential Considerations for South Pasadena

- Establishing formal agenda request deadlines.
- Determining whether agenda requests require Council support.
- Clarifying the role of the Mayor, City Manager, and City Clerk in agenda development.

4. Council Communications and Staff Relations

Many agencies have adopted governance policies establishing expectations regarding communications between elected officials, staff, and the public.

Common Provisions

- Requests for information and research.
- Communications with staff.
- Constituent service procedures.
- Communications with commissions and committees.
- Speaking on behalf of the City.

Notable Trends

- Council direction to staff is generally provided through the City Manager.
- Individual Councilmembers are discouraged from directing staff work.
- Formal procedures exist for handling constituent complaints.

Potential Considerations for South Pasadena

- Defining routine versus substantive staff requests.
- Establishing protocols for constituent service requests.
- Clarifying communications with boards and commissions.

5. Council Conduct and Governance Norms

Many cities have adopted Council Norms or Governance Policies separate from meeting procedures.

Common Provisions

- Respectful communication.
- Professional conduct.
- Civility and decorum.
- Collaborative decision-making.
- Ethical leadership.
- Respect for differing viewpoints.

Notable Trends

- Increased emphasis on civility and professionalism.
- Adoption of written governance principles.

- Formal acknowledgment of Council's role as a policy-making body.

Potential Considerations for South Pasadena

- Adoption of formal Council norms.
- Establishment of expectations for Councilmember conduct.
- Clarification of roles and responsibilities.

6. Regional Board and Committee Assignments

Most agencies assign Councilmembers to regional boards, commissions, and outside agencies.

Common Provisions

- Annual appointment process.
- Designation of primary and alternate representatives.
- Reporting requirements.
- Attendance expectations.

Notable Trends

- Regular reporting to the City Council regarding regional activities.
- Written reports supplemented by oral updates.
- Increased transparency regarding regional representation.

Potential Considerations for South Pasadena

- Establishing formal reporting procedures.
- Determining frequency of reports.
- Clarifying appointment and reassignment processes.

7. Ceremonial Recognitions

Most agencies have adopted formal policies governing proclamations, certificates, and ceremonial recognitions.

Common Provisions

- Eligibility criteria.
- Community benefit requirements.
- Local nexus requirements.

- Submission deadlines.
- Approval procedures.
- Standardized request forms.

Common Recognition Types

- Proclamations.
- Certificates of Recognition.
- Certificates of Appreciation.
- Retirement recognitions.
- Community service awards.
- Youth achievement awards.

Notable Trends

- Increasing use of annual proclamation calendars.
- Formal review processes managed through the City Clerk's Office.
- Limitations on political, commercial, or advocacy-related recognitions.

Potential Considerations for South Pasadena

- Creation of a formal Ceremonial Recognition Policy.
- Establishment of eligibility criteria.
- Clarification of approval authority.
- Standardization of request procedures.

8. Senate Bill 707 Compliance

Recent policy updates among California cities have focused on implementation of Senate Bill 707.

Common Provisions

- Remote public participation procedures.
- Accessibility accommodations.
- Public recording rights.
- Agenda translation requirements.

- Technology disruption policies.
- Remote participant decorum standards.

Notable Trends

- Permanent incorporation of remote participation procedures into Rules of Procedure.
- Expanded accessibility measures.
- Formal technology disruption protocols.

Potential Considerations for South Pasadena

- Incorporation of SB 707 requirements into Council Rules of Procedure.
- Adoption of remote participation protocols.
- Clarification of public recording rights and decorum standards.

Summary

The review of comparable agencies demonstrates a growing trend toward consolidating Council meeting procedures, governance policies, and ceremonial recognition practices into comprehensive policy frameworks. Such frameworks promote transparency, consistency, efficiency, and public trust while providing clear expectations for elected officials, staff, and members of the public.

Staff recommends that the City Council provide direction regarding the development of:

1. City Council Rules of Procedure;
2. City Council Governance and Operational Policies; and
3. A Ceremonial Recognition Policy.

Following Council direction, staff will prepare draft policies for future review and consideration.

This attachment reads like something a South Pasadena Council packet would include—informational, neutral, and focused on policy options rather than recommending specific outcomes.

City Council Staff Report

Date: April 15, 2026
Agenda Item Number: 12.A.

To: The Honorable Mayor and City Council

From: Cindy Trang, Deputy City Clerk
Diana Garcia, Assistant City Manager

Subject: Amendment to City Council Protocols pursuant to Senate Bill 707 (SB 707)

Recommendation:
It is recommended that the City Council consider:

1. Adopting a Resolution revising the Rules of Procedure governing all meetings held by legislative bodies within the City of Monterey Park, including the City Council, to implement SB 707 and modernize existing procedures;
2. Providing guidance on public participation guidelines;
3. Authorizing the City Manager to execute a Fourth Amendment with CivicPlus, LLC, in an amount not to exceed $20,000 plus an annual cost adjustment not to exceed 5% year over year, in a form approved by the City Attorney, and appropriate $30,000 for expenses related to Council Chambers audiovisual upgrades, agenda translation, outreach and website enhancements, and additional personnel costs associated with SB 707 compliance; and
4. Taking such additional, related, action that may be desirable.

Executive Summary:
Updating the Rules of Procedure for conducting all meetings of the legislative bodies within the City, including the implementation of SB 707 requirements.

Background:
2013 City Council Policies and Procedures
In 2013, the City Council comprehensively revised its City Council Policies and Procedures for the third time since their original adoption by Resolution No. 9421 on May 30, 1990, with prior revisions on July 17, 2002, and June 2, 2004. Those policies established detailed standards for City Council proceedings, including rules for decorum, order of business, public communications, electronic communications, and meeting curfews. Among other changes, the

2013 revisions addressed the use of electronic communications during meetings, required forwarding certain electronic communications to the City Clerk, and updated practices regarding presentations and public communication on the agenda.

2021 Adoption of Rules of Procedure (Resolution No. 12226)
On February 17, 2021, the City Council adopted Resolution No. 12226, establishing Rules of Procedure for conducting City Council meetings. This Resolution:

- Transitioned the City's parliamentary authority from Robert's Rules of Order to Rosenberg's Rules of Order, which better aligned with the practical needs of a five-member city council.
- Codified general rules for meetings, quorum, voting, public comment, decorum, and public hearings.
- Applied the Rules of Procedure to subordinate boards and commissions unless they adopted separate rules, and incorporated temporary technology protocols adopted during the COVID-19 pandemic by reference.

The City's "legislative bodies" are those subordinate commissions, committees and boards established in accordance with the Monterey Park Municipal Code or by City Council resolution. Currently, these consist of the Planning Commission, Commission on Aging, Committee Participation Commission, Economic and Business Development Commission, Environmental Commission, Library Board, Personnel Board, Recreation and Parks Commission, and the Traffic Commission. The City Council is separately identified as an "eligible legislative body" under SB 707.

Updates in State Law
Since 2021, the Legislature has significantly amended the Ralph M. Brown Act, including through Senate Bill 707 (Durazo), which creates new obligations for remote public participation, accessibility, and disruption policies in phases beginning January 1 and July 1, 2026. In addition, staff's experience under Resolution No. 12226, and the evolution of technology since the City's temporary pandemic protocols, demonstrate the need to consolidate and modernize meeting rules into a single, current framework.

The proposed 2026 Rules of Procedure (Resolution No. 26-xx) implement SB 707, integrate and update prior provisions from the 2013 Policies and 2021 Rules, and add a new Rule 5.3 to address disruptions to telephonic and internet services, as required by SB 707.

SB 707 and Required Changes
SB 707 amends the Brown Act and applies to the City's legislative bodies in two phases:

- **Phase 1 Requirements – All Legislative Bodies (Effective January 1, 2026):**
  - **ADA teleconferencing for members:** Members with recognized disabilities may participate via teleconference as a reasonable accommodation and count toward a physical quorum.
  - **Public recording:** The public may record meetings using any device, provided the recording does not actually disrupt proceedings.
  - **Removal of disruptive remote participants:** Presiding officers may remove remote participants after a warning when their conduct actually disrupts the

meeting, while ensuring that removal is not based solely on offensive speech.
    - **Optional "just cause" teleconferencing:** Government Code § 54953.8.3 allows, but does not require, remote participation by members for "just cause" (e.g., illness, childcare, emergency circumstances), conditioned on full two-way remote public participation and other Brown Act requirements. The draft Resolution does not include this option.
    - **ADA accommodations:** Agendas must explain how to request reasonable accommodations, and such requests must be addressed promptly.

- **Phase 2 Requirements – City Council as an Eligible Legislative Body (Effective July 1, 2026):**
    - **Agenda translation:** Agendas must be translated and posted in applicable languages; based on census data, Chinese is required, and the City will continue to provide Spanish translations. Automated translation tools are permitted.
    - **Mandatory remote public access:** The City Council must offer a two-way audiovisual and telephone platform, or two-way telephonic service only, with equal speaking time for in-person and remote participants and auto-captioning enabled for audiovisual platforms.
    - **Disruption policy** – The City Council must adopt a policy addressing disruptions to telephonic or internet services, including good-faith restoration efforts and specific roll-call findings if the Council proceeds without restoring remote access.
    - **Meeting translation support and outreach:** The City must reasonably assist members of the public in obtaining interpretation (e.g., space for interpreters, extra time) and must document reasonable outreach efforts to encourage participation from underrepresented groups.

Meetings not subject to the Brown Act, such as ad hoc committees, administrative hearings, trainings, interviews, and similar meetings, are not affected by SB 707, though ADA obligations still apply under federal law.

Proposed 2026 Rules of Procedure and SB 707 Implementation

The proposed 2026 Rules of Procedure (Resolution No. 26-xx) builds upon and updates Resolution No. 12226 and the 2013 Council Policies as follows:

- **Authority and purpose:** Like Resolution No. 12226, the new Rules establish authority, purpose, and governing law and explicitly extend to all City legislative bodies, while clarifying that procedural defects do not invalidate actions that otherwise comply with law.
- **Parliamentary rules:** The 2021 shift from Robert's Rules to Rosenberg's Rules for parliamentary guidance is preserved by embedding Rosenberg-style concepts (e.g., order of motions, reconsideration, majority vs. supermajority) throughout the 2026 Rules.
- **Decorum and order:** Provisions from the 2013 Policies and 2021 Rules regarding decorum for Council, staff, and public are updated and consolidated into a single decorum and disruption section applicable to in-person and remote participants.
- **Agenda structure and consent calendar:** The 2026 Rules retain the core agenda

framework, consent calendar practices, and limits on actions to posted items, while simplifying the description of "Future Agenda Items" and City Communications.

- **Remote access and technology procedures (Section 5):** The new Rules codify the City's virtual meeting practices and update them for post-pandemic SB 707 requirements, including recording practices, recognition of speakers on remote platforms, and handling anonymous participants.
- **Public participation (Sections 4 and 7):** The Rules specify how remote public comment may be submitted (written, online platform, telephone), how it will be integrated into meetings, and how public hearing procedures accommodate both in-person and remote testimony.
- **Disruption of telephonic or internet service (New Rule 5.4 / Rule 5.3 policy):** If remote access is disrupted such that the public cannot observe or attend through the City's authorized two-way platform, the City Council must recess open session for at least one hour and make good-faith efforts to restore service. During the recess, the Council may meet in closed session to the extent permitted by law. If remote access cannot be restored, the Council may reconvene open session only after making specified roll-call findings that good-faith restoration efforts were made and that the public interest in continuing the meeting outweighs the public interest in remote access. This is a new requirement not present in Resolution No. 12226 or the 2013 Policies and represents a significant SB 707-driven change to the City's rules of procedure.

Significant Substantive Changes from Existing Rules

The following table highlights key substantive differences between the 2013 Policies, 2021 Rules (Resolution No. 12226), and the proposed 2026 Rules, with emphasis on SB 707:

Topic	2013 Council Policies	2021 Rules of Procedure (Res. 12226)	Proposed 2026 Rules (Res. 26-xx)
Parliamentary authority	References Robert's Rules; failure to follow does not invalidate actions.	Replaces Robert's with Rosenberg's Rules; explicitly procedural only.	Retains Rosenberg-based approach, integrated into Rules text; explicitly procedural only.
Applicability to bodies	Focused on City Council policies and procedures.	Applies to City Council; extends to boards/commissions unless they adopt separate rules.	Expressly governs all "legislative bodies" of the City; Mayor duties apply to other presiding officers as appropriate.
Electronic/remote participation – public	2013: Addresses electronic communications by Council; no formal remote public participation framework.	2021: Adopts temporary Technology Protocols for virtual meetings during COVID-19; not SB 707-driven.	Establishes permanent remote access and technology procedures, including methods of remote public comment, platform controls, and decorum, consistent with SB 707.
Remote access	None.	None; virtual access	Requires two-way

mandate (City Council)		governed by temporary Technology Protocols.	audiovisual and telephone platform, or two-way telephone service, with equal speaking time and auto-captioning for audiovisual platforms, effective July 1, 2026.
Agenda translation	Not required by statute; policies do not mandate translated agendas.	No translation requirement in resolution.	Requires agenda translation into applicable languages (Chinese, with continued Spanish) using permissible automated tools.
Disruption policy – technology failures	2013: General decorum and removal provisions; no technology disruption policy.	2021: Provides general decorum and removal rules; temporary Technology Protocols for virtual meetings but no SB 707 policy.	**New Rule 5.4/5.3** establishes a Brown Act-compliant policy for disruptions of telephonic or internet service, including required recess and roll-call findings if remote access cannot be restored.
ADA teleconferencing for members	Not expressly addressed.	Provides general teleconferencing framework; no SB 707 ADA teleconferencing rule.	Recognizes members' participation via teleconference as a reasonable ADA accommodation that may count toward a physical quorum, consistent with SB 707.
"Just cause" teleconferencing	Not applicable.	Not addressed; no express adoption.	Confirms that optional "just cause" teleconferencing will not be used, based on cost and compliance concerns, unless later directed by Council.
Public comment time limits	2013: Five minutes per speaker, with limited time-sharing provisions.	2021: Five minutes for public comment and a total of five minutes on all other agenda items, with separate public hearing rules.	Allows Council to revise time limits for efficiency and to manage multiple participation modes; specific option to be selected by Council as part of adopting the

			Rules.
Evidence and public hearing procedures	Detailed hearing procedures and decorum, but pre-SB 707.	Establishes structured public hearing process, including testimony order and admissible evidence standards.	Updates hearing procedures to explicitly integrate remote testimony, evidence submission, and record-keeping, while retaining core 2021 framework.

Teleconferencing and "Just Cause" Participation

Government Code § 54953.8.3 allows – but does not require – legislative bodies to use a "just cause" (non-traditional) teleconferencing option for members in limited circumstances. If used, the City must provide full two-way remote public participation for all bodies, include access information in every agenda for any person that might use this option, and manage increased administrative and technological burdens.

Because these optional provisions would substantially increase costs, logistical complexity, and Brown Act compliance risk, staff recommends that the City Council not adopt the optional "just cause" teleconferencing provisions at this time and instead limit remote participation by members to traditional teleconferencing and ADA reasonable accommodations. The 2026 Rules therefore:

- Retain the 2021 description of traditional teleconferencing requirements (posting, accessibility, roll-call voting, quorum within jurisdiction).
- Incorporate SB 707's mandatory ADA teleconferencing accommodation for members with recognized disabilities.
- Omit "just cause" teleconferencing as a standing option in the Rules, consistent with the City Manager's recommendation.

Public Participation Guidelines

As part of the proposed updates, the City Council should consider the standard time limit for public comment. Currently, speakers may speak a total of five minutes for general public comment and a total of five minutes on all other items on the Agenda. Separately, an individual has five minutes to speak during a Public Hearing. In surveying the surrounding cities (attached Attachment 3), most cities generally allow three minutes or a combination thereof, and written comments are received and made part of the records but not read aloud at the meeting.

The most efficient means to effectively monitor speakers through different methods (e.g., in-person, virtual and telephonic), providing for public comment on all matters for the agenda at the beginning of the meeting is desirable. Public hearing items would allow for public comment during those agenda items.

Staff is seeking Council direction on the public participation guidelines and time limits in the resolution.

Strategic Plan Goal:
This action enhances public communication and civic engagement to better reach all members of our community.

Fiscal Impact:
SB 707 constitutes an unfunded legislative mandate that requires cities to incur additional costs to provide mandatory remote participation, agenda translation, outreach, and related services. Staff estimates that an allocation of $20,000 is needed to purchase additional CivicPlus software to support meeting management and remote participation. An additional $30,000 is anticipated for Council Chambers audio-visual modifications, translation of agendas, outreach and website materials, and recurring staff time necessary to ensure compliance with SB 707 and the revised Rules of Procedure.

Attachments:
1. Draft Resolution
2. Rules of Procedures
3. Public Comments Speaker Time Survey

Attachment 1

Draft Resolution

RESOLUTION NO. _____

A RESOLUTION ESTABLISHING PROCEDURAL RULES FOR CONDUCTING LEGISLATIVE MEETINGS WITHIN THE CITY OF MONTEREY PARK

BE IT RESOLVED by the Monterey Park City Council as follows:

SECTION 1: **Adoption of Rules**. The City Council adopts the attached Rules of Procedure, which are incorporated by reference, for conducting meetings of all legislative bodies within the City of Monterey Park. These Rules become effective upon adoption and remain effective unless amended, repealed, or superseded. These Rules are intended to comply with the Ralph M. Brown Act, Government Code §§ 54950 through 54963, and other applicable law. To the extent of any conflict, applicable law controls.

SECTION 2: **Supersession**. This Resolution supersedes all previous resolutions, policies, exhibits, protocols, and procedural rules addressing the conduct of City Council meetings to the extent they conflict with or duplicate these Rules. Any prior provisions inconsistent with these Rules are repealed and of no further force or effect.

SECTION 3: **Severability**. If any part of this Resolution or its application is held invalid, the remainder will remain in full force and effect.

SECTION 4: **Electronic Signatures and Recordation**. This Resolution may be executed with electronic signatures consistent with Government Code section 16.5. The Mayor, or presiding officer, is authorized to sign this Resolution, and the City Clerk, or duly authorized deputy, may attest to it.

SECTION 5: **Recordation**. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 6: **Effective Date**. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this ___ day of _____, 2026.

_____
Elizabeth Yang, Mayor

Attest:

_____
Maychelle Yee, City Clerk

Approved as to Form:

_____
Karl H. Berger, City Attorney

Attachment 2

Rules of Procedure

MEETING RULES OF PROCEDURE

(Resolution No. 26-xx, adopted April 15, 2026)

1. Authority and Purpose

1.1 Authority

These Rules govern the conduct of all meetings of legislative bodies within the City of Monterey Park. For subordinate legislative bodies, the duties assigned to the Mayor and Vice-Mayor by these Rules apply to the presiding officer.

1.2 Purpose

These Rules are adopted to facilitate orderly, efficient, fair, and legally compliant meetings, to preserve public participation, and to provide clear procedures for the conduct of City Council business.

1.3 Governing Law

All meetings will be conducted in accordance with applicable provisions of the Government Code (i.e., the Brown Act), the Monterey Park Municipal Code, and these Rules. Any procedural issue not expressly addressed in these Rules may be determined by the Mayor, subject to appeal to the City Council and applicable law.

1.4 Procedural Nature of Rules

These Rules are procedural only. Failure to strictly follow a procedural provision does not invalidate an action that otherwise complies with applicable law.

2. Meetings

2.1 Public Meetings

All meetings of the City Council, except closed sessions authorized by law, are open to the public.

2.2 Quorum

Three members of the City Council constitute a quorum. If less than a quorum is present, the City Clerk will record the members in attendance in the meeting minutes

and the meeting may be adjourned to a later time. If no members are present, the City Clerk may adjourn the meeting pursuant to Government Code § 54955.

2.3 Presiding Officer

The Mayor presides at all meetings when present. In the Mayor's absence, the Vice Mayor presides. In the absence of both, the Councilmembers present may select a temporary presiding officer by majority vote.

2.4 Call to Order

The Mayor or Vice Mayor will call the meeting to order at the time stated in the notice and agenda. If both are absent, the City Clerk will call the meeting to order for the purpose of selecting a temporary presiding officer.

2.5 Attendance of Officers

The City Manager, City Attorney, and City Clerk, or their designees when authorized, should attend all meetings. The City Manager may participate in discussion but may not vote. The City Attorney may provide legal advice and serve as parliamentarian. The City Clerk maintains the official record.

2.6 Minutes

The City Clerk will record the public proceedings of the City Council in the official minutes, which become public record after Council approval. Unless a majority of the quorum requests otherwise, minutes may be approved without being read aloud.

3. Agenda and Order of Business

3.1 Agenda Preparation

The agenda will be prepared in accordance with procedures directed by the City Manager and applicable law.

3.2 Action Limited to Posted Agenda

The City Council may act only on items appearing on the posted agenda except as otherwise permitted by Government Code § 54954.2 or other applicable law.

3.3 Consent Calendar

Consent Calendar items are routine matters that the City Manager believes generally do not require separate discussion. Any Councilmember may remove an item for separate consideration, and an item may also be removed upon receipt of a written request for public comment on that item.

3.4 City Communications

Items of interest not listed elsewhere on the agenda, including conference or meeting reports, may be discussed under City Communications, but no action may be taken other than to receive the information or refer the matter to staff.

3.5 Future Agenda Items

The agenda may include a "Future Agenda Items" section during which a Councilmember may make a non-debatable motion to place an item on a future agenda. Placement requires a majority vote. The City Manager retains discretion regarding scheduling unless otherwise directed by the City Council.

3.6 Document Preparation

Unless otherwise directed by the City Council or City Manager, documents to be placed on the agenda should be approved as to form and legality by the City Attorney or designee before presentation to the City Council.

4. Public Participation and Decorum

4.1 Public Right to Address the Council

Any person may address the City Council during public comment, during a public hearing, or with the consent of a majority of the quorum, subject to these Rules and applicable law.

4.2 Scope of Comment

For regular meetings, members of the public may address the City Council on matters within the Council's subject-matter jurisdiction during the public comment portion of the agenda. For special meetings, public comment may be limited to matters listed on the agenda as permitted by Government Code § 54954.3(a). Written comments must be received by the City Clerk at least 24 hours before a scheduled meeting to be considered by the City Council.

4.3 Speaker Procedures

Monterey Park

Persons addressing the City Council must provide any information reasonably requested by the City Clerk for the record, speak from the podium or approved remote platform, and state their name and address for the record unless not required by law. Remarks must be directed to the City Council as a body, not to individual Councilmembers or staff. No question may be asked of Councilmembers or City staff except through the presiding officer.

4.4 Time Limits

Unless otherwise provided for public hearings or adjusted by the presiding officer consistent with law, each speaker is limited to ____ minutes during public comment and a total of ____ minutes on other agenda items. To avoid unnecessary repetition, the presiding officer may request that a group select a spokesperson and may reasonably limit repetitive presentations.

4.5 Decorum and Disruption

All participants must conduct themselves in a manner that permits the orderly transaction of business. Disruptive conduct, including conduct that disturbs, disrupts, or impedes the meeting, is prohibited. A person who engages in disruptive conduct may be removed from the meeting and excluded for the remainder of that meeting unless the City Council permits continued participation by majority vote.

4.6 Recognition to Speak

Councilmembers wishing to speak must first be recognized by the presiding officer and, except during City Communications or as otherwise permitted, should limit remarks to the item under consideration.

4.7 Rules of Debate and Courtesy

Debate should address the pending matter and not personalities. The presiding officer may enforce decorum, maintain order, and ensure that speakers stay on topic, while preserving fair opportunity for Council and public participation.

4.7.1 Interruptions for Privilege or Order

As a limited exception to the general rule against interrupting a speaker, a Councilmember may raise a point of privilege, point of order, or appeal the ruling of the chair when necessary to protect the orderly conduct of the meeting. The presiding officer will rule on the point or process the appeal under Section 9.1.

4.7.2 Public Information During Proceedings

To support meaningful participation, the presiding officer should, when practicable, tell the public what the Council will be doing, keep the public informed while the Council is doing it, and announce what action the Council has taken after the vote or other disposition of the item.

5. Remote Access and Technology Procedures

5.1 Recording and Virtual Meeting Notice

When meetings are conducted with remote public access, the meeting may be recorded, including public comment. Audience screen names or displayed telephone numbers may be visible as part of the recording. Unless a person is called to provide public comment, participant audio may be muted and video may be disabled. Closed sessions, if any, will not be recorded.

5.2 Methods of Remote Public Comment

When remote participation is offered, public comment may be submitted in writing before the meeting in the manner designated by the City Clerk, through the platform's recognition feature during the meeting, or by telephone using the access procedures identified on the agenda or meeting notice. To the extent practicable, the City Clerk may also accept written communications during the meeting before the close of public comment to the extent feasible under the procedures stated on the agenda.

5.3 Remote Meeting Decorum

Anonymous attendance may be permitted for audience members, but anonymous participants need not be recognized for public comment. Participants using names that violate community standards, attempting to rename themselves contrary to host controls, or attempting to bypass host controls may be denied entry to, removed from, or blocked from the meeting platform.

5.4 Disruption of Telephonic or Internet Service

If telephonic or internet service is disrupted so that the public cannot observe or attend through the authorized two-way telephonic or audiovisual platform, the City Council will recess open session for at least one hour and make a good faith effort to restore service. During the recess, the City Council may meet in closed session as permitted by law. The City Council will not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first. If service has not been restored when

open session reconvenes, the City Council may continue only after adopting, by roll call vote, findings that good faith efforts were made to restore service and that the public interest in continuing the meeting outweighs the public interest in remote access.

6. Motions, Debate, and Voting

6.1 Making Motions

Council action is ordinarily taken by motion. A Councilmember must be recognized before making a motion. The presiding officer will state the motion before a vote and announce the result. A roll call vote must be taken upon request of any Councilmember.

6.2 Seconding Motions

A motion may be debated after it is made. During debate, any Councilmember may call for a second. If no second is forthcoming, the motion fails for lack of a second.

6.3 Debate on Motions

After a motion is made and seconded, Councilmembers may debate the motion subject to the direction of the presiding officer and these Rules. The Mayor retains the rights of a Councilmember and may move, second, and debate while serving as presiding officer.

6.3.1 Agenda Item Discussion Sequence

Unless a different sequence is required by law, the presiding officer may conduct each agenda item in the following order: announcement of the item; staff or presenter report and recommendation; Council clarifying questions; public comment or public hearing testimony as applicable; motion and second; Council debate; vote; and announcement of the result. The presiding officer may vary this sequence for good cause, for efficiency, or to comply with applicable law.

6.3.2 Chair's Participation in Debate

To promote orderly and impartial meeting management, the presiding officer should ordinarily speak after other Councilmembers have had an opportunity to address the pending matter and should avoid making or seconding motions unless necessary to facilitate Council action. This provision is directory only and does not limit the full participatory rights of the Mayor or other presiding officer recognized elsewhere in these Rules.

6.3.3 Amendments and Substitute Motions

A pending main motion may be modified by a motion to amend. A substitute motion may be used to propose a different disposition of the matter. The presiding officer will determine whether a proposed motion is properly treated as an amendment or a substitute motion, subject to appeal under Section 9.1.

6.3.4 Priority of Motions

When multiple motions are pending, the Council should ordinarily consider the most recently made motion first, including a substitute motion before an amendment and an amendment before the main motion, unless applicable law or these Rules require otherwise. No more than three motions should be pending at the same time unless the presiding officer determines additional procedural flexibility is necessary and no Councilmember objects.

6.3.5 Motions Not Ordinarily Debatable

The following motions are not ordinarily debatable and will be put to a vote promptly after a second, subject to applicable law and any controlling provision of these Rules: motion to adjourn; motion to recess; motion to fix the time to adjourn; motion to table; and motion to limit debate.

6.3.6 Supermajority Motions

A two-thirds vote is required for a motion to limit debate, a motion to object to consideration of an item, and a motion to suspend the rules, unless these Rules or applicable law prescribe a different standard. Nothing in this section alters any lower or higher vote threshold expressly established elsewhere in these Rules for substantive City action.

6.3.7 Withdrawal of Motion

Before voting begins, the maker of a motion may request to withdraw it. If the motion has not yet been seconded, the withdrawal is effective upon request. If the motion has been seconded or has become the subject of Council debate, the presiding officer may recognize the seconder or another Councilmember to renew the motion or may allow withdrawal unless a Councilmember objects.

6.3.8 Orders of the Day

A Councilmember may call for the orders of the day to require return to the posted agenda or the pending agenda item. If the presiding officer determines that the meeting has deviated from the agenda or pending item, the presiding

officer will direct the body back to the proper order of business, subject to appeal under Section 9.1.

6.4 Order of Voting and Result

Unless a different vote is required by law, a majority of a quorum is required to transact business. The presiding officer will announce whether the motion passed or failed. Tie votes are governed by Section 6.8 and other applicable provisions of these Rules.

6.5 Votes Required for Certain Substantive Matters

Except where two Councilmembers are recused because of a legal conflict, three affirmative votes of the Council are required to approve General Plan amendments, amendments to the MPMC, zone changes, variances, conditional use permits, prezoning for annexations, subdivision maps, and parcel maps. If approval of such a substantive matter fails because three affirmative votes are not obtained, the matter will automatically be continued to the next regular City Council meeting. If the matter is neither approved nor denied at that next regular meeting, it is deemed denied unless the applicant requests an additional vote at the next regular meeting. No appeal fee will be charged for an appeal required because of a tie vote or the lack of sufficient affirmative votes where the matter is not subsequently denied.

6.6 Failure to Vote and Abstentions

A Councilmember should vote unless disqualified by a legal conflict of interest. A Councilmember abstaining due to a legal conflict of interest is not counted as part of the quorum and is not deemed to vote. A Councilmember abstaining for reasons other than a legal conflict remains counted for purposes of quorum.

6.7 Silence During Voice Vote

During a collective vote of ayes and nays, silence of any Councilmember denotes an affirmative vote unless a different voting method is used or a Councilmember states an abstention or disqualification.

6.8 Tie Votes

If a tie vote occurs when a Councilmember is absent, the item will be automatically continued once to the next regular meeting. If a tie vote results from a Councilmember's abstention, the motion is lost, except that a tie vote on an appeal is deemed to deny the appeal.

6.9 Changing a Vote

A Councilmember may change a vote only immediately after the vote is announced and before the next agenda item is called.

6.10 Reconsideration

A motion to reconsider may be made before adjournment of the meeting at which the original action was taken. It may be made by a Councilmember on the prevailing side or, in the case of a lost motion, by any Councilmember; it may be seconded by any Councilmember. The motion is debatable and takes precedence over a pending motion. If the action to be reconsidered involves a public hearing item, the item must be re-noticed if reconsideration passes unless it is clearly established that all interested members of the public are still present.

7. Public Hearing Procedures

7.1 Opening the Hearing

For a public hearing, the Mayor announces the subject, confirms with the City Clerk that notice was properly given, opens the hearing, and calls for disclosure of conflicts and ex parte contacts if applicable.

7.2 Staff and Written Materials

The staff report and other written materials in the agenda packet are received and filed. Additional written materials may also be received and filed. Staff may present an oral report and respond to Councilmember questions.

7.3 Public Testimony

The purpose of public testimony is to provide an opportunity for interested persons to support or oppose the matter under consideration. The presiding officer may instruct speakers regarding required speaker forms, use of the podium or remote access tools, identification for the record, applicable time limits, and avoidance of repetition. The applicant or representative normally speaks first and may be allotted up to ten minutes, including rebuttal time.

7.4 Council Deliberation

After public testimony concludes, the City Council may ask clarifying questions, deliberate, and consider motions.

7.5 Action on Public Hearing Items

The City Council may continue an open public hearing, vote on the item, adopt amendments, allow further public comment when appropriate, or close the hearing and continue the matter for later decision. Continuing an open public hearing to a specific date does not require additional notice.

8. Evidence and Record

8.1 Documentary and Oral Evidence

Documentary evidence, exhibits, written communications, and staff reports relied upon by the City Council must be made part of the record. Oral evidence may be taken under oath or affirmation if requested by the City Council. The Mayor or City Clerk may administer the oath.

8.2 Communications and Petitions

Communications and petitions may be read aloud in full or in summary, and a full reading must be provided if requested by a majority of the Council. Such materials may be received into evidence at the Council's discretion.

8.3 Displays and Maps

Large maps and displays used at a hearing should be displayed in full view of the Council and, when practicable, included in the record or reduced to an authentic smaller format for the record.

8.4 Admissibility

A public hearing need not follow formal rules of evidence. Relevant evidence of a type on which reasonable persons rely may be accepted, while irrelevant or unduly repetitious evidence may be excluded.

9. Appeals, Privilege, and Continuances

9.1 Appeals of Rulings

Any ruling of the presiding officer may be appealed by a Councilmember. The presiding officer must call for a roll call vote on whether the ruling will be upheld.

9.2 Personal Privilege and Protest

A Councilmember may address the Council on a question of personal privilege when the Councilmember's integrity, character, motives, or the welfare of the Council is at issue, but may not interrupt a speaker until recognized. Any Councilmember may enter into the public record reasons for dissent or protest against a motion carried by the majority.

9.3 Continuances

Upon request of a Councilmember and by majority vote, an item not subject to a deadline may be continued to an agreed meeting date. Any interested person may also request a continuance, which the City Council may grant by majority vote.

10. Adjournment, Amendment, and Ceremonial Items

10.1 Adjournment Time

At 11:00 p.m., if the business of the meeting has not concluded, the Mayor will poll the Councilmembers. Upon majority vote, the meeting may be extended for up to one additional hour, and thereafter may be extended in one-hour increments by majority vote.

10.2 Amendment or Suspension of Rules

The City Council may amend or suspend these Rules at any time by majority vote, subject to applicable law. Failure to comply with these Rules does not affect any action taken by the City Council in accordance with applicable law.

10.3 Certificates and Proclamations

Presentation of certificates and proclamations remains honorary and ceremonial. The Mayor or presiding officer conducts presentations concerning City-sponsored events and proclamations. Certificates and proclamations presented at regular meetings should include the signatures required by Council policy, and requests should be submitted sufficiently in advance to permit preparation.

Attachment 3

Public Comments Speaker Time Survey

Public Comments Speaker Time Survey

Arcadia	• 5 speakers or less – 5 minutes each; • 6 and 20 speakers – 3 minutes each; • 21 and 50 speakers – 2 minutes each; • 50+ speakers – 1 minute each. • written comments not read at meeting
Alhambra	• 3 minutes – public comment, 30 minutes total remaining speakers taken at the end of the meeting - 5 minutes • consent calendar - 1 item/5 minutes, 2+/10 minutes
Baldwin Park	• 3 minutes - public comment & all agenda items • written comments not read at meeting
Downey	• 3 minutes - public comment & all agenda items, 30 minutes total • 3 minutes - public hearing • 6 minutes - interpreter
Duarte	• 3 minutes per category • no speaker cards accepted after start of meeting
El Monte	• 3 minutes - public comment & all agendized items • 3 minutes for public hearing
Glendale	• 3 minutes - Community Event Announcement • 3 minutes - public comments & all agenda items, 30 minutes total • 5 minutes - non-agendize items • written comments not read at meeting
Glendora	• 3 minutes for public comment & all agendized items
Monrovia	• 3 minutes – public comment, 45 minutes total remaining speakers taken at the end of the meeting • agendizes items – as determined by of the city • 5 minutes - public hearing • written comments not read at meeting
Montebello	• 3 minutes – public comment, 30 minutes total remainder speakers taken at the end • 3 minutes per item
Pico Rivera	• 3 minutes - public comment & all agendized items • 3 minutes - public hearing • no speaker cards accepted after start of meeting
Rosemead	• 3 minutes - public comment & all agendized items • no speaker cards accepted after start of meeting
San Gabriel	• 3 minutes per item, 6 minutes interpreter • written comments not read at meeting
San Marino	• 3 minutes per item • written communication period at the end
South Gate	• 3 minutes per item, 45 minutes total remaining speakers taken at the end of the meeting
South Pasadena	• 3 minutes per item, 30 minutes total remaining speakers taken at the end of the meeting • written comments not read at meeting
Temple City	• 3 minutes per item, 30 minutes total • written comments not read at meeting
West Covina	• 3 minutes – public comment & all agendized items • 3 minutes - public hearing • written comments not read at meeting

City Council Staff Report

Date: May 6, 2026
Agenda Item Number: 10.F.

To: The Honorable Mayor and City Council

From: Cindy Trang, Deputy City Clerk
Diana Garcia, Assistant City Manager

Subject: Procedural Rules for Conducting Legislative Meetings

Recommendation:
It is recommended that the City Council consider:

1. Receiving and filing Resolution No. 2026-R23 establishing Procedural Rules for conducting legislative meetings; and
2. Taking such additional, related, action that may be desirable.

Executive Summary:
On April 15, 2026, City Council adopted Resolution No. 2026-R23 revising the Rules of Procedure governing all meetings held by legislative bodies and providing guidelines for standard time for public comments.

Among other changes, key updates include the integration of policies addressing remote public participation, accessibility requirements, and protocols for handling disruptions during meetings as mandated by Senate Bill 707. The City Council also determined that “just cause” teleconferencing will not be permitted for the legislative body, reinforcing expectations for in-person participation except where otherwise authorized.

Additional guidance was established regarding public comment procedures. Speaker time limits were outlined to ensure equitable participation, and individuals wishing to speak must register within 15 minutes after the meeting begins. Written communications submitted to the body will be accepted and entered into the official record; however, they will not be read aloud during the meeting.

These revisions are intended to promote efficiency, transparency, and consistent application of meeting procedures.

Background:
N/A

Strategic Plan Goal:
N/A

Fiscal Impact:
None

Attachments:
1. 2026-R23 Legislative Meetings SB 707

ATTACHMENT 1
Resolution No. 2026-R23

RESOLUTION NO. 2026-R23

A RESOLUTION ESTABLISHING PROCEDURAL RULES FOR CONDUCTING LEGISLATIVE MEETINGS WITHIN THE CITY OF MONTEREY PARK

BE IT RESOLVED by the Monterey Park City Council as follows:

SECTION 1: **Adoption of Rules**. The City Council adopts the attached Rules of Procedure, which are incorporated by reference, for conducting meetings of all legislative bodies within the City of Monterey Park. These Rules become effective upon adoption and remain effective unless amended, repealed, or superseded. These Rules are intended to comply with the Ralph M. Brown Act, Government Code §§ 54950 through 54963, and other applicable law. To the extent of any conflict, applicable law controls.

SECTION 2: **Supersession**. This Resolution supersedes all previous resolutions, policies, exhibits, protocols, and procedural rules addressing the conduct of City Council meetings to the extent they conflict with or duplicate these Rules. Any prior provisions inconsistent with these Rules are repealed and of no further force or effect.

SECTION 3: **Severability**. If any part of this Resolution or its application is held invalid, the remainder will remain in full force and effect.

SECTION 4: **Electronic Signatures and Recordation**. This Resolution may be executed with electronic signatures consistent with Government Code section 16.5. The Mayor, or presiding officer, is authorized to sign this Resolution, and the City Clerk, or duly authorized deputy, may attest to it.

SECTION 5: **Recordation**. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 6: **Effective Date**. This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 15th day of April, 2026.

Elizabeth Yang, Mayor

Attest:

Maychelle Yee, City Clerk

Approved as to Form:

Karl H. Berger, City Attorney

State of California)
County of Los Angeles) §
City of Monterey Park)

I, Maychelle Yee, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 2026-R23 was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 15th day of April, 2026, by the following vote:

Ayes:	Council Members:	Ngo, Wong, Sanchez, Lo, Yang
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None
Recusal:	Council Members:	None

Dated this 15th day of April, 2026.



Maychelle Yee, City Clerk
Monterey Park, California

Monterey Park

MEETING RULES OF PROCEDURE

(Resolution No. 26-xx, adopted April 15, 2026)

1. Authority and Purpose

1.1 Authority

These Rules govern the conduct of all meetings of legislative bodies within the City of Monterey Park. For subordinate legislative bodies, the duties assigned to the Mayor and Vice-Mayor by these Rules apply to the presiding officer.

1.2 Purpose

These Rules are adopted to facilitate orderly, efficient, fair, and legally compliant meetings, to preserve public participation, and to provide clear procedures for the conduct of City Council business.

1.3 Governing Law

All meetings will be conducted in accordance with applicable provisions of the Government Code (i.e., the Brown Act), the Monterey Park Municipal Code, and these Rules. Any procedural issue not expressly addressed in these Rules may be determined by the Mayor, subject to appeal to the City Council and applicable law.

1.4 Procedural Nature of Rules

These Rules are procedural only. Failure to strictly follow a procedural provision does not invalidate an action that otherwise complies with applicable law.

2. Meetings

2.1 Public Meetings

All meetings of the City Council, except closed sessions authorized by law, are open to the public.

2.2 Quorum

Three members of the City Council constitute a quorum. If less than a quorum is present, the City Clerk will record the members in attendance in the meeting minutes

and the meeting may be adjourned to a later time. If no members are present, the City Clerk may adjourn the meeting pursuant to Government Code § 54955.

2.3 Presiding Officer

The Mayor presides at all meetings when present. In the Mayor's absence, the Vice Mayor presides. In the absence of both, the Councilmembers present may select a temporary presiding officer by majority vote.

2.4 Call to Order

The Mayor or Vice Mayor will call the meeting to order at the time stated in the notice and agenda. If both are absent, the City Clerk will call the meeting to order for the purpose of selecting a temporary presiding officer.

2.5 Attendance of Officers

The City Manager, City Attorney, and City Clerk, or their designees when authorized, should attend all meetings. The City Manager may participate in discussion but may not vote. The City Attorney may provide legal advice and serve as parliamentarian. The City Clerk maintains the official record.

2.6 Minutes

The City Clerk will record the public proceedings of the City Council in the official minutes, which become public record after Council approval. Unless a majority of the quorum requests otherwise, minutes may be approved without being read aloud.

3. Agenda and Order of Business

3.1 Agenda Preparation

The agenda will be prepared in accordance with procedures directed by the City Manager and applicable law.

3.2 Action Limited to Posted Agenda

The City Council may act only on items appearing on the posted agenda except as otherwise permitted by Government Code § 54954.2 or other applicable law.

3.3 Consent Calendar

Consent Calendar items are routine matters that the City Manager believes generally do not require separate discussion. Any Councilmember may remove an item for separate consideration, and an item may also be removed upon receipt of a written request for public comment on that item.

3.4 City Communications

Items of interest not listed elsewhere on the agenda, including conference or meeting reports, may be discussed under City Communications, but no action may be taken other than to receive the information or refer the matter to staff.

3.5 Future Agenda Items

The agenda may include a "Future Agenda Items" section during which a Councilmember may make a non-debatable motion to place an item on a future agenda. Placement requires a majority vote. The City Manager retains discretion regarding scheduling unless otherwise directed by the City Council.

3.6 Document Preparation

Unless otherwise directed by the City Council or City Manager, documents to be placed on the agenda should be approved as to form and legality by the City Attorney or designee before presentation to the City Council.

4. Public Participation and Decorum

4.1 Public Right to Address the Council

Any person may address the City Council during public comment, during a public hearing, or with the consent of a majority of the quorum, subject to these Rules and applicable law.

4.2 Scope of Comment

For regular meetings, members of the public may address the City Council on matters within the Council's subject-matter jurisdiction during the public comment portion of the agenda. For special meetings, public comment may be limited to matters listed on the agenda as permitted by Government Code § 54954.3(a). Written comments must be received by the City Clerk at least 24 hours before a scheduled meeting to be considered by the City Council. Written comments will not be verbally read into the record.

4.3 Speaker Procedures



Monterey Park

Persons addressing the City Council must provide any information reasonably requested by the City Clerk for the record, speak from the podium or approved remote platform, and state their name and address for the record unless not required by law. Remarks must be directed to the City Council as a body, not to individual Councilmembers or staff. No question may be asked of Councilmembers or City staff except through the presiding officer.

4.4 Time Limits

Unless a different rule applies to a public hearing or the presiding officer changes the limits as allowed by law, each speaker must follow the time limits in this Rule 4.4 for public comment and other agenda items. To avoid unnecessary repetition, the presiding officer may ask a group to choose one spokesperson and may reasonably limit repetitive comments.

The City Council must balance giving each speaker enough time with the need to hear everyone and finish the meeting on time. As a general guideline, the City Council will use these limits based on the number of speakers signed up:

- 5 or fewer speakers: 5 minutes each.
- 6–20 speakers: 3 minutes each.
- 21–40 speakers: 2 minutes each.
- 41 or more speakers: 1 minute each.

The Mayor or City Council may change these time limits under this Policy, but the same limit must apply to all speakers. Public comment time is non-transferable: speakers must not give their time to someone else or use time that another speaker did not use.

These time limits apply to all agenda items taken at the beginning of the meeting, except public hearings. Public hearings will use the same method for each item unless another law or a City Council decision sets different rules.

People who want to speak must register within 15 minutes after the meeting begins.

4.5 Decorum and Disruption

All participants must conduct themselves in a manner that permits the orderly transaction of business. Disruptive conduct, including conduct that disturbs, disrupts, or impedes the meeting, is prohibited. A person who engages in disruptive conduct may be

removed from the meeting and excluded for the remainder of that meeting unless the City Council permits continued participation by majority vote.

4.6 Recognition to Speak

Councilmembers wishing to speak must first be recognized by the presiding officer and, except during City Communications or as otherwise permitted, should limit remarks to the item under consideration.

4.7 Rules of Debate and Courtesy

Debate should address the pending matter and not personalities. The presiding officer may enforce decorum, maintain order, and ensure that speakers stay on topic, while preserving fair opportunity for Council and public participation.

4.7.1 Interruptions for Privilege or Order

As a limited exception to the general rule against interrupting a speaker, a Councilmember may raise a point of privilege, point of order, or appeal the ruling of the chair when necessary to protect the orderly conduct of the meeting. The presiding officer will rule on the point or process the appeal under Section 9.1.

4.7.2 Public Information During Proceedings

To support meaningful participation, the presiding officer should, when practicable, tell the public what the Council will be doing, keep the public informed while the Council is doing it, and announce what action the Council has taken after the vote or other disposition of the item.

5. Remote Access and Technology Procedures

5.1 Recording and Virtual Meeting Notice

When meetings are conducted with remote public access, the meeting may be recorded, including public comment. Audience screen names or displayed telephone numbers may be visible as part of the recording. Unless a person is called to provide public comment, participant audio may be muted and video may be disabled. Closed sessions, if any, will not be recorded.

5.2 Methods of Remote Public Comment

When remote participation is offered, public comment may be submitted in writing before the meeting in the manner designated by the City Clerk, through the platform's recognition feature during the meeting, or by telephone using the access procedures identified on the agenda or meeting notice. To the extent practicable, the City Clerk may also accept written communications during the meeting before the close of public comment to the extent feasible under the procedures stated on the agenda.

5.3 Remote Meeting Decorum

Anonymous attendance may be permitted for audience members, but anonymous participants need not be recognized for public comment. Participants using names that violate community standards, attempting to rename themselves contrary to host controls, or attempting to bypass host controls may be denied entry to, removed from, or blocked from the meeting platform.

5.4 Disruption of Telephonic or Internet Service

If telephonic or internet service is disrupted so that the public cannot observe or attend through the authorized two-way telephonic or audiovisual platform, the City Council will recess open session for at least one hour and make a good faith effort to restore service. During the recess, the City Council may meet in closed session as permitted by law. The City Council will not reconvene open session until at least one hour has passed or service has been restored, whichever occurs first. If service has not been restored when open session reconvenes, the City Council may continue only after adopting, by roll call vote, findings that good faith efforts were made to restore service and that the public interest in continuing the meeting outweighs the public interest in remote access.

6. Motions, Debate, and Voting

6.1 Making Motions

Council action is ordinarily taken by motion. A Councilmember must be recognized before making a motion. The presiding officer will state the motion before a vote and announce the result. A roll call vote must be taken upon request of any Councilmember.

6.2 Seconding Motions

A motion may be debated after it is made. During debate, any Councilmember may call for a second. If no second is forthcoming, the motion fails for lack of a second.

6.3 Debate on Motions

After a motion is made and seconded, Councilmembers may debate the motion subject to the direction of the presiding officer and these Rules. The Mayor retains the rights of a Councilmember and may move, second, and debate while serving as presiding officer.

6.3.1 Agenda Item Discussion Sequence

Unless a different sequence is required by law, the presiding officer may conduct each agenda item in the following order: announcement of the item; staff or presenter report and recommendation; Council clarifying questions; public comment or public hearing testimony as applicable; motion and second; Council debate; vote; and announcement of the result. The presiding officer may vary this sequence for good cause, for efficiency, or to comply with applicable law.

6.3.2 Chair's Participation in Debate

To promote orderly and impartial meeting management, the presiding officer should ordinarily speak after other Councilmembers have had an opportunity to address the pending matter and should avoid making or seconding motions unless necessary to facilitate Council action. This provision is directory only and does not limit the full participatory rights of the Mayor or other presiding officer recognized elsewhere in these Rules.

6.3.3 Amendments and Substitute Motions

A pending main motion may be modified by a motion to amend. A substitute motion may be used to propose a different disposition of the matter. The presiding officer will determine whether a proposed motion is properly treated as an amendment or a substitute motion, subject to appeal under Section 9.1.

6.3.4 Priority of Motions

When multiple motions are pending, the Council should ordinarily consider the most recently made motion first, including a substitute motion before an amendment and an amendment before the main motion, unless applicable law or these Rules require otherwise. No more than three motions should be pending at the same time unless the presiding officer determines additional procedural flexibility is necessary and no Councilmember objects.

6.3.5 Motions Not Ordinarily Debatable

The following motions are not ordinarily debatable and will be put to a vote promptly after a second, subject to applicable law and any controlling provision

of these Rules: motion to adjourn; motion to recess; motion to fix the time to adjourn; motion to table; and motion to limit debate.

6.3.6 Supermajority Motions

A two-thirds vote is required for a motion to limit debate, a motion to object to consideration of an item, and a motion to suspend the rules, unless these Rules or applicable law prescribe a different standard. Nothing in this section alters any lower or higher vote threshold expressly established elsewhere in these Rules for substantive City action.

6.3.7 Withdrawal of Motion

Before voting begins, the maker of a motion may request to withdraw it. If the motion has not yet been seconded, the withdrawal is effective upon request. If the motion has been seconded or has become the subject of Council debate, the presiding officer may recognize the seconder or another Councilmember to renew the motion or may allow withdrawal unless a Councilmember objects.

6.3.8 Orders of the Day

A Councilmember may call for the orders of the day to require return to the posted agenda or the pending agenda item. If the presiding officer determines that the meeting has deviated from the agenda or pending item, the presiding officer will direct the body back to the proper order of business, subject to appeal under Section 9.1.

6.4 Order of Voting and Result

Unless a different vote is required by law, a majority of a quorum is required to transact business. The presiding officer will announce whether the motion passed or failed. Tie votes are governed by Section 6.8 and other applicable provisions of these Rules.

6.5 Votes Required for Certain Substantive Matters

Except where two Councilmembers are recused because of a legal conflict, three affirmative votes of the Council are required to approve General Plan amendments, amendments to the MPMC, zone changes, variances, conditional use permits, prezoning for annexations, subdivision maps, and parcel maps. If approval of such a substantive matter fails because three affirmative votes are not obtained, the matter will automatically be continued to the next regular City Council meeting. If the matter is neither approved nor denied at that next regular meeting, it is deemed denied unless

the applicant requests an additional vote at the next regular meeting. No appeal fee will be charged for an appeal required because of a tie vote or the lack of sufficient affirmative votes where the matter is not subsequently denied.

6.6 Failure to Vote and Abstentions

A Councilmember should vote unless disqualified by a legal conflict of interest. A Councilmember abstaining due to a legal conflict of interest is not counted as part of the quorum and is not deemed to vote. A Councilmember abstaining for reasons other than a legal conflict remains counted for purposes of quorum.

6.7 Silence During Voice Vote

During a collective vote of ayes and nays, silence of any Councilmember denotes an affirmative vote unless a different voting method is used or a Councilmember states an abstention or disqualification.

6.8 Tie Votes

If a tie vote occurs when a Councilmember is absent, the item will be automatically continued once to the next regular meeting. If a tie vote results from a Councilmember's abstention, the motion is lost, except that a tie vote on an appeal is deemed to deny the appeal.

6.9 Changing a Vote

A Councilmember may change a vote only immediately after the vote is announced and before the next agenda item is called.

6.10 Reconsideration

A motion to reconsider may be made before adjournment of the meeting at which the original action was taken. It may be made by a Councilmember on the prevailing side or, in the case of a lost motion, by any Councilmember; it may be seconded by any Councilmember. The motion is debatable and takes precedence over a pending motion. If the action to be reconsidered involves a public hearing item, the item must be re-noticed if reconsideration passes unless it is clearly established that all interested members of the public are still present.

7. Public Hearing Procedures

7.1 Opening the Hearing

For a public hearing, the Mayor announces the subject, confirms with the City Clerk that notice was properly given, opens the hearing, and calls for disclosure of conflicts and ex parte contacts if applicable.

7.2 Staff and Written Materials

The staff report and other written materials in the agenda packet are received and filed. Additional written materials may also be received and filed. Staff may present an oral report and respond to Councilmember questions.

7.3 Public Testimony

The purpose of public testimony is to provide an opportunity for interested persons to support or oppose the matter under consideration. The presiding officer may instruct speakers regarding required speaker forms, use of the podium or remote access tools, identification for the record, applicable time limits, and avoidance of repetition. The applicant or representative normally speaks first and may be allotted up to ten minutes, including rebuttal time.

7.4 Council Deliberation

After public testimony concludes, the City Council may ask clarifying questions, deliberate, and consider motions.

7.5 Action on Public Hearing Items

The City Council may continue an open public hearing, vote on the item, adopt amendments, allow further public comment when appropriate, or close the hearing and continue the matter for later decision. Continuing an open public hearing to a specific date does not require additional notice.

8. Evidence and Record

8.1 Documentary and Oral Evidence

Documentary evidence, exhibits, written communications, and staff reports relied upon by the City Council must be made part of the record. Oral evidence may be taken under oath or affirmation if requested by the City Council. The Mayor or City Clerk may administer the oath.

8.2 Communications and Petitions

Communications and petitions may be read aloud in full or in summary, and a full reading must be provided if requested by a majority of the Council. Such materials may be received into evidence at the Council's discretion.

8.3 Displays and Maps

Large maps and displays used at a hearing should be displayed in full view of the Council and, when practicable, included in the record or reduced to an authentic smaller format for the record.

8.4 Admissibility

A public hearing need not follow formal rules of evidence. Relevant evidence of a type on which reasonable persons rely may be accepted, while irrelevant or unduly repetitious evidence may be excluded.

9. Appeals, Privilege, and Continuances

9.1 Appeals of Rulings

Any ruling of the presiding officer may be appealed by a Councilmember. The presiding officer must call for a roll call vote on whether the ruling will be upheld.

9.2 Personal Privilege and Protest

A Councilmember may address the Council on a question of personal privilege when the Councilmember's integrity, character, motives, or the welfare of the Council is at issue, but may not interrupt a speaker until recognized. Any Councilmember may enter into the public record reasons for dissent or protest against a motion carried by the majority.

9.3 Continuances

Upon request of a Councilmember and by majority vote, an item not subject to a deadline may be continued to an agreed meeting date. Any interested person may also request a continuance, which the City Council may grant by majority vote.

10. Adjournment, Amendment, and Ceremonial Items

10.1 Adjournment Time

At 11:00 p.m., if the business of the meeting has not concluded, the Mayor will poll the Councilmembers. Upon majority vote, the meeting may be extended for up to one

additional hour, and thereafter may be extended in one-hour increments by majority vote.

10.2 Amendment or Suspension of Rules

The City Council may amend or suspend these Rules at any time by majority vote, subject to applicable law. Failure to comply with these Rules does not affect any action taken by the City Council in accordance with applicable law.

10.3 Certificates and Proclamations

Presentation of certificates and proclamations remains honorary and ceremonial. The Mayor or presiding officer conducts presentations concerning City-sponsored events and proclamations. Certificates and proclamations presented at regular meetings should include the signatures required by Council policy, and requests should be submitted sufficiently in advance to permit preparation.

RESOLUTION NO. 12226

A RESOLUTION ESTABLISHING PROCEDURAL RULES FOR CONDUCTING CITY COUNCIL MEETINGS.

BE IT RESOLVED by the Monterey Park City Council as follows:

SECTION 1: The City Council adopts the following procedural rules for conducting City Council meetings:

"**RULES OF PROCEDURE**

Rule 1: Authority

The City Council establishes these by-laws, entitled "Rules of Procedure," for conducting its meetings. The following Rules become effect upon the City Council's adoption and remain effective unless amended or superseded. These Rules are intended to comply with, the Ralph M. Brown Act (Government Code §§ 54950-54962). The Brown Act will supersede any conflicting provision of the Rules.

Rule 2: General Rules

Rule 2.1: Public Meetings

All meetings (except closed sessions as provided by California law) of the Council are open to the public.

Rule 2.2: Rules of Order

A. City Council proceedings should be governed by common sense and good taste. Pursuant to applicable laws, including, without limitation, the Monterey Park Municipal Code, any issue of procedure relating to the conduct of a meeting or hearing not otherwise provided for in these Rules may be determined by the Mayor, subject to a vote of the entire Council. In addition, the City Council may, upon majority vote, alter or modify any provision of this Policy when appropriate or desirable.

B. City Council proceedings are generally governed by Rosenberg's Rules of Order on all matters pertaining to parliamentary law (attached as Exhibit "A," and incorporated by reference). Notwithstanding Rosenberg's Rules of Order, motions will be voted upon in the order in which they are made. Moreover, nothing prevents the City Council expressly adopting a rule or procedure that may be inconsistent with Rosenberg's Rules of Order. No City Council action can be invalidated, or the legality of otherwise affected, by the failure or omission to observe or follow Rosenberg's Rules of Order or any other City Council approved rule of procedure.

C. These Rules are adopted to expedite the City Council's business transactions in an orderly fashion and are procedural only. Failure to strictly observe these rules will not affect the Council's jurisdiction or invalidate any Council action conforming with applicable law.

D. The Council will abide by those Rules of Decorum that may be adopted by the City Council for use by its boards, Councils, and committees.

Rule 2.3: Quorum

Three members of the Council constitute a quorum. Should less than a quorum be in attendance, the City Clerk will list the attendees in the minutes, and they will adjourn the meeting to a later set time. In the event no members of the Council are present the City Clerk will adjourn the meeting to a later set time pursuant to Government Code § 54955.

Rule 2.4: Vote

A majority of a quorum is required to transact business except that three affirmative votes of the Council's members are required to approve the following substantive applications: General Plan Amendments and Amendments to the MPMC, Zone Changes, Variances, Conditional Use Permits, Prezoning for Annexations, Subdivision Maps, and Parcel Maps. If a motion to approve a substantive matter fails because it does not receive three affirmative votes, the matter will be automatically continued to the next regular City Council meeting. If the substantive matter is neither approved nor denied at the next regular meeting, the project is deemed denied unless the applicant requests an additional vote at the next regular meeting. No appeal fee will be charged for an appeal required as a result of a tie vote or due to the lack of four affirmative votes to approve a matter which is not subsequently denied.

Rule 2.5: Minutes of Proceedings

The City Clerk will record an account of all public proceedings of the City Council into the Council's official minutes. These minutes will become public record after Council approval.

Rule 2.6: Right of Floor

Councilmembers wishing to speak must first be recognized by the Mayor and, with the exception of City Communications, limit any remarks to the agenda matter being considered.

Rule 2.7: City Manager

The City Manager will attend all meetings of the Council unless excused. In his/her absence, the City Manager will designate an Acting City Manager to attend. The City Manager may make recommendations and has the right to take part in all City Council discussions of the Council but cannot vote.

Rule 2.8: City Attorney

The City Attorney or designee should attend all meetings of the Council. The City Attorney, or designee, upon request, may give opinions, either written or oral, on questions of law and act as the Council's parliamentarian.

Rule 2.9: City Clerk

The City Clerk will attend all meetings of the Council unless excused. The City Clerk will record, prepare, and maintain the Council's official record and perform other related duties as prescribed by the Council and/or City Manager.

Rule 3: Mayor – Duties

Rule 3.1: Presiding Officer

The Mayor, if present, will preside at all meetings. In the Mayor's absence, the Vice Mayor will preside. In the absence of both, the Councilmembers present will select a Temporary Presiding Officer by majority vote.

Rule 3.2: Call to Order

The Mayor or Vice Mayor will bring the meeting to order at the time noticed in accordance with applicable law. In the absence of both, the meeting will be called to order by the City Clerk.

Rule 3.3: Point of Order

The Mayor will determine all points of order, subject to the right of any Councilmember to appeal to a vote of a majority of the quorum.

Rule 3.4: Motion to Be Stated

The Mayor will state all motions submitted for a vote and announce the result. A roll call vote must be taken upon the request of any Councilmember.

Rule 4: Preparation of Agenda

Rule 4.1: Agenda Preparation

The Agenda will be prepared in accordance with the procedure directed by the City Manager. The Agenda should be delivered to the Mayor and Councilmembers by 5:00 p.m. on the Friday before the Council's regular Wednesday meeting. In the event of a Special Meeting, Agendas should be delivered as promptly as is practicable.

Rule 4.2: Minutes

Unless requested by a majority of the quorum, minutes may be approved without reading.

Rule 4.3: Consent Calendar

Items listed under the Consent Calendar are those items the City Manager believes will not require Council discussion and are routine in content. Also listed under the Consent Calendar are resolutions confirming action from a previous meeting which are brought back for approval of form rather than approval of action. Items may be pulled for separate discussion or clarification at any Councilmember's request, or upon receipt of a written request for public comment on the item.

Rule 4.4: City Communications

Items of interest that are not on the Agenda, such as conference or meeting reports, may be discussed under this item. No action, other than to "receive or refer to staff" may be taken.

Rule 4.5: Actions Limited to Posted Agenda

The City Council cannot take action on any item not appearing on the posted Agenda except under the conditions permitted by Government Code § 54954.2.

Rule 4.6: Future Agenda Items

Each Agenda will include an Agenda item entitled "Future Agenda Items." During this section of the Agenda any Councilmember may make a motion only to place an item on a future Agenda. The motion is non-debatable. Placement of an item on a future Agenda requires a majority vote. The City Manager has discretion as to when the item will be placed on the Agenda, unless otherwise directed by the City Council.

Rule 5: Citizens' Rights

Rule 5.1: Addressing the Council

A. Any person may address the Council under the following portions of the Agenda:

(1) Under the Public Comment portion of the Agenda.

(2) Public Hearings.

(3) With the consent of a majority of the quorum of the Council.

B. Persons seeking to address the Council must comply with the following:

(1) Members of the public may address the Council only on items within the subject-matter jurisdiction of the Council. A determination of whether an item is appropriate for discussion will be made by the Mayor with the Council's consent and upon advice by the City Attorney or designee.

(2) Each person addressing the Council must submit such written information as the City Clerk may require for the record, step to the podium and give their name and address for the record.

(3) Each speaker is limited to five minutes on Public Comment and a total of five minutes on all other items on the Agenda. Exception - See Public Hearing Procedures under Section 7 and following.

(4) All remarks must be directed to the Mayor and Council as a body and not to any particular Councilmember.

(5) No person, other than Councilmembers and the person having the floor, are permitted to participate in the discussion except as otherwise requested by the Mayor.

(6) No question may be asked of Councilmembers or City staff except through the Mayor.

C. When any identifiable group of persons, as distinguished from the general public, seeks to address the Council on the same agenda item, the Mayor has the discretion to ask that the group select a spokesperson to address the Council. If additional issues are to be presented at the hearing by any other member of such group, the Mayor may limit the number of persons to address the Council to avoid unnecessary repetition of information presented to the Council.

Rule 5.2: Disrupting legal meetings

Any member of the public making disruptive remarks or who becomes disruptive while addressing the Council or attending the Council meeting so as to disrupt, disturb or otherwise impede the orderly conduct of the Council meeting will be removed forthwith by the Presiding Officer and barred from further audience before the Council at that meeting unless permission to continue is granted by a majority vote of the Council.

Rule 6: Document Preparation

Unless otherwise directed by the Council or City Manager, all documents must, before being placed on the Agenda, be approved as to form and legality by the City Attorney or designee. Such approval must be indicated by a signature on the last page of the document.

Rule 7: Procedures Regarding Public Hearings

Rule 7.1: Introduction

Mayor announces subject of the Public Hearing, confirms with the City Clerk that the Public Hearing was correctly noticed, and declares the Public Hearing open. Conflicts, if any, are declared and ex parte contacts, if any, are disclosed.

Rule 7.2: Staff and Written Material Presentation

A. Staff summary report and other written material included in the Agenda packet is received and filed. Written comments (e.g. protest) are noted for the record.

B. Written material not in the Agenda packet, if any, is received and filed.

C. Oral staff report, if any, is presented by staff member.

D. Staff responds to Councilmember questions.

Rule 7.3: Public Testimony

A. Purpose is to provide opportunity to interested persons wishing to support or oppose the matter being considered.

B. Mayor instructs members of the audience:

(1) To fill out a form prepared by the City Clerk;

(2) To speak from the podium;

(3) To give their name and address before speaking;

(4) That the time limit for each speaker is generally five minutes; and

(5) That repetition should be avoided.

C. The applicant/representative will normally speak first. Applicant/ representative presentation is limited to ten minutes, any portion of which can be used for rebuttal.

D. Questions by speakers will be noted and, if possible, answered before Council deliberation.

E. Following public testimony, the applicant/representative will have an opportunity for rebuttal.

Rule 7.4: Council Deliberation

A. After the Mayor determines that no other member of the audience wishes to speak, the City Council may deliberate.

B. The Council may ask questions of speakers for clarification.

C. Staff and/or Council answers prior speakers' questions.

D. The Council makes a motion and debates.

Rule 7.5: Council Action

A. The Council may, at this time, continue the open Public Hearing.

(1) This should be done if any additional information is requested (e.g., a staff report).

(2) Continuing a Public Hearing to a specific date does not require additional notice.

B. Vote on the item.

C. Offer amendments or substitute motions allowing additional public comment.

D. Close the Public Hearing and continue the matter to a later date for a decision (note that no additional reports or testimony may be received if the Public Hearing has been closed).

Rule 8: Miscellaneous Rules

Rule 8.1: Silence

During a collective vote (Ayes and Nays), silence of any Councilmember denotes an affirmative vote.

Rule 8.2: Continuance of an Item

A. Continuance by a Councilmember.

Upon a Councilmember's request and by majority vote, an item (not subject to a deadline) may be continued to the next agreed upon meeting.

B. Continuances Requested by Someone Not a Councilmember.

Anyone may request a continuance of an item and the Council, by majority vote, may grant a continuance.

Rule 8.3: Failure to Vote

Every Councilmember should vote unless disqualified by reason of a Conflict of Interest. If a member abstains because of a legal conflict of interest, he/she is not counted as part of the quorum and is not deemed to be voting.

If a member abstains for reasons other than a legal conflict of interest, he/she will be counted in establishing a quorum. Such an abstention will counted with the majority vote of the quorum unless there is no majority in which case it will not be counted as a vote.

Rule 8.4: Lost Motions

A lost motion is one that fails to receive the necessary number of votes to carry. To revive a lost motion at the same meeting, the proper action is a motion to reconsider.

Rule 8.5: Motion to Reconsider

A motion to reconsider any action taken by the Council may be made in accordance with the following:

A. The motion must be made by a Councilmember the majority vote, or, in the case of a lost motion, by any Councilmember and may be seconded by any Councilmember.

B. The motion must be made before the adjournment of the meeting at which the original action was taken.

C. The motion is debatable and has precedence over a pending motion.

D. Except as otherwise provided, if the action to be reconsidered is a Public Hearing item, it must be re-noticed in the event the motion to reconsider passes. Where it is clearly established that all interested members of the public are still present, the item may be reconsidered without further notice.

Rule 8.6: Tie Votes

If a tie vote occurs when a Member of the Council is absent, the item will be automatically continued once to the next regular meeting of the Council. Except in the event of an appeal to the Council, if a tie vote

occurs as a result of the abstention of a Councilmember, the motion is lost. If a tie vote on an appeal occurs as a result of the abstention of a Councilmember, the appeal is deemed denied.

Rule 8.7: Changing the Vote

A Councilmember may change his/her vote only if the change is made immediately following the announcement of the vote by the Mayor and before the next agenda item is announced.

Rule 8.8: Abstention

A Councilmember who publicly announces that he/she is abstaining from voting on a particular matter will not subsequently be allowed to withdraw the abstention.

Rule 8.9: Presentation of Evidence

A. Oral Evidence

Oral evidence may be taken on oath or affirmation if requested by the Council.

B. Exhibits and Documents

Documentary evidence, exhibits, written communications, and documents used and relied upon by the Council during Council meetings must be made part of the record.

C. Communications and Petitions

All communications and petitions must be read aloud either in full or in summary. A reading in full must be made at the request of a majority of the Council. All such communications and petitions may be placed into evidence at the Council's discretion.

D. Staff Reports

A written staff report should be prepared and orally reviewed as part of the staff presentation. Such report is evidence and part of the record.

E. Large Maps and Displays

Large size maps and displays presented for use at the hearing should be displayed in full view of the Council. When practicable, such maps or displays, or their authentic reductions, will be placed into the record.

F. Admissible Evidence

A Public Hearing need not be conducted according to legal rules of evidence. Any relevant evidence may be accepted if it relevant and the type of evidence upon which reasonable persons rely upon in conducting serious affairs. Irrelevant and unduly repetitious evidence will be excluded.

Rule 8.10: Personal Privilege

The right of a Councilmember to address the Council on a question of personal privilege is limited to cases where the integrity, character, or motives of the Councilmember is in question or where the Council's welfare is concerned. The Councilmember may not interrupt the speaker, however, until recognized by the Mayor.

Rule 8.11: Protests

Any Councilmember has the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

Rule 9: Rules of Debate

Rule 9.1: Mayor as Presiding Officer

The Mayor may move, second, and debate from the Chair, retains all rights and privileges of a Councilmember.

Rule 9.2: Appeals

Any ruling of the Mayor may be appealed at the request of any Councilmember. The Mayor must call for a roll call vote to determine if the ruling is upheld.

Rule 9.3: Motions

A motion may be debated by the Council after it is made. During debate, any Member of the Council may "Call for a second." If a second is not forthcoming, the motion dies for lack of a second. If the motion is seconded, the debate may continue.

Rule 10: Adjournment

At 11:00 p.m., if the business has not concluded, the Mayor will poll all Councilmembers and upon majority vote, the meeting will be extended for a maximum of one hour. If business has not been concluded after a

subsequent hour, the meeting may be further extended by one-hour increments upon a majority vote.

Rule 11: Amendment/Suspension

The Council may amend or suspend these rules at any time upon majority vote of the Council.

Rule 12: Certificates and Proclamations

Rule 12.1: Presentation of Certificates and Proclamations

Presentation of Certificates of Achievement, Appreciation, Recognition, and so forth, will be publicly presented on Tuesday evenings at a special meeting scheduled for 6:00 p.m. and conclude by 6:45 p.m. These meetings are not regular meetings; they are special meetings. Requests for such meetings must be made to the City Manager at least seven days before the requested date.

Rule 12.2: Time Allotment for Certificate Presentations

To provide an equitable time allotment for each Councilmember to present his/her certificates, each Councilmember has accorded nine minutes to conduct his/her presentation(s).

In the event a Councilmember does not wish to use his/her time to conduct a presentation(s), his/her time allotment will then be equally distributed to the remaining Councilmembers, with a maximum time allotment of 15 minutes per Councilmember.

Rule 12.3: Presentations Concerning City-Sponsored Events

The Mayor or Presiding Officer will conduct all presentations concerning events, groups, individuals, and organizations that are sponsored all, or in part, by the City of Monterey Park and/or affiliated with the City of Monterey Park.

Rule 12.4: Proclamation Presentations

The Mayor or Presiding Officer will conduct presentations concerning the announcements of an official position of the City Council at the regularly scheduled City Council meetings commencing at 6:30 p.m.

Rule 12.5: Certificate and Proclamation Signatures

Certificates and proclamations scheduled for City Council regular meeting presentations must include the signatures of all Council Members.

For specific events and galas in which a Councilmember(s) has been invited to attend:

1. One Councilmember is invited – the certificate requires only the attendee's signature.

2. If more than one Councilmember is invited and/or attending a specific event, the certificate requires the signature of all Councilmembers.

Rule 12.6: Specific Events – Requests for Certificates

To ensure timely and appropriate completion of certificates and to avoid duplication of certificate preparation, all requests for certificates should be provided to the City Manager's executive assistant."

SECTION 2: *Technology Protocols*. This Resolution adopts the "Technology Protocols" promulgated by the City Clerk's office on or about March 31, 2020 attached as Exhibit "B," and incorporated by reference. These Technology Protocols will continue in effect until the cessation of the COVID-19 Pandemic as determined either by the State of California or a subsequent City Council resolution. Upon termination of the Pandemic, the Technology Protocols will be of no further force or effect.

SECTION 3: *Supersession*. This Resolution supersedes all previous resolutions purporting to establish rules and procedures for conducting City Council meetings. Accordingly, those resolutions are rendered moot upon adoption of this Resolution and are repealed.

SECTION 4: *Severability*. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provision or application and, to this end, the provisions of this Resolution are severable.

SECTION 5: *Electronic Signatures*. This Resolution may be executed with electronic signatures in accordance with Government Code §16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 6: *Recordation*. The Mayor, or presiding officer, is authorized to sign this Resolution signifying its adoption by the City Council of the City of Monterey Park and the City Clerk, or her duly appointed deputy, may attest thereto.

SECTION 7: *Effective Date.* This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 17th of February, 2021.

Yvonne Yiu, Mayor

Attest:

Vincent D. Chang, City Clerk

Approved as to Form:

Karl H. Berger, City Attorney

State of California)
County of Los Angeles) ss.
City of Monterey Park)

I, Vincent D. Chang, City Clerk of the City of Monterey Park, California, do hereby certify that the foregoing Resolution No. 12226 was duly and regularly adopted by the City Council of the City of Monterey Park at a regular meeting held on the 17th day of February, 2021, by the following vote:

Ayes:	Council Members:	Chan, Liang, Sornoso, Lo, Yiu
Noes:	Council Members:	None
Absent:	Council Members:	None
Abstain:	Council Members:	None

Dated this 17th day of February, 2021.

Vincent D. Chang, City Clerk
Monterey Park, California

Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

by Dave Rosenberg

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that hasn't always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules, *Robert's Rules of Order*, which are embodied in a small but complex book. Virtually no one I know has actually read this book cover to cover.

Worse yet, the book was written for another time and purpose. If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook. On the other hand, if you're running a meeting of a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order. Hence, the birth of "Rosenberg's Rules of Order."

This publication covers the rules of parliamentary procedure based on my 20 years of experience chairing meetings in state and local government. These rules have been simplified and slimmed down for 21st century meetings, yet they retain the basic tenets of order to which we are accustomed.

"Rosenberg's Rules of Order" are supported by the following four principles:

1. **Rules should establish order.** The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.
3. **Rules should be user-friendly.** That is, the rules must be simple enough that citizens feel they have been able to participate in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

> There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire to move on.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, published agenda; informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon road map for the meeting. And each agenda item can be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body,

a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal meeting, open the meeting to public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of each public speaker. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and a vote on the motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise or unless a super-majority is required (as delineated later in these rules), a simple majority determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision-making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

Motions are made in a simple two-step process. First, the chair recognizes the member. Second, the member makes a motion by preceding the member's desired approach with the words: "I move …" A typical motion might be: "I move that we give 10 days' notice in the future for all our meetings."

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."
2. Suggesting a motion to the members: "A motion would be in order that we give 10-days' notice in the future for all our meetings."
3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."
2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. **The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the *first* vote should be on the *last* motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passes*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) *failed*, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would now move to consider the main motion (the first motion) as *amended*. If the motion to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are *not* debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

> The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to

be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

If you are running the British Parliament, *Robert's Rules of Order* is a dandy and quite useful handbook.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

First is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting of the body. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted *in the majority* on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body may second the motion). If a member who voted *in the minority* seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

> It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

> Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy. ■

EXHIBIT B

TECHNOLOGY PROTOCOLS
CITY OF MONTEREY PARK

City Clerk's Office

The City Clerk's office is implementing the following technology meeting protocols on a temporary basis. These protocols are utilized in accordance with Executive Order No. N-29-20 and Resolution No. 12142 in order to facilitate the City Council's virtual meetings.

- **General Notice Regarding Virtual Meetings:**

- All meetings of the City Council will be recorded including, without limitation, public comment.

- Such recordings will include the screen name of individuals who are part of the audience even if you choose not to provide public comment.

- Unless you are providing public comment, your audio will be muted and your video will be stopped.

- If you choose to provide public comment, the City Clerk will identify you, unmute your audio, and allow your video to be shared.

- Closed sessions of the City Council – if any – will not be recorded.

- **Public Communications:**

The following applies to persons wishing to provide public communications regarding agenda items for either a regular meeting or a special meeting:

- At least 24 hours before a meeting, provide the City Clerk's office with an email to be read into the record not longer than 50 words; **OR**

- At least 24 hours before a meeting, provide the City Clerk's office with written correspondence -whether email or otherwise – that will be distributed to the City Council without being read into the record; **OR**

- At least 24 hours before a meeting, request to address the City Council electronically via audio/video; **OR**

- During the meeting, send an email to mpclerk@montereypark.ca.gov before the close of public comment. To the extent feasible, the communication will be read into the record; **OR**

- During the meeting, utilize the “raise hand” option to be recognized by the City Council at the public comment sections identified on the City Council agenda. You will be recognized in the order that your “raise hand” was received; **OR**

- Public comment may be submitted via telephone during the meeting, before the close of public comment, by calling (877) 853-5247 or (888) 788-0099 and entering Zoom Meeting ID: 127138238 then press pound (#). When prompted to enter participation ID number press pound (#) again. If participants would like to make a public comment they will enter “*9” then the Clerk’s office will be notified and you will be in the rotation to make a public comment.

For Regular Meetings: Public Comment regarding any item of public interest within the City Council’s subject-matter jurisdiction will be accepted in the “Public Comment” section of the City Council Agenda.

For Special Meetings: Government Code § 54954.3(a) allows the City to limit public comment to only matters listed on the agenda. No other public comment will be accepted.

- **Meeting Decorum:**

- Persons wishing to be audience members to the meeting may do so anonymously. Anonymous participants, however, will not be recognized for public comment.

- Persons with names that violate community standards, e.g., fighting words, will not be admitted into the meeting. The City’s host will notify those persons in the waiting room that they must either change their participation meeting or will not be allowed into the meeting.

- Persons will not be allowed rename themselves upon being admitted to the meeting from the “waiting room.”

- Persons who seek to by-pass the City’s host controls will be dropped from, and blocked, from the meeting.

CITY COUNCILMEMBER HANDBOOK



CITY MANAGER'S OFFICE | DECEMBER 2024

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INTRODUCTION

The San Fernando City Council is composed of five Councilmembers that are directly elected by the voters in the City to serve a four-year term. The City Council selects the Mayor and Vice Mayor annually. Although not granted special decision-making powers, the Mayor may represent the City in ceremonial and official affairs. The City's Municipal elections are held the first Tuesday after the first Monday in November of even-numbered years. There are no term limits.

The City Council meets regularly twice a month on the first and third Monday. When the day of a regular Council meeting falls on a legal holiday, the meeting will be held at the same hour on the next succeeding day that is not a holiday. The City Council will not convene for the last regularly scheduled meeting in December, unless the City Council, by majority vote of the body, determines that the meeting shall be held.

The purpose of the City Council is to establish local laws, set policy, reject or approve programs, allocate funds and provide direction, through the City Manager, to City staff to implement its policy and administer to the needs of the City organization. The City Council has the authority to appoint the City Manager and the City Attorney, and members to various local and regional committees, commissions and other boards.

City Councilmembers also serve as Board Members of the Successor Agency to the San Fernando Redevelopment Agency, the San Fernando Public Financing Authority, and the San Fernando Parking Authority. However, all of these entities are currently inactive.

Since the City of San Fernando is a General Law City, rather than a charter city, its City Council must act within the legal framework and procedures established by the California Government Code, the Election Code, and the State law. Local laws are established by ordinance and are codified in the San Fernando Municipal Code. These laws are enforceable by the City, and violations thereof can constitute a misdemeanor or an infraction. Other directives and policies of the City Council are recorded in Council resolutions and Council minutes.

The California Government Code stipulates that the official officers of a city are as follows: at least five councilmembers, a city clerk, treasurer, police chief, fire chief, and any subordinate officers or employees provided by law.

CHAPTER I – ORIENTATION

Congratulations, and welcome to the San Fernando Team! As a newly elected City Councilmember, there is an abundance of information, policies, and procedures that you will encounter in the near future. This handbook was created to assist you and provide a reference during your tenure.

ASSUMING OFFICE

After you are elected, there are particular forms that you are required to complete and file with various bodies and/or departments.

The City Manager's Office will work with you to schedule orientation meetings with City Departments.

YOUR FIRST MEETING

During your first City Council meeting and after the current City Council declares the results of the election, the City Clerk will administer the Oath of Office and you will take your seat on the dais.

Following the declaration of the election results and installation of elected officials, the new City Council shall choose one of its members as Mayor and one of its members as Vice Mayor. The Mayor and Vice Mayor will serve a one-year term.

ORIENTATION

ADMINISTRATION DEPARTMENT

The Executive Assistant to the City Manager provides administrative support to the City Council.

At your earliest convenience and after your first City Council meeting, please schedule a meeting with the Executive Assistant to the City Manager; allow approximately 30 minutes. During this meeting, you will need to complete a Personal Information Summary and you will be provided with the following:

- Access Codes (City Council Office and City Hall);
- Parking Pass
- Meetings Calendar (including City Council, Commissions, Holidays, etc.)
- City Councilmember Handbook
- City Council Procedural Manual
- Current Fiscal Year Budget
- Current Strategic Goals
- Standing Committees List
- Commission List
- Liaison Assignment List
- Organizational Charts

BUSINESS CARDS, CITY-ISSUED CELL PHONE, EMAIL ADDRESS

As a City Councilmember, the City will provide business cards, a City-issued cell phone (or technology benefit), and a City email address. The Executive Assistant to the City Manager will discuss your preferences (i.e., how to list your name, type of phone).

BIO AND PHOTO

The City's website will be updated with the new City Council's information; please provide a brief biography and current photo. The Executive Assistant to the City Manager can provide you with examples.

PERSONNEL DIVISION

As a City Councilmember, you are entitled to receive compensation (see Chapter VII – Salary and Benefits); and as such, the City requires you to provide and complete certain documentation. At your earliest convenience, please schedule a meeting with the Personnel Division; allow approximately 60 minutes. You will need to provide the following:

- Driver's License (copy)
- Social Security Card (copy)
- W-4 (completed)
- Form I-9
- Designation Form
- CalPERS Election of Optional Membership Form
- Direct Deposit Form

Optional Forms you may provide:

- CalPERS Beneficiary Designator Form
- Health Enrollment Form
- Dental Dual-Choice Enrollment Form
- Vision Service Plan Enrollment Form
- Mission Square 457 Enrollment Form

CITY ATTORNEY, CITY MANAGER, DEPARTMENT HEADS

In the immediate future, a special meeting will be scheduled so that the City Attorney may provide a brief orientation and the City Manager and Department Heads may provide an update on current projects and other relevant issues.

CHAPTER II – LOCAL GOVERNMENT IN SAN FERNANDO

San Fernando was incorporated as a city on August 31, 1911, being governed by a City Council. The city, by ordinance, established the council/manager form of government in 2013. San Fernando is a general law city and the City Council is the governing body. The City Council is vested with all the regulatory and corporate powers of a municipal corporation provided for by state law governing general law cities.

COUNCIL-MANAGER FORM OF GOVERNMENT

Under the council-manager form of government, citizens elect their representatives - the councilmembers, who make decisions which determine the policy of the city.

The City Council is the governing body of the city responsible for establishing policies and programs. The City Council is responsible to the citizens of the community to see that local policies and laws address both short and long term needs, and that citizens receive a return on their tax investment in terms of adequate city services.

While the City Council establishes policies and programs, it is the responsibility of the City Manager to apply and administer those policies to the day-to-day operations of the city. The City Manager oversees the total city operations and is the liaison between the council and the city staff.

Team work between the City Council and the City Manager is a key element of the council-manager plan. The pooling of skills is essential to resolve the many complex problems that face the city today. The council-manager plan seeks to enhance the effectiveness of local policy-making and municipal operations by bringing together skilled lawmakers, community representatives, and experts in municipal administration and management. Please refer to Attachment "3" for more detail on the council-manager relationship.

MAYOR AND CITY COUNCILMEMBERS

The City of San Fernando is governed by a five-member City Council elected to four-year terms on a staggered basis. Councilmembers are elected at-large in the general election in November of even numbered years. After each general election, the City Council elects a Mayor and Vice Mayor from its own membership.

The Mayor is not directly elected by the populous. While the Mayor is the presiding officer of the City Council, the Mayor's vote does not carry any more weight than other councilmembers. As presiding officer, the Mayor calls council meetings to order, announces the order of business as detailed on the agenda, states motions, calls for a vote and announces the results, facilitates and monitors discussions, maintains order, and enforces the council's rules and parliamentary procedures. When the Mayor and Vice Mayor are absent from any meeting of the City Council, the meeting shall be called to order by the City Clerk, whereupon the City Clerk shall immediately call for the selection of a temporary Presiding Officer.

The Mayor also, with City Council approval, signs all ordinances, resolutions, and other records of proceedings approved by the City

Council. The Mayor has no veto power. The Vice Mayor serves in the capacity of the Mayor during any absence or incapacitation of the Mayor.

The Mayor and members of the City Council are elected to provide leadership in setting community goals and in formulating broad-based policies. The City Council is the focal point for identifying and interpreting the wishes of the citizens and translating these into specific programs.

Successful goal setting and policy formulation largely depend on a good working relationship amongst the City Council and between the City Council and the administrative staff. Under the City Manager's direction, staff can provide assistance in analyzing community needs, suggesting action programs, and calculating the costs of proposals. But the City Council has the final responsibility for establishing local policies and determining services and budget levels appropriate for the community.

CHAPTER III – STATUTORY REQUIREMENTS/REGULATIONS

THE BROWN ACT

The Ralph M. Brown Act is a law that provides that all meetings of a legislative body, whether meetings of the City Council or its appointed advisory bodies, shall be open and public and all persons shall be permitted to attend. Notices of such meetings must be made 72 hours prior to the meeting. A "meeting" takes place whenever a quorum is present and subject matter related to the city business is heard, discussed, or deliberated upon.

THE POLITICAL REFORM ACT

The Political Reform Act states that public officials shall perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them. The Political Reform Act establishes regulations regarding Conflicts of Interests and Campaign Receipts and Expenditures.

All public officials are required to complete annual Statements of Economic Interests, which are kept on file with the City Clerk Department.

THE MUNICIPAL CODE

The San Fernando Municipal Code sets forth the regulatory, penal and administrative laws of general application to the city. Local ordinances adopted by the City Council are codified in the municipal code. These laws are enforceable by the city, and violation constitutes a misdemeanor or infraction. The municipal code is divided into the following categories:

- General Provisions & Penalties
- Administration
- Advertising
- Amusements & Entertainments
- Animals
- Buildings & Building Regulations
- Businesses
- Outdoor Smoking Regulations
- Civil Emergencies
- Emergency Services
- Environment
- Fire Prevention & Protection
- Health & Sanitation
- Manufactured Homes & Trailers
- Offenses & Miscellaneous Provisions
- Parks & Recreation
- Peddlers & Solicitors
- Planning
- Second Hand Goods
- Solid Waste & Recyclable Collection Services
- Streets, Sidewalks & Other Public Places
- Subdivisions
- Taxation
- Telecommunications
- Traffic & Vehicles
- Utilities
- Vegetation
- Vehicles for Hire
- Zoning

CHAPTER III – STATUTORY REQUIREMENTS/REGULATIONS

The entire text of the San Fernando Municipal Code may be found via the City's website at SFCITY.ORG/City-Clerk.

Other directives and policies of the City Council are recorded in City Council resolutions or by minute action of the City Council.

THE SAN FERNANDO CITY COUNCIL PROCEDURAL MANUAL

The City Council, by resolution, has adopted rules that are enacted pursuant to Government Code Section 36813 to provide decorum and order at City Council meetings and to promote the efficient conduct of those meetings. The rules govern the procedures of the City Council itself and the conduct of individual Councilmembers. It is also intended that the rules govern the conduct of City staff and members of the public who attend City Council meetings. In the event of a conflict between these rules of procedures and any provision of state or federal law, including but not limited to the Ralph M. Brown Act codified at Section 54950 et seq. of the California Government Code, the state or federal law controls.

Please see the References Section for the current San Fernando City Council Procedural Manual.

CHAPTER IV – YOUR ROLE AS A CITY COUNCILMEMBER

RESPONSIBILITIES

As a Councilmember, you are a part of the City Council as a body, which provides policy direction through majority (i.e., 3) support at City Council meetings. The City Council is the elected legislative and policy-making body of the city government. The City Council is responsible to the citizens for:

- Establishing community-wide goals that address short and long range needs.
- Formulating policies that define a course of action that shape city operations.
- Acting as a link between the professional staff and local citizens.

City Councilmembers are local leaders. The electorate expects the City Council to set the tone and direction for municipal operations. Strategic planning and goal setting are the tools that enable a City Council to define their vision and determine methods for accomplishing their goals.

POLICY AND ADMINISTRATION

A dictionary definition of "policy" states that it is "any plan or course of action designed to influence and determine decisions, actions, and other matters." For a City Council, policy is the business of making decisions about the community. Examples of policy decisions include:

- The adoption of an ordinance regulating sewer and water operations.
- Approval of land-use policies and implementation procedures.
- Decisions concerning projects which involve federal and state grants as well as local expenditures.

In theory, the distinction between policy and administration has been that policy is the process of determining ***what*** is to be done, while administration is the process of determining ***how*** to do it. A policy is what the Council defines it to be. However, the day-to-day operation of the various departments is administration. In reality, a fine line exists between policy and administration; any issue that is perceived as important or controversial can become a "policy" matter.

The City Council has the final say in major policy decisions such as: adoption of the budget; acceptance of a new job classification and compensation plan; selling a bond or issued debt; or changing the Zoning Code or General Plan. While City Council has the final say in policy matters, the City Manager, staff and citizens also play a prominent role in the development of policies.

The City Council, City Manager, and staff analyze community needs, identify available resources, and suggest courses of action, but the City Council has the final say on matters that effect services.

Because the distinction between policy and administration is frequently blurred, tension can result when the City Council, City Manager, and/or staff feels that their area of responsibility is being infringed upon.

Perhaps the best way to prevent conflicts over whether or not something is policy or administration is for the City Council and the City Manager to discuss and attempt to clarify their respective roles and expectations of one another. The result can be a more effective and harmonious partnership.

MAJORITY DECISION VS. INDIVIDUAL OPINION

If a member of the City Council appears before another governmental agency or organization to give a statement on an issue affecting the City, the Councilmember should first indicate the majority position and opinion of the City Council. Personal opinions and comments may be expressed only if the Councilmember clarifies that these statements do not represent the position of the City Council.

SERVICES AND RESOURCES

While the electorate expect high quality local government services at minimum cost, the existing social and economic conditions make this increasingly difficult to achieve. Today's City Council is part of an era that requires a variety of strategies for getting by with less.

In a resource scarce environment (e.g. recession), it may be necessary to consider cutbacks, reallocations, program terminations, and re-thinking what services the city should provide. However, the continued charge will be to provide the best level of service with available resources.

COMMUNICATION/PUBLIC INPUT

Elected officials not only represent their constituents and make decisions on their constituents' behalf, but they also have the opportunity to communicate with the public.

The City Council can take a leadership role in promoting two-way communication with the public. Citizens' views can be sought in a variety of ways: public meetings; advisory committees; citizen surveys; and volunteer assistance in city government. Similarly, the City Council can express its view by speaking to local civic groups, and working with the press and other news media to provide accurate and up-to-date information.

CONSTITUENT REQUESTS

Members of the City Council will frequently receive requests or complaints. In most cases, the city staff can resolve these problems. The main thing is for the Councilmember to get the basic information, then pass this on to the City Manager or have the person contact the appropriate staff member directly. Staff's goal is to respond to the person within 24-48 hours, or on the first working day following a holiday or weekend, if at all possible. The key to answering constituent requests is to be specific in what the City Councilmember will do, i.e., promise a timely response, look personally at the problem, etc., while avoiding a commitment to "fix anything."

PRIORITY GOAL SETTING

Annually, the City Council conducts a special study session, no later than the first regularly scheduled Council meeting in April, to set priorities and goals for the subsequent fiscal year. These goals are discussed between the City Manager and Department Heads, and worked on throughout the year.

CHAPTER V – CONFLICT OF INTEREST

GENERAL PROVISIONS OF THE LAW

The statutes (the Political Reform Act of 1974) provide that certain municipal officers must disclose their "economic interests" annually on forms provided by the Fair Political Practices Commission (FPPC). These municipal officials are members of the City Council, members of the City Planning and Preservation Commission, the City Manager, the City Treasurer, and the City Attorney.

Statements of Economic Interests (Form 700) are submitted by these officials to the City Clerk who makes and retains a copy of each statement and forwards the original to the FPPC in Sacramento. These forms are required within 30 days of assuming or leaving office as well as annually.

In addition, the city is required to determine which of its other officials, commission members, and employees perform duties that involve potential conflicts of interest. The city has adopted a resolution outlining those positions, called "designated employees." These employees are required to disclose their economic interests. A copy of the Political Reform Act, as amended, is available on the FPPC's website at www.fppc.ca.gov.

Conflict of interest is a complex issue. Councilmembers should carefully consider and monitor "gifts" from any person or organization whether the gift be financial support, loans, event tickets, meals, etc. Many of these gifts may need to be reported and may present a conflict of interest when considering and/or voting on projects or issues related to the person presenting the gift. Questions relating to conflict of interest should be directed to the City Attorney or your personal attorney.

CHAPTER VI – ETHICS & SEXUAL HARASSMENT PREVENTION TRAINING

AB 1234

The California State Legislature adopted AB 1234 in 2006, which requires all elected and some appointed local government officials to receive ethics training once every two years. Although you have a year from the date you were appointed, it would be a good idea to receive the training as soon as possible. Many of the topics covered in the AB 1234 training, such as the Brown Act, due process requirements, bias, and conflict of interest address issues that you need to be aware of.

The training must be two hours in length may be completed by attending a training session or through an approved online course. Certificates of completion are to be kept on file with the City Clerk. The City Clerk will provide information on training courses, or it may be obtained from the following:

- Fair Political Practices Commission's website www.fppc.ca.gov (click Ethics then Local Ethics Training); or
- The Institute for Local Government's website www.ca-ilg.org/ab1234compliance.

AB 1661

The California State Legislature adopted AB 1661 in 2016, which requires local agency officials to receive two hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter if the agency provides any type of compensation, salary, or stipend to those officials.

The Personnel Division will provide information on training courses.

CHAPTER VII – SALARY AND BENEFITS

COMPENSATION

The City Council, in accordance with Government Code Section 36516, sets the salary for the City Council by ordinance. Such salaries shall be payable at the same time and in the same manner as the salaries that are paid to other officers and employees of the City. The salaries prescribed in this section are exclusive of any amounts payable to each member of the Council as reimbursement for actual and necessary expenses incurred in the performance of official duties of the City.

The monthly salary shall become effective in the first full calendar month following the date on which one or more members of the City Council begins a new term of office.

Currently (Fiscal Year 2023-2024), Councilmembers shall be paid compensation in the amount of $580 per month. City Council has adopted compensation adjustments over the next few years to $764.53 in 2025.

OTHER BENEFITS

In addition to the compensation listed above, Councilmembers shall also receive the following benefits:

AUTOMOBILE ALLOWANCE

The City shall provide Councilmember with an automobile allowance in the amount of $400 per month to assist the members with the cost of using and operating their own private vehicle, and to offset expenses such as gasoline, auto insurance, maintenance, repair, and other automobile related costs and expenses.

MEDICAL, DENTAL AND VISION INSURANCE

Councilmembers shall receive any and all employee medical, dental, and vision insurance benefits otherwise accorded the City's executive management employees (Department Heads). However, where a fixed Cafeteria Plan allotment is accorded for purchase of medical, dental, and vision insurance, and the Councilmember does not spend his or her entire allotment, the balance shall be placed into a deferred compensation plan (Section 457 Plan) maintained by the City.

RETIREMENT

Councilmembers shall be entitled to retirement benefits, as per the stipulations of the State of California Public Employee's Retirement Laws.

TECHNOLOGY REIMBURSEMENT

Councilmembers may elect to receive a technology reimbursement of $125 per month in lieu of a City-issued cell phone. Councilmembers that elect to receive a City-issued cell phone will not receive the reimbursement.

WELLNESS REIMBURSEMENT

The City shall reimburse Councilmembers up to annual maximum of $750 for reimbursable "wellness" expenses specifically incurred for health and welfare to the extent defined and permitted by Government Code Section 53200(d). Medical exams, uninsured medical care costs, vision and dental expenses may qualify as health and welfare benefits. However, health club/ fitness center

membership, registration fees for health classes, and entrance fees for competitive events shall not qualify as health and welfare benefits.

CHAPTER VIII – BUDGET ALLOCATIONS

The City budget includes funds for each Councilmember to attend training, meetings, and conferences. All travel, training, and reimbursement expenses are subject to policies and procedures set forth in the City's financial procedures.

In addition to the above allocations, funds are budgeted for Community Investment Funds, Fee Waivers, and Proposition A Recreational/ Special Event Transportation. Please note: the below listing is reflective of the Fiscal Year 2023-2024 budget.

MEETINGS AND TRAVEL

Currently, $5,000 is allocated to each Councilmember annually to attend meetings/ conferences and related travel expenses. Typical conference attendance includes: League of California Cities Annual Conference, National Association of Latino Elected and Appointed Officials (NALEO), Independent Cities Association (ICA).

Councilmember seated after budget adoption will receive a prorated amount.

MEMBERSHIP AND SUBSCRIPTION DUES

Currently, $700 is allocated to each Councilmember annually for professional memberships. Typical membership dues include: National Association of Latino Elected and Appointed Officials (NALEO).

Councilmember seated after budget adoption will receive a prorated amount.

COMMUNITY INVESTMENT FUNDS

The City's refuse contractor, Republic Services, established a recycling revenue sharing program with the City where they return $10,000 annually from the proceeds from the sale of recyclable materials to the City towards an annual community investment fund. Each Councilmember selects an annual event, program and/or City organization to provide up to $2,000 per fiscal year. Programs may include City sponsored events, community involvement activities or new programs established in the City. The goal of the program is to encourage recycling from all sectors and provide a stable source of monetary contributions to support San Fernando to thrive and become a more prosperous and sustainable City.

Organizations interested in receiving Community Investment Funds must complete a Request to Utilize Community Investment Funds form.

Councilmember seated after budget adoption will receive a prorated amount.

SPECIAL EVENT APPLICANT FEE WAIVERS

Special Event Application Fee Waiver funds in the amount of $12,500 are included in the City Annual Budget. Per City policy, the maximum fee waiver awarded to any one event applicant will be $5,000. Currently, $2,500 is allocated annually to each Councilmember to grant fee waivers for special events.

Councilmember seated after budget adoption will receive a prorated amount.

CHAPTER VIII – BUDGET ALLOCATIONS

Funding Guidelines/Program Preferences: To be eligible for fee waiver consideration, the applicant for the Special Event Permit must be a non-profit agency with tax-exempt status, an organization with a tax exempt fiscal receiver, or a community based youth program. Criteria for Community Youth Program are as follows:

1. Established organization for at least one year;
2. Youth participants only (18 years or younger);
3. Ability to comply with contract requirements;
4. Project benefits and serves San Fernando residents.

To be considered, the Special Event must be held within the Award Period. Any Special Event Applicant failing to enter into a contractual agreement within 45 days of the initial award date will forfeit the award. All forfeited funds will be placed on the next available City Council Agenda for re-allocation by City Council, or the Councilmember who originally allocated the funds, if applicable.

Eligibility: The City of San Fernando seeks to partner with Special Events that promote cultural and/or economic development and provide a measurable benefit to the City's businesses and/or residents. Applicants must demonstrate in their application, preferably through quantifiable and measurable data, that they will be serving San Fernando businesses and/or residents through their event. Political campaigns and fund raising events are **ineligible** for funding consideration.

Applicants granted a fee waiver will be required to submit a report within thirty (30) days of the completion of the event. The report shall include information and data supporting the promotion of cultural and/or economic benefits to the City's businesses and residents. Such information may include, but is not limited to, total number of attendees, number and type of event vendors (e.g. food, informational, for-profit business, non-profit organization, etc.), description of entertainment, event specific profit-loss statement, statements of support from local businesses and/or residents that attended and/or participated in the event, etc.

Program Administration: The Recreation and Community Services Department Staff will administer Special Event Fee Waiver Applications to determine if the Event meets minimum eligibility standards prior to submittal to City Council for review.

Special Event Fee Waiver Application: Each Applicant interested in consideration for a fee waiver must first submit a Special Event Application. For fee waiver consideration, it is required to submit a Special Event Fee Waiver Request form.

CHAPTER IX – CITY COUNCIL MEETINGS

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of guidelines that regulate and standardize how the City Council conducts its business. However, the City Council can modify these standard procedures to best suit its needs.

ORDINANCE ESTABLISHING RULES OF DECORUM FOR MEETINGS

Meetings of the City Council shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and the deliberative process of the Council is retained at all times. The presiding officer of the Council, who shall be the Mayor, or Vice Mayor, or in their absence, other member so designated by the Council, shall be responsible for maintaining the order and decorum of meetings.

SPEAKER TIME LIMITS

Members of the public speaking on an issue shall be limited to three minutes. By majority consensus of the City Council, the speaker time limits may be shortened or lengthened depending on the number of requests to speak and/or the length of the meeting.

CITY COUNCIL QUESTIONS OF SPEAKERS

Councilmembers who wish to ask questions of speakers may do so, but only after being recognized by the Mayor.

Councilmembers shall not engage in debate with a member of the public at meetings since it is not an agendized item in accordance with the Brown Act. Additionally, these debates seldom resolve concerns and may inflame feelings at a public meeting.

TYPES OF COUNCIL MEETINGS

All meetings, regular, special, or closed sessions must be conducted within the geographical boundaries of the governing body's jurisdiction, unless specifically exempted.

REGULAR MEETINGS

The San Fernando City Council holds regular meetings on the first and third Monday of each month at 6:00 p.m. State law (the Ralph M. Brown Act) requires that public notice be given at least 72 hours before the meeting indicating the time and place of the meeting. An agenda of each meeting is posted at City Hall and on the City's website. Regular meetings may be adjourned or continued to a specified time and place.

STUDY SESSIONS

Study sessions are often referred to as "work sessions" and are usually informal, and are open to the public. The purpose of the study session is to give the City Council the opportunity to review items that require more in depth study than time allows on the regular evening meeting agenda, and to receive informational reports/items that require no formal action.

CHAPTER IX – CITY COUNCIL MEETINGS

SPECIAL MEETINGS

The City Council can also call special meetings to review and discuss specific topics. Members of the City Council must receive notices of special meetings at least 24 hours prior to the time of the meeting. The notice must specify the time and place of the special meeting and the business to be transacted or discussed. Regular ordinances **may not** be adopted at special meetings; only urgency ordinances may be adopted at such meetings. Items not listed on the agenda shall not be considered at the special meeting.

CLOSED SESSIONS

Closed sessions may be held to discuss certain matters specified by law, including:

- Personnel matters to consider the appointment, employment, performance, or dismissal of a public employee (i.e., City Manager or City Attorney);
- Threat to public services or facilities;
- Labor negotiations;
- Real estate negotiations;
- License applications by persons with criminal records; and
- Pending and existing litigation.

Closed sessions are attended by the City Council, City Manager, City Attorney, appropriate management staff and occasionally by a special consultant or attorney depending upon the matter under discussion. Closed sessions are not open to the public. Matters discussed during closed session are confidential and may not be discussed with anyone outside of the closed session or during a public meeting. Violations of the closed session confidentiality requirement could put the city in a perilous position with respect to litigation and represent a violation of the law for the person violating the confidentiality requirement.

If any final decisions are made in the closed session meeting, the agency must reconvene in open session where it may be required to report the specific votes and actions taken by the agency.

EMERGENCY MEETINGS

Emergency meetings may be called by the City Council with one-hour notice to its members. The City Council **may not** meet in closed session during an emergency meeting. Except for the 24-hour notice requirement, the special meeting requirements set forth above shall apply in emergency meetings.

BUDGET HEARINGS

Every year, the City Council holds a budget hearing to review funding allocations for the goals and objectives outlined by the City Council. Prior to the budget hearing, the City often holds a number of budget study sessions to discuss the budget in more detail at a public meeting.

CHAPTER IX – CITY COUNCIL MEETINGS

MINUTES AND RECORD KEEPING

The minutes serve as a source of information for the City Council itself and for the public. Meeting minutes are required to include the following information:

- Members present;
- Motions, proposals, resolutions, orders, ordinances, and other items of business and their disposition;
- Results of all votes including the vote of each member by name, when appropriate.

The minutes are generally an action of what took place and do not include a verbatim transcript. The City Clerk is responsible for recording, preparing, and maintaining City Council minutes. Minutes of Council meetings are available for review in the City Clerk Department and online at www.sfcity.org.

NOTICE AND AGENDA OF MEETINGS

The City Manager is responsible for preparing the agenda. The agenda is a listing and synopsis of each business item the City Council will consider during its meeting. The City Council shall follow the order of business as outlined in the prepared agenda. Items may be taken out of order by the Mayor or by a majority consent of the Council. The agenda may be amended in accordance with State Law, prior to any meeting.

AGENDA FORECAST

The City Clerk prepares and distributes an Agenda Forecast bi-monthly, prior to each City Council meeting. The purpose of the Agenda Forecast is to apprise City Council of matters that will be presented to City Council in the immediate future.

AGENDA DEADLINE

Any citizen requesting to place an item on the agenda shall advise the City Manager or City Clerk in writing no later than 5:00 p.m. on the Monday preceding the meeting at which he/she wishes the item to be considered. If the City Manager concludes that the matter is appropriate for City Council consideration, it shall be placed on either of the next two regular City Council Agendas.

Councilmembers wishing to place an item on the agenda shall provide the City Clerk with a general description of the item on or prior to 12:00 noon on the Wednesday preceding the City Council meeting.

Items that have been previously agendized, discussed and determined by action of the City Council are discouraged from being placed on the agenda again unless a Councilmember can demonstrate a change of circumstances pertaining to the item or present new information of substantial importance that was not know at the time previous City Council action occurred.

CHAPTER IX – CITY COUNCIL MEETINGS

NOTICE AND AGENDA POSTING

Notices and agendas are posted on the bulletin board in front of City Hall (117 Macneil Street, San Fernando) and delivered in accordance with State Law.

A PDF version of the agenda is emailed to City Councilmembers and interested citizens. Copies are also available at City Hall or online at SFCITY.ORG/City-Council. The City Clerk makes the agenda available at every meeting.

The agenda and relevant background materials (agenda packet) are ready for pick-up in the City Clerk Department or online on Thursday or Friday afternoon before the scheduled Monday City Council meeting. A Dropbox folder will also be available to each Councilmember for electronic viewing of the agenda packet.

TYPES OF COUNCIL ACTIONS

CONSENT CALENDAR

Items appearing on the Consent Calendar are routine in nature and require no discussion by the City Council. If discussion is requested by a member of the council, it is "removed" from the Consent Calendar and handled as a regular agenda item.

Typical Motion: *"I move that the Consent Calendar (with the exception of items which have been removed) be approved as recommended."*

ORDINANCES

Ordinances are the laws of the municipality. City Councils are given the power to pass ordinances by Government Code Section 37100 as long as those ordinances are not in conflict with the laws and Constitution of the State of California or the United States. Approval of an ordinance requires a first reading or introduction and a second reading and adoption, with at least five days between readings (except an urgency ordinance). The passage of an ordinance requires the affirmative votes of at least three (3) City Councilmembers. The ordinance is then published in the local newspaper or posted within 15 days and becomes effective thirty (30) days after adoption. The thirty (30) day time frame is known as a referendum period. A referendum period is required by state law and is a time frame in which any citizen can file a petition challenging the legality of a recently adopted ordinance. An ordinance is an action that can be repealed or amended only by a subsequent ordinance.

First Reading: An ordinance is introduced by reading its title (read by the City Attorney or City Clerk), or by complete reading, if requested by a City Councilmember.

Typical Motion: *"I move to introduce Ordinance No.__ by title only and waive further reading….."*

Second Reading: The title of the ordinance is included on the consent calendar for adoption. Unless removed from the consent calendar, the ordinance will be adopted in a single motion with the balance of the consent calendar.

If there is opposition to the ordinance, it must be pulled from the consent calendar and voted on separately.

When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this section.

URGENCY ORDINANCES

In matters deemed by the City Council to warrant immediate action to preserve peace, public safety or health, an emergency ordinance may be passed immediately upon introduction at either a regular or special meeting, and can be effective immediately.

RESOLUTIONS

A resolution expresses the policy of the City Council on directing certain types of procedural or administrative actions. It requires only one reading and may be changed by subsequent resolution.

Typical Motion: *"I move that Resolution No. __ be adopted as submitted."*

PROCLAMATIONS

A proclamation is a public declaration of the City Council's endorsement of something such as a special event or happening. Such public announcement usually is made at the request of the organization sponsoring the event or for functions of a personal nature such as a birthday, anniversary, etc.

CERTIFICATE OF APPRECIATION

A Certificate of Appreciation is a certificate endorsed by the City Council showing the City's appreciation to an individual who has given years of energy and knowledge to the growth and development of the City.

MINUTE ACTIONS

These ordinarily indicate majority approval for a procedural action. Minute actions are usually used for disposition of business items on the agenda.

PUBLIC HEARINGS

A public hearing is the open consideration of an issue within a regular meeting of the City Council, for which special public notice has been given and may be required. During a specified portion of the hearing, any resident or concerned individual is invited to present information, offer support or objection for the subject under consideration. Public hearings are required for such items as zoning changes, annexations, weed abatement liens, etc.

RULES FOR PERSONS PRESENTING TESTIMONY TO THE CITY COUNCIL

- The person must be clearly recognized by the Mayor and is to approach the podium and microphone before testifying.
- Name should be clearly stated for the record.
- Testimony will not be received out of order of sequence outlined in the order of proceedings listed above.

- All exhibits and documents used by witnesses shall be given to the City Clerk.
- Only factual testimony will be considered by the City Council and no emotional appeals or personal attacks will be tolerated during any of the proceedings.

CHAPTER X – COMMUNICATIONS

COMMUNICATIONS WITH STAFF

City Council may contact Department Heads directly to ask questions for clarification or to request information related to any agenda item, but should copy (or include) the City Manager. Staff has been directed to copy the City Manager on all responses to Councilmembers.

A Councilmember shall not direct staff to initiate any action, change a course of action, or prepare any report that is significant in nature, nor shall a Councilmember initiate any project or study without the approval of a majority of City Council.

UNDUE INFLUENCE ON STAFF AND COMMISSIONS

Councilmembers shall not attempt to coerce or influence staff or commissioners in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits. The City Council shall not attempt to change or interfere with the operating policies and practices of any City department.

COMPLAINTS REGARDING PERFORMANCE OF STAFF

Any concerns by a member of City Council over the behavior or work of a City employee should be directed to the City Manager privately to ensure the concern is addressed. Councilmembers shall not reprimand employees directly, nor shall they communicate their concerns to anyone other than the City Manager.

HANDLING OF LITIGATION AND OTHER CONFIDENTIAL INFORMATION

Councilmembers shall keep all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to ensure that the City's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Councilmembers, the City Attorney or City Manager.

Questions may be directed to the City Manager

CITIZEN COMPLAINT PROCESS

All complaints directed to the Mayor or City Council shall be given to the Mayor and a copy forwarded to the City Manager and department. The City Manager shall provide direction for responding to the complaint, and the City Manager's office will coordinate the response.

Councilmembers are discouraged from responding directly to complaints without coordinating with the City Manager's office to ensure a unified response and to prevent dual efforts in the event another department is already preparing a response.

Staff will copy or otherwise communicate their response to the City Council.

CHAPTER X – COMMUNICATIONS

REQUESTS FOR STAFF RESEARCH

Councilmembers may request information or research from staff on a given topic directly when it is anticipated that the request can be completed by staff in less than one hour. Councilmember requests for research or information that are anticipated to take staff more than one hour to complete should be directed to the City Manager. Requests for new information or policy direction will be brought to the full City Council for consideration. Responses to all requests will be copied to all Councilmembers.

CHAPTER XI – CITY ORGANIZATION

CITY ATTORNEY

The City Attorney is a contract position, appointed by the City Council, and is responsible for providing necessary legal services and guidance to the City Council, the City Manager, Department Heads, and city advisory bodies to ensure that city functions are performed on a sound legal basis.

CITY MANAGER

The City Manager, appointed by the City Council, is responsible for the overall administration of the City in response to the policies and programs established by the City Council. The City Manager is responsible for forecasting the program and service needs of the City and its related financial, personnel, and capital improvement requirements.

CITY CLERK

As provided in the California Government Code, the City Clerk is one of the officers of the City. In San Fernando, the position is appointed by the City Manager.

CITY EMPLOYEES

City employees comprise the majority of city government. They perform the day-to-day functions necessary to provide services to the community. Department Heads administer specific functions of city government and are responsible to the City Manager.

CITY DEPARTMENTS

The City of San Fernando is currently organized into seven (7) departments. This chapter provides a brief description of the functions and services performed by each department.

CITY MANAGER'S OFFICE

The City Manager's Office includes the Economic Development Division, and management of the City Attorney, Labor Attorney, and Fire Services contract. The City Manager's Office is responsible for managing day-to-day operations of the City, including, but not limited to, facilitating quality City service delivery to internal and external customers, coordinating inter-departmental cooperation, and setting overall fiscal policy.

CITY CLERK DEPARTMENT

The City Clerk Department is responsible for administering federal, state and local laws pertaining to elections, the Brown Act, the Public Records Act, the Political Reform Act, and AB1234 Ethics Training compliance; oversees City records management; provides legislative support functions including the preparation of agendas and minutes; ensures City compliance with Fair Political Practices Commission (FPPC) regulations regarding annual disclosure statements and campaign contribution statements; prepares and maintains a complete and accurate record of all City Council legislative actions; safeguards the City seal; and performs a variety of other administrative duties in support of the City Council as assigned.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department staff assists legislative bodies, including the City Council, the Successor Agency, the Planning and Preservation Commission, as well as residents, businesses and property owners in the City to address urban planning, environmental, housing, historic and neighborhood preservation, public art, and other City building and zoning code related matters.

Staff oversees the following activities:

- Ensuring that new building construction adheres to municipal building codes;
- Providing planning and development review to safeguard compliance with the City's general plan and zoning regulations;
- Enforcing municipal building and property maintenance regulations on existing buildings;
- Facilitating affordable housing provision and coordination for homeless services;
- Updating local ordinances in compliance with State law, and focusing on developing policies and implementing strategies to improve economic vitality in the City; and
- Providing technical support to the City Council, the Successor Agency, and the Planning and Preservation Commission relating to planning review and approval of new development, neighborhood preservation, and environmental compliance.

ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department includes the Human Resources, Finance, and Internet Technology divisions and is responsible for providing fiscal oversight and control to all City operating departments. As a central support function, the Administrative Services Department administers and oversees all financial operations, including, but not limited to, working in partnership with other City departments to adhere to the adopted budget, implementing financial control measures, developing financial policies, and maximizing the value of the City's assets. As such, the Department provides quality services in conformance with the highest professional standards.

The Administrative Services Department's primary functions include: recruiting and retaining talented staff, accounting, budgeting, business licensing, cashiering, short/long-term financial planning and reporting, technology networking services, payroll services, purchasing, risk management, vendor payments, utility billing, and providing support to internal departments.

POLICE DEPARTMENT

The Police Department is a dedicated group of law enforcement professionals vested in the highest quality of life for the community. Through investigations, patrols, crime prevention, and other specialized services, the Department protects life, property, and the rights of all persons. The Department continues to enjoy strong community support based upon efficient and effective law enforcement operations.

PUBLIC WORKS DEPARTMENT

The Public Works Department provides engineering services and capital improvement planning to ensure a high quality of public infrastructure. The Public Works Department is responsible for rehabilitating and restoring the City's infrastructure (i.e. facilities, streets, water pipelines, sewer system), providing safe and reliable water delivery, improving the flow of traffic, maintaining parkway streets and landscape, cleaning of City streets, overseeing transportation programs, managing the City's sanitary sewer system, and coordinating refuse and recycling programs.

RECREATION AND COMMUNITY SERVICES DEPARTMENT

The Recreation and Community Services Department is comprised of four (4) divisions, which include Administration, Community Services, Recreation, and Cultural Arts/Special Events. Collectively, the divisions provide programming, services, and resources that include youth/adult sports, day camps, cultural arts, wellness/fitness, senior services, teen programming, volunteer opportunities, and city-wide special events.

Annually, an estimated 250,000 individuals participate in the organized programs facilitated by the Department, and an additional 200,000 people visit park facilities for non-organized activities. Combined, park patrons approximate 450,000 per year.

Please see the References Section for current Organizational Charts.

CHAPTER XII – LIAISONS, STANDING COMMITTEES AND ADVISORY BODIES

CITY COUNCIL LIAISON ASSIGNMENTS

City Councilmembers also serve as liaisons to several agencies that share mutually beneficial goals or benefits. Annually, the Mayor (with the consent of a majority of the City Council) may appoint new liaisons as appropriate.

The following is a listing of the agencies that the Councilmembers may serve as liaisons:

1. City Selection Committee
2. Valley Economic Alliance
3. Independent Cities Association (ICA)
4. California Contract Cities Association (CCCA)
5. Independent Cities Finance Authority (ICFA)
6. League of California Cities
7. San Fernando Valley Council of Governments (SFVCOG)
8. Southern California Association of Governments (SCAG)
9. Metropolitan Water District (MWD)
10. Los Angeles County Metropolitan Transit Authority (MTA) San Fernando Valley Service Council
11. Greater Los Angeles County Vector Control District (GLACVCD)
12. Upper Los Angeles River and tributaries Working Group (Mountains Recreation and Conservation Authority)

Please see the References Section for the current fiscal year's City Council Liaison Assignment List.

CITY COUNCIL STANDING COMMITTEES

From time to time, the City Council establishes City Standing Committees that explore new policies and programs, and develop recommendations to the Full City Council. Each committee is comprised of two Councilmembers.

Currently, the City Council does not have any Standing Committees.

AD HOC COMMITTEES

The Mayor may, subject to concurrence of a majority of the City Council, form an Ad Hoc Committee for a specific problem or special project. Each Ad Hoc Committee may consist of either one or two City Councilmembers, in addition to staff and/or community members.

Ad Hoc Committees are utilized for short-term problems/ special projects, do not have regular meeting, and are not subject to Brown Act requirements.

The following is a listing of the current Ad Hoc Committees:

1. Food Security
2. Economic Development/ Downtown Master Plan
3. San Fernando Beautification Program
4. CDBG Programs

5. Parking Management Master Plan
6. Education Compact

Please see the References Section for the current Ad Hoc Committee List.

COMMISSIONS AND COMMITTEES

City advisory bodies serve in an advisory capacity to City Council to facilitate public input and citizen participation in the determination of public policies.

With the exception of the Senior Citizens Advisory Board, City advisory bodies and the procedures/goals of the bodies are established by ordinance and are outlined in the San Fernando Municipal Code.

The Planning and Preservation Commission is a regulatory body, having authority to make final determination in applicable circumstances.

The following is a listing of the City's advisory bodies:

1. Disaster Council
2. Education Commission
3. Parks, Wellness, and Recreation Commission
4. Planning and Preservation Commission
5. Senior Citizens Advisory Board
6. Transportation and Public Safety Commission

The purpose and responsibilities of each advisory body may be found in the San Fernando Municipal Code.

Please see the References Section for the current Commissions/Committee List.

APPOINTMENT

The City Council shall have the authority to appoint individuals to City commissions. Appointed members of boards and commissions serve at the pleasure of the City Council, pursuant to Government Code Section 36506.

Unless otherwise specified, each City Councilmember will be assigned a position that will correlate to a position on each commission. That Councilmember will have the authority to nominate an individual to serve in an assigned position on the commission. Each such nomination shall require ratification by a majority of the City Council.

REMOVAL

All Commissioners serve at the pleasure of the City Council and any Commissioner may be removed, with or without cause, either by a majority of the entire membership of the City Council or by the Councilmember who individually appointed such Commissioner. If vacancies in any commission occur, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The Councilmember who nominated the vacating Commissioner shall nominate a replacement Commissioner, subject to ratification by a majority of the City Council.

TERM

The term of office for each commission member shall be one year; however, each member shall continue in the position beyond one year until replaced by the assigned City Councilmember or until the member resigns.

CHAPTER XIII – LEAVING OFFICE CHECKLIST

Upon concluding your tenure as a City Councilmember, you will need to return the following immediately:

- City Identification Card
- City-issued Laptop and Mouse
- City-issued Cell Phone
- Parking Pass
- Business Cards
- Final Expense Receipts and Reimbursement Forms
- Any Other City-Issued Equipment/Items

The City will discontinue retirement contributions to CalPERS on your behalf; however to you will need to meet with the Personnel Division regarding benefit (e.g., health, dental, vision, COBRA, etc.) continuation, transfer or termination if applicable.

Additionally, you will need to complete the following and submit accordingly:

- File Final Statement of Economic Interest - Form 700 (within 30 days)
- Retiring Officials Donate Surplus Campaign Funds, Close Account and Terminate Campaign Committee (no timeframe, but reporting obligations will continue to apply until committee is terminated and account is closed)
- Incumbents Not Returned to Office – to use campaign funds for a future election to the same office (no later than the closing date for the post-election filing period or the date of leaving office, whichever occurs last. If this does not occur, the funds will become "surplus" campaign funds and the same rules apply as for retiring officials)
  - ✓ File a Candidate Intention Statement Form (Form 501); and
  - ✓ Amend the Statement of Organization for the future election (Form 410).

Review Revolving Door Restrictions Under State Law and Section 2-32 of the San Fernando City Code (before leaving office).

THE CITY OF SAN FERNANDO

PROCEDURAL MANUAL

City Council

Of the

City of San Fernando

Adopted:	July 3, 1995	Resolution No. 6434
Amended:	March 16, 1998	Resolution No. 6604
	August 7, 2000	Resolution No. 6743
	July 21, 2003	Ordinance No. 1543
	July 20, 2009	Resolution No. 7328
	December 7, 2009	Resolution No. 7346
	May 3, 2010	Resolution No. 7376
	September 19, 2011	Resolution No. 7454
	May 4, 2015	Resolution No. 7664
	October 19, 2015	Resolution No. 7704
	May 7, 2018	Resolution No. 7850
	August 20, 2018	Resolution No. 7883
	March 18, 2019	Resolution No. 7907
	August 19, 2019	Resolution No. 7916

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PREAMBLE

These rules are enacted pursuant to Government Code Section 36813 to provide decorum and order at City Council meetings and to promote the efficient conduct of those meetings. The rules govern the procedures of the City Council itself and the conduct of individual Councilmembers. It is also intended that the rules govern the conduct of City staff and members of the public who attend City Council meetings. In the event of a conflict between these rules of procedures and any provision of State or Federal law, including but not limited to the Ralph M. Brown Act codified at Section 54950 et seq. of the California Government Code, the State or Federal law controls.

The source for many guidelines is set forth beneath the text of the section.

Because circumstances may differ from one meeting to the next, these rules are intended as guidelines, and are not inflexible rules. Accordingly, they may be waived at any meeting, by Motion, in accordance with Robert's Rules of Order.

1. MEETINGS

1.1 REGULAR MEETINGS

Consistent with Section 2-61 (regular meetings) of the San Fernando Municipal Code, regular meetings of the City Council of the City of San Fernando are held in the Council Chambers of the City Hall, 117 Macneil Street, San Fernando, California, on the first and third Mondays of each month at 6:00 p.m. When the day of the regular Council meeting falls on a legal holiday, the meeting will be held at the same hour on the next succeeding day that is not a holiday. The foregoing notwithstanding, the City Council will not convene for regular City Council meetings that would otherwise occur on the third Monday in December, unless the City Council, by majority vote of the body, determines in any given year that such meeting should be held. Nothing in this section shall prevent the City Council from calling any special meeting, adjourned special meeting, adjourned regular meeting or emergency meeting in the month of December that may be deemed necessary for the conduct of City business.

1.2 ADJOURNED MEETINGS

Any meeting may be adjourned to a time, place and date certain, but not beyond the next regular meeting.

1.3 SPECIAL MEETINGS

Special meetings may be called at any time by the Mayor or three members of the City Council by a written notice as outlined in Section 1.4 below. Only matters contained in the notice may be considered.

1.4 MEETING NOTICES (REGULAR, SPECIAL AND ADJOURNED)

Notices for regular meetings are to be posted with the regular meeting in the manner prescribed under Section 2.3 and in accordance with State law. As prescribed by Government Code Sections 54955 and 54956, notices for special meeting or meetings that have been adjourned by the City Clerk shall be delivered to each member of the City Council and to each local newspaper of general circulation and radio or television station requesting such notice in writing. The notice shall be delivered personally via electronic delivery and shall be received at least 24 hours before the time of the meeting as specified in the notice. The City Clerk shall also comply with all other noticing and posting requirements set forth under Government Code Sections 54955 and 54956 as applicable.

1.5 MEETINGS TO BE PUBLIC

All regular, adjourned, and special meetings of the City Council shall be open to the public; provided, however, the City Council may hold closed sessions for purposes outlined in the following section. (Government Code Section 54953)

1.6 CLOSED SESSIONS - MATTERS OF DISCUSSION

The City Council may hold closed sessions, from which the public may be excluded, for consideration of any item for which closed sessions are permitted by State law. The following subjects are typically conducted in closed session:

a. LICENSE/PERMIT DETERMINATION (Government Code Section 54956.7)

b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9, Subdivision (a) of Section 54956.9)

d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Subdivision (b) of Section 54956.9)

e. LIABILITY CLAIMS (Government Code Section 54956.95)

f. THREAT TO PUBLIC SERVICE OR FACILITIES (Government Code Section 54957)

g. PUBLIC EMPLOYEE APPOINTMENT (Government Code Sections 54957 and 54957.6)

i. PUBLIC EMPLOYMENT

ii. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

iii. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

iv. CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

h. CASE REVIEW/PLANNING (Government Code Section 54957.8)

i. REPORT INVOLVING TRADE SECRET (Sections 1461, 32106, and 32155 of the Health and Safety Code or Sections 37606 and 37624.3 of the Government Code)

j. Any other purpose specifically authorized by law.

The City Council shall publicly report at the public meeting during which the closed session is held any action taken and the roll call vote thereon, unless a late time is permitted for such report. In no case shall the report be delayed later than the next regular meeting of the City Council.

1.7 CLOSED SESSIONS CONFIDENTIALITY

All matters discussed during closed sessions shall be private and confidential. The disclosure by any person of the topics or details of such matters is prohibited, except by the City Attorney who is designated to make any disclosures required by State law.

1.8 QUORUM; VOTE REQUIREMENTS

a. Three of the City Council's five total members shall constitute a quorum. A quorum of the City Council shall be required for the City Council to conduct a City Council meeting and transact official business.

b. Except as otherwise provided by applicable State or federal law, if a quorum or more of the City Council's total membership is present for a vote on an item of business, motions on such items may be approved by a simple majority of the members present and participating in the vote, excluding those members who have recused themselves from a vote. Member who abstain on a motion but who do not recuse themselves shall be counted toward the quorum.

c. Paragraph (b) of this Section notwithstanding, as required by Government Code Section 36936, resolutions, orders for the payment of money and ordinances shall require no less than three (3) affirmative votes of the total membership of the City Council in order to be approved.

d. Paragraphs (b) and (c) of this Section notwithstanding, as required by State law, urgency ordinances and urgency interim zoning ordinances within the meaning of Government Code Sections 36937 and 65858, respectively shall require a minimum of (4) affirmative votes of the City Council's total membership to be approved. The City Council shall comply with all other applicable supermajority approval requirements prescribed by State or federal law for certain ordinances, resolutions or motions.

1.9 UNEXCUSED ABSENCES

a. If a Councilmember, without the prior permission of the City Council, is absent from all regular meetings of the City Council for 60 days consecutively from the last regular meeting he/she attended, his/her office becomes vacant and shall be filled as any other vacancy, as provided by Government Code Section 36513.

b. If a Councilmember is absent without permission for two (2) consecutive regular meetings, the City Clerk shall use his or her best efforts to send a courtesy e-mail and regular mail notice to the absent Councilmember within fourteen (14) business days of the second missed regular meeting, notifying him or her of the provisions of this policy and Government Code Section 36513. The delivery of such notice is purely a courtesy extended to members of the City Council and failure of the City Clerk to deliver or timely deliver such notice shall not operate to prevent the seat of a Councilmember who has been absent without permission from all regular meetings of the City Council for 60 or more consecutive days from being declared vacant. It is the personal responsibility of each Councilmember to keep track of his or her attendances of all meetings of the City Council so to avoid vacating his or her City Council seat.

c. If a regular meeting of the City Council is cancelled or is otherwise rescheduled for any reason, the 60 consecutive unexcused absence period shall reset for all members of the City Council.

2. AGENDA PROCEDURES AND ORDER OF BUSINESS

2.1 AGENDA

The order of business of each City Council meeting shall be as contained in the Agenda prepared by the City Manager. The City Council shall follow the order of

business as outlined in the prepared Agenda. Items may be taken out of order by the Presiding Officer or by majority consent of the City Council.

The Agenda for all regular meetings, with all background staff reports, shall be available to the public at the meeting and 72 hours in advance of the meeting (usually on Thursday of the prior week) at the City Clerk's office.

The Agenda may be amended in accordance with State law, prior to any meeting.

2.2 AGENDA DEADLINE

a. A citizen requesting to place an item on a City Council agenda may submit a written request at any time to the City Council (or any Councilmember). The request may also be made during the public comment portion of a City Council meeting.

   Items raised by the public during public comment, may be referred to staff by the City Council for follow up and possible placement on a future agenda for formal action.

   A Councilmember wishing to sponsor a citizen request may place the item on an upcoming agenda under the heading "Administrative Reports."

b. When a member of the City Council wishes to have an item placed on an agenda of an upcoming City Council meeting, the following procedures shall be followed:

   i. The member wishing to have an item placed on an agenda for an upcoming meeting shall provide the City Clerk with an agenda report that provides a general description of the item, the desired action and includes any other relevant written materials or information which the member would like to have considered at the meeting. The agenda report and any other supplementary material must be submitted to the City Clerk by 12:00 p.m. the Wednesday preceding the City Council meeting. Except as provided in paragraph b.ii. of this Section 2.2, all items requested to be placed on an agenda by a Councilmember shall appear on the agenda for discussion and action. No items, however, shall be placed on the agenda without an agenda report.

   ii. Items that have been previously agendized, discussed and determined by action of the City Council are discouraged from being placed on the agenda for an upcoming meeting by a Councilmember unless the Councilmember can demonstrate a change of circumstances pertaining to the item or present new

information of substantial importance that was not known at the time previous City Council action occurred. In such case, the Councilmember must follow the procedures set forth in paragraph b.i above and include in the agenda report the reason for reconsideration of the item, i.e., changed circumstances, new information, etc., with supporting information. The item shall be tentatively placed on the agenda as a repeat item under the heading "Administrative Reports." The repeat item, however, shall not be discussed nor acted upon by the City Council unless the repeat item is first approved for discussion as set forth in Section 2.5.

2.3 POSTING OF NOTICE AND AGENDA

Copies of the Notice and Agenda shall be delivered and posted in accordance with State law.

a. Location of Posting – Notices and Agendas shall be posted at the following locations:

   i. Bulletin board at City Hall, 117 Macneil Street, San Fernando, California, 91340; and

   ii. City's website: www.sfcity.org .

2.4 ROLL CALL

A roll call of Councilmembers shall be held at the beginning of each City Council meeting by the City Clerk, who shall enter the names of those present in the minutes.

2.5 APPROVAL OF AGENDA

The agenda shall include an item entitled "Approval of Agenda" to occur immediately after "roll call." During the "Approval of Agenda" portion of the meeting, the City Council shall determine whether to consider repeat items submitted by Councilmembers pursuant to paragraph b.2. of Section 2.2. A Councilmember may make a motion to approve the agenda as presented or make a motion to approve the agenda with the elimination of the repeat item(s) tentatively placed on the agenda under the heading "Administrative Report". If the agenda is approved as presented, the request to consider a repeat item is deemed approved and discussion and action on that item may occur during City Council items.

2.6 APPROVAL OF CONSENT CALENDAR

Consent Calendar includes agenda items that are non-controversial or routine in nature, or have been previously discussed at length and there is group consensus. These items are grouped together and voted on in one motion. Any Councilmember may request that an item on the Consent Calendar be removed to be discussed and considered separately.

If the Consent Calendar includes second reading and adoption of an Ordinance, the motion to approve the Consent Calendar shall include a statement that the City Council waive full reading and adopt the ordinance by title only, unless full reading was already waived as part of the motion to approve the ordinance for first reading.

2.7 APPROVAL OF MINUTES

Unless the reading of the minutes of the previous Council meeting is requested by a majority of the City Council, such minutes may be approved without reading if the Clerk has previously furnished each Councilmember with a copy thereof.

2.8 PUBLIC HEARINGS

The following procedure for conducting public hearings should be followed:

a. The Presiding Officer shall introduce the public hearing matter by title and open the public hearing.

b. At the direction of the City Manager, the appropriate staff member presents the staff report and recommendations. The City Council may pose questions to City staff.

c. If the public hearing is a quasi judicial proceeding, the applicant or appellant whose matter is before the City Council shall be afforded the opportunity address the City Council on the matter and receive questions from the City Council before proceedings are opened up for public comment.

d. The Presiding Officer shall open the public comment and testimony portion of the public hearing.

e. Councilmember should refrain from interrupting or posing questions to members of the public during their allotted time to speak, however the Presiding Officer may interject if the person speaking becomes disruptive to the proceedings or otherwise fails to comply with meeting decorum rules or if the person speaking is discussing issues unrelated to the business at hand. Councilmembers may also interject with motions to raise points of privilege (e.g., to advise that the Councilmember cannot hear the speaker or that

there is some other condition of the proceedings that is disruptive or distracting).

f. After all members of the public have been given an opportunity to comment on the public hearing matter, the Presiding Officer will announce closing of the public comment portion of the public hearing.

g. If the public hearing is a quasi judicial proceeding, the applicant or appellant whose matter is before the City Council shall be afforded the opportunity to respond to questions posed by members of the public and/or rebut or provide clarification response to comments and other assertions made by members of the public.

h. Councilmembers may the pose additional questions to City staff and/or project applicants or appellants before it begins deliberations on the matter.

i. The City Council shall then deliberate on the matter until such time as the City Council is ready to entertain a motion to close the public hearing and vote on the matter.

j. If the City Council wishes to receive additional information before taking action on the matter, the City Council may move to reopen the public hearing so that the City Council may receive additional information. The City Council may also move to continue the public hearing.

2.9 PUBLIC HEARING ITEMS

The following are typical items which require the holding of a public hearing by the City Council prior to formal action:

a. Abandonment of Streets
(Amendments to Fees and Areas of Benefit)

b. Amendments to the Zoning and Ordinances which are Site Specific

c. Budget Adoption

d. Conditional Use Permit Appeals

e. Franchises, Granting of

f. General Plan Amendments

g. Grant/Fund Applications When Federal/State Regulations so Mandate

h. Housing and Community Development Act Funds

i. Moratorium Extensions

j. Thoroughfare Improvements

k. Underground Utility Districts, Establishment of

l. Vehicle Code Enforcement on Private Streets

m. Zoning Map Changes

n. Zone Variance Appeals

Other typical items may come before the City Council from time to time, for which State or Federal laws require the holding of a public hearing. In addition, the City Council may call for a public hearing for other items.

2.10 NON-AGENDA ITEMS

No matters other than those appearing on the posted agenda shall be acted upon by the City Council except in accordance with the procedures set forth in the Ralph M. Brown Act, codified at Section 54950 et seq. of the California Government Code. Any request to place a matter of business on a future agenda must be made in accordance with paragraph b of Section 2.2.

A proposal to create an Ad Hoc Committee for a matter or topic not directly related to the City Council's consideration and deliberation of an agendized action item must be agendized at a future meeting date before final action to create the Ad Hoc committee and to appoint its members can be taken.

2.11 ADJOURNMENT

To allow clarification of the record, a motion to adjourn a meeting to the next regular meeting should specify this. A motion to adjourn to an adjourned meeting shall specify the date, time and place of said adjourned meeting.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER

The Mayor shall be the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Vice Mayor shall preside. In the absence of both the Mayor and Vice Mayor, the City Council shall elect a temporary Presiding Officer to serve until the arrival of the Mayor or Vice Mayor or until adjournment.

3.2 CALL TO ORDER

The meeting of the City Council shall be called to order by the Mayor or if the Mayor is absent, the Vice Mayor. In the absence of both the Mayor and the Vice

Mayor, the meeting shall be called to order by the City Clerk, whereupon the City Clerk shall immediately call for the selection of a temporary Presiding Officer. In the absence of a quorum of three (3) Councilmembers, the City Clerk shall call the meeting to order and declare the same adjourned to a stated day and hour.

3.3 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer is primarily responsible for the conduct of the meeting; however, may move, second and debate from the Chair, subject only to such limitations of debate as are imposed on all Councilmembers, and shall not be deprived of any of the rights and privileges of a Councilmember by reason of being the Presiding Officer.

3.4 QUESTION OR MOTION TO BE STATED

The Presiding Officer may verbally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer (or City Clerk) shall announce whether the question was carried or defeated, and may summarize the action taken by the City Council before proceeding to the next item of business.

3.5 SIGNING OF DOCUMENTS

The Mayor shall sign ordinances, resolutions and contracts approved by the City Council. In the absence of the Mayor, the Vice Mayor shall sign all such documents as have been adopted and approved by the City Council. In the absence of the Mayor and Vice Mayor, the temporary Presiding Officer shall sign all such documents.

3.6 MAINTENANCE OF ORDER

The Presiding Officer is responsible for the maintenance of order and decorum at all time. No person shall be allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks should be addressed to the Presiding Officer.

3.7 DURATION OF MEETING

If a meeting exceeds four hours, the Presiding Officer may call for a motion to adjourn all remaining items of business to an adjourned meeting, a special meeting or to the next regular meeting. For purposes of this section, the four-hour limit is inclusive of any special meeting, adjourned regular meeting or adjourned special meeting held immediately before or after a regular meeting

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER

The Presiding Officer shall determine all Points of Order subject to the right of any Councilmember to appeal to the City Council. If an appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER – COUNCILMEMBER

a. Councilmembers shall accord the utmost courtesy to each other, to City employees, and to the general public appearing before the City Council and shall refrain at all times from derogatory remarks.

b. Every Councilmember desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine discussion to the question under debate.

c. Every Councilmember desiring to question the administrative staff should address questions to the City Manager or City Attorney who shall be entitled to either answer the inquiry directly or to designate some member of the staff for that purpose.

d. A Councilmember, once recognized, shall not be interrupted while speaking, unless called to order by the Presiding Officer, or a Point of Order is raised by another Councilmember, or the speaker chooses to yield to questions from another Councilmember.

e. If a Councilmember is called to order while speaking, he/she shall cease speaking immediately until the question of order is determined; and if ruled out of order shall remain silent or shall alter his remarks so as to comply with rules of the City Council.

f. Any Councilmember may move to require the Presiding Officer to enforce the rules. A majority of the City Council shall require enforcement of the rules if the Presiding Officer has refused.

4.3 DECORUM AND ORDER – EMPLOYEES

Members of the Administrative staff and employees of the City shall observe the same rules of procedure and decorum applicable to members of the City Council. The City Manager shall insure that all City employees observe such decorum. Any staff member, including the City Manager, desiring to address the City Council or members of the public shall first be recognized by the Presiding Officer. All

remarks should be addressed to the Presiding Officer and not to any one individual Councilmember or public member.

4.4 DECORUM AND ORDER – PUBLIC

The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting may be removed from the room if the Presiding Officer so directs the sergeant-at-arms and such person may be barred from further audience before the City Council.

Unrecognized remarks from the audience, clapping, stamping of feet, whistles, yells and similar demonstrations which do not permit the meeting to proceed in an orderly manner shall not be permitted by the Presiding Officer, who may direct the sergeant at-arms to remove such offenders from the room if they do not cease upon request by the Presiding Officer. Aggravated cases shall be prosecuted by appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM

The Chief of Police shall be ex-officer sergeant-at-arms of the City Council. He/she shall carry out all orders and instructions given him by the Presiding Officer for the purpose of maintaining decorum in the City Council Chambers. Upon instructions from the Presiding Officer, it shall be the duty of the Chief of Police or his representative to eject any person from the City Council Chambers or place such person under arrest or both. (Robert's Rules of Order)

4.6 PERSONAL INTEREST

No Councilmember disqualified from participation under State law or the City's Conflict of Interest Code shall remain at the Council dais during the debate or vote on any such matter. The Councilmember shall publicly state the grounds for disqualification on the record and upon acceptance by the Presiding Officer shall leave the Council dais during the debate or vote on the issue.

4.7 LIMITATIONS OF DEBATE

No Councilmember should be allowed to speak more than once upon any one subject until every Councilmember choosing to speak has spoken. Merely asking a question, or making a suggestion, is not considered as speaking. (Robert's Rules of Order)

4.8 DISSENTS AND PROTESTS

Any Councilmember shall have the right to express dissent from, or protest to, any action of the Council and request that the reason be entered into the minutes. (Robert's Rules of Order)

4.9 PROCEDURES IN ABSENCE OF RULES

In the absence of a rule to govern a point or procedure, Robert's Rules of Order shall govern. (Suggested League of California Cities Procedure)

5. ADDRESSING THE CITY COUNCIL

5.1 MANNER OF ADDRESSING THE CITY COUNCIL

During the public comment portion of a regular meeting, members of the public may address the City Council on agenda items before consideration or on any subject matter within the City Council's jurisdiction.

No member of the public shall enter into any discussion without first being recognized by the Presiding Officer. (Robert's Rules of Order). All remarks and questions shall be addressed to the Presiding Officer and not to any individual Councilmember, staff member or other person.

Any member of the public desiring to address the City Council shall present the City Clerk with a speaker's card, stating his/her name. For purpose of staff follow up, the speaker may also provide his/her address.

Members of the public that cannot attend the meeting may submit a letter or statement to include in the record, which must be received by the City Clerk's Office no later than 12:00 pm on the day of the meeting to be provided to City Council and made available for public review. The City Clerk will not read written comments and the member of the public must be present to address the City Council. Public comment will not be accepted via telephone or video conference, or other medium of communication.

During a public hearing, all remarks shall be limited to the subject under consideration. For a special meeting, members of the public may address the City Council concerning any item listed on the agenda before or during consideration. Unlike regular meetings, the City Council does not have to allow public comment on non-agenda matters.

5.2 TIME LIMITATION

Any public member addressing the City Council shall limit his address to three (3) minutes unless further time is granted by the Presiding Officer or majority of the City Council.

The Presiding Officer shall have the discretion but not the obligation to allow members of the public to comment on items appearing on the agenda under Administrative Reports and Consent Calendar sections of the agenda.

5.3 ADDRESSING THE CITY COUNCIL AFTER MOTION IS MADE

After a motion has been made, no member of the public shall address the City Council without securing permission of the Presiding Officer or by a majority vote of the City Council. (Suggested League of California Cities Procedure)

5.4 WRITTEN CORRESPONDENCE

The City Manager is authorized to receive and open all mail addressed to the City Council as a whole, and give it immediate attention to the end that all administrative business, not necessarily requiring City Council action, may be disposed of between City Council meetings. Any communication requiring City Council action will be reported to the City Council at its next regular meeting together with a report and recommendation of the City Manager. The City Manager is authorized to open mail addressed to individual Councilmembers, unless specifically requested otherwise from an individual member.

6. MOTIONS

6.1 PROCESSING OF MOTIONS

When a motion is made and seconded, it may be stated by the Presiding Officer before debate. A motion may be withdrawn by the mover without the consent of the Councilmember seconding it.

6.2 MOTIONS OUT OF ORDER

The Presiding Officer, or a majority of the City Council, may at any time permit a member to introduce an ordinance, resolution or motion presently on the agenda out of the regular agenda order. (Reference Sections 2.1) (Robert's Rules of Order)

6.3 DIVISION OF MOTION

If a motion contains two or more divisible propositions, the Presiding Officer may, and upon request of a Councilmember shall (unless appealed by another Councilmember), divide the same. (Robert's Rules of Order)

6.4 PRECEDENCE OF MOTIONS

When a motion is before the City Council, no other motion shall be entertained except the following:

a. Adjourn

b. Fix Hour of Adjournment

c. Table

d. Previous Question

e. Amend

f. Postpone
(Robert's Rules of Order).

6.5 MOTION TO ADJOURN (NOT DEBATABLE)

A motion to adjourn shall be in order at any time except as follows:

a. When repeated without intervening business or discussion,

b. When made as an interruption of a Councilmember while speaking,

c. When the previous question has been ordered, or

d. While a vote is being taken.

A motion to adjourn "to another time" (i.e., to an adjourned meeting) shall be undebatable and unamendable, except as to the time set. (Robert's Rules of Order)

6.6 MOTION TO FIX HOUR OF ADJOURNMENT

A motion to specify a definite hour to which the subject meeting shall be adjourned is undebatable and unamendable, except as to the time set. (Robert's Rules of Order)

6.7 MOTION TO TABLE

A motion to table shall be used to temporarily bypass the subject and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next meeting. (Robert's Rules of Order)

6.8 MOTION TO CALL FOR THE PREVIOUS QUESTION

Such a motion shall be used to close debate on the main motion and shall be undebatable. If the motion fails, debate shall be reopened if the motion passes, a vote shall be taken on the main motion. (Robert's Rules of Order)

6.9 MOTION TO AMEND

A motion to amend shall be debatable only as to the amendment. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable and voted first, then the main motion as amended. (Robert's Rules of Order)

6.10 MOTION TO CONTINUE

Motions to continue to a definite time shall be amendable and debatable as to suitability of postponement and time set for postponement. (Robert's Rules of Order)

6.11 GENERAL CONSENT

Unless otherwise required as noted in Section 7.2, the City Council may by general, unanimous or silent consent do business with less regard for formal motions. Where there appears to be no objection, the formality of voting can be avoided by the Presiding Officer asking if there is any objection by any Councilmember to the proposed action, and, if there is none, the Presiding Officer shall announce the result. The action thus taken is by general consent of the City Council. (Robert's Rules of Order)

7. VOTING

7.1 VOTING PROCEDURE

Motions shall be adopted by voice vote, roll call vote or by the general consent/"no objection" method, as described in Section 6.11. The results of the vote shall be entered in full in the minutes.

The order of a roll call vote shall be designated by the City Clerk, with the Mayor voting last.

Except as otherwise provided herein, the "no objection" method for expediting lengthy agendas may be used unless any Councilmember requests a voice or roll call vote. The approval of the motion in the minutes shall be reflected as a "no objection" vote or that the motion "carried unanimously". (Robert's Rules of Order)

Roll call votes shall be taken on all ordinances, resolutions, or orders for the payment of money unless the vote is unanimous.

Motions requiring a 4/5ths affirmative vote shall be announced by City staff prior to City Council consideration of the motion.

7.2 VOTING

Every ordinance, resolution or order for the payment of money requires three affirmative votes (with the exception of urgency ordinances, which require four affirmative votes). Any member may change his vote on any item before the next order of business. The votes shall be lost motions and may be reconsidered. (Robert's Rules of Order)

7.3 FAILURE TO VOTE

Every Councilmember should vote unless disqualified for cause. Abstentions shall not be counted as a vote.

7.4 RECONSIDERATION

Any member who voted with the majority may move a reconsideration of any action at the same meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the City Council. (Robert's Rules of Order)

8. RESOLUTIONS

8.1 RESOLUTIONS PREPARED IN ADVANCE

Where a resolution has been prepared in advance, the procedure shall be: staff/City Council report (if needed), discussion (if needed), motion, second, City Council votes, and results declared. All resolutions shall be read in full, unless the full reading is waived by unanimous consent of the City Council. Items of the Consent Calendar are automatically deemed to have the full reading waived by common consent. (Suggested League of California Cities Procedure)

8.2 RESOLUTIONS NOT PREPARED IN ADVANCE

Where a resolution has not been prepared in advance, the procedure shall be to instruct the City Attorney or City Manager to prepare a resolution for presentation at the next City Council meeting. (Suggested League of California Cities Procedure)

8.3 URGENCY RESOLUTIONS

In matters of urgency, a resolution may be presented verbally in motion form together with specific instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure for resolutions prepared in advance as stated in Section 8.1 shall be followed. Urgency resolutions shall be avoided except when absolutely necessary and shall be avoided entirely when resolutions are required by law or in improvements acts, zoning matters and force account work on public project. (Suggested League of California Cities Procedure)

9. ORDINANCES

9.1 INTRODUCTION (FIRST READING)

At the time of introduction, an ordinance shall be read in full, unless, after reading the title, reading is waived by unanimous consent of the City Council. The procedure for introduction of an ordinance shall be: reading of the title by the Presiding Officer or City staff member, motion to introduce first reading, second, discussion (if needed), City Council votes, and results declared. (Suggested League of California Cities Procedure)

9.2 ADOPTION (SECOND READING)

With the sole exception of ordinances which take effect immediately (as outlined in the following sections), no ordinance shall be adopted by the City Council on the day of introduction, nor within five days thereafter, nor at any time other than a regular or adjourned meeting.

If the Ordinance was unanimously approved at the time of introduction, adoption (second reading) of the ordinance may be placed on the Consent Calendar with the recommendation that City Council waive full reading of the ordinance and adopt by title only. If it was not unanimously approved at the time of introduction, the ordinance shall be read in full unless, after reading the title, the full reading is waived by unanimous consent of City Council. Unless approved on the Consent Calendar, the procedure for adoption of an ordinance shall be: reading of the title by the Presiding Officer or City staff member, motion to pass,

second reading and adoption of ordinance second, discussion, vote and result declared. (Suggested League of California Cities Procedure)

9.3 AMENDMENT FOLLOWING INTRODUCTION

In the event that an ordinance is altered after its introduction, a motion for an amended introduction shall be required. The ordinance shall not be considered for adoption until five days thereafter and not at any meeting other than a regular or adjourned meeting. The correction of typographical or clerical errors shall not constitute making an alteration within the meaning of this Section.

9.4 EFFECTIVE DATE

All ordinances, except as listed below, shall become effective 30 days after adoption, or upon such later date as may be designated in the ordinance. The following ordinances shall become effective immediately upon adoption:

a. Urgency Ordinances;

b. Ordinances calling, or otherwise relating to, an election;

c. Ordinances relating to street improvement proceedings;

d. Ordinances relating to taxes for the usual and current expenses of the City; or

e. Ordinances covered by particular provisions of law prescribing the manner of their passage and adoption.

9.5 PUBLISHING

It shall be the duty of the City Clerk to cause each ordinance to be published within 15 days after adoption with the names of those Councilmembers voting for and against the ordinance.

9.6 URGENCY ORDINANCES

Any ordinance declared by the City Council to be necessary as an urgency measure for preserving the public peace, health or safety, and containing a statement of the reasons for its urgency, may be introduced and adopted at the same meeting. Such Ordinance must be passed by a least four affirmative votes.

10. MINUTES

10.1 PREPARATION OF MINUTES

It is the City Clerk's responsibility to maintain the record (minutes) of City Council meetings. Minutes shall be approved by the City Council, to lend further weight to the accuracy and completeness of the record. The City Clerk shall have exclusive responsibility for preparation of the minutes and any directions for changes to conform with fact shall be made by action of the City Council.

The City Clerk shall keep "Action Minutes" in order to maintain a full and true record of all proceedings of the City Council. The minutes shall consist of a clear and concise statement of each and every City Council action including the motions made and the vote thereon. Reasons for making motions or voting, City Council debate and audience reaction are generally not included in the minutes. Such items may be included if considered to be particularly relevant or otherwise necessary by the City Clerk.

10.2 ABSENCE OF CITY CLERK

If the City Clerk is absent from a City Council meeting, the Deputy City Clerk shall act. If there is none, the Mayor shall appoint one of the Councilmembers as City Clerk Pro Tem. (Government Code Section 36804)

11. REORGANIZATION

11.1 SELECTION OF MAYOR AND VICE MAYOR

Pursuant to Government Code Section 36801 "The City Council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Elections Code Sections 10262 and 10263 and, following the declaration of the election results and the installation of elected officials, choose one of its members as Mayor and one of its members as Mayor Pro Tempore." The terms of office of the Mayor of the City Council and Vice Mayor shall be for one year, or until their successors have been chosen. In those years in which a general municipal election is not held, the City Council shall choose a Mayor of the City Council and Vice Mayor at the first regular meeting in December. Nothing herein shall be deemed or construed to prohibit any person from serving any number of consecutive one-year terms in any office in this City.

The following procedure shall be used:

Election of Mayor:

a. City Clerk opens the nominations for the position of Mayor
b. Nomination(s) is/are made for Mayor, and seconded
c. Hearing no objections, motion to close nominations
d. City Clerk conducts a roll call vote and each Councilmember announces their vote for Mayor until a Mayor is elected by majority vote
e. City Clerk announces the results

Election of Vice Mayor: (City Clerk to follow steps a-e above)

11.2 SELECTION OF CITY COUNCIL LIAISONS AND DELEGATES

After the procedure prescribed in Section 11.1 has been completed, the Mayor, with the consent of a majority of the City Council, may appoint new City Council liaisons/delegates to the various City Committees and Commissions, or as liaison/delegate to any other organization as may be appropriate. Nothing in this Section would prohibit the Mayor, with approval of a majority of the City Council from making changes or other appointments during any other time.

12. COMMITTEES

12.1 GENERAL

The Mayor may, subject to concurrence of a majority of the City Council: (a) designate standing and ad hoc committees (collectively "Committee"); and (b) make appointments to all committees.

Each standing committee shall consist of two (2) Councilmembers. An ad hoc committee may consist of either one or two Councilmembers.

12.2 PURPOSE

The primary purpose of each Committee is to provide a forum for the thorough vetting of matters within the committee's subject matter jurisdiction, before they are presented to the City Council. A secondary purpose is to provide guidance to City staff on matters within the committee's subject matter jurisdiction, enabling staff to obtain interim guidance as they develop and refine matters for presentation to the City Council. The objective is to eliminate, to the extent possible, those situations where the City Council is forced to deal with large and difficult issues at their meetings without any prior formal discussion or analytical input to guide staff's work product.

Ad hoc committees shall have a clear and definite scope and will be dissolved upon completion of the scope, unless otherwise extended by the City Council with a new scope. Ad hoc committees are less formal than standing committees and are therefore not subject to the requirements of the Ralph M. Brown Act.

12.3 LIMITATIONS ON AUTHORITY

No committee may approve a contract or expenditure of funds.

No committee may provide any direction to City staff, the City Attorney, or consultants engaged by the City, except that a City Council standing committee may provide such direction at a duly noticed meeting of a standing committee, where such direction concerns a matter that is within the subject matter jurisdiction of the standing committee, such direction does not conflict with the policies or direction established by the City Council, and where such direction will not result in an expenditure of resources in excess of the applicable amounts allocated in the approved annual budget.

12.4 APPLICABLE LAWS AND REGULATIONS

All City Council standing committees shall comply with the requirements of the Ralph M. Brown Act. All City Council standing committees shall comply with the procedures set forth in Sections 1 through 5, inclusive, of this Procedural Manual, to the extent reasonably practicable. In the event of any conflicts between the provisions of Sections 1 through 5 and the provisions of this Section 12, the latter shall control.

12.5 MEETING DATE AND TIME

By agreement of both members, each standing committee shall establish a time and place for regular meetings, as required by the Ralph M. Brown Act. In order to minimize the extra demands on City staff, and to maximize public participation, each standing committee shall, to the maximum extent possible, conduct its business at the regularly scheduled meeting.

12.6 QUORUM

Only one member of a committee must be present in order to establish a quorum. The scheduling of meetings so as to facilitate the participation of both members of a two-person committee is strongly encouraged.

12.7 STAFFING

The City Manager shall appoint a staff member to be the primary staff liaison for each standing committee. The designated staff liaison shall coordinate all meetings of the standing committee, ensure that each meeting is recorded via audio-tape and cause the recorded audio-tape(s) to be delivered to the City Clerk upon completion of the meeting. The recorded audio-tape(s) shall be retained by the City Clerk for the same period as recorded audiotapes of City Council meetings. The designated staff liaison shall work with the City Manager to ensure that the appropriate staff member(s) attend the meetings of the standing

committee, and that the direction provided by the standing committee is carried out.

12.8 AGENDAS

The agenda for all regular meetings of a standing committee, with all background staff reports, shall be available to the public at the meeting and 72 hours in advance of the regular meeting (24 hours in advance of a special meeting) at the City Clerk's office. The Agenda may be amended in accordance with State law, prior to any meeting.

When the City Council desires to have an item placed on an agenda for an upcoming meeting of a standing committee, the City Council shall provide the designated staff liaison with that directive at a meeting of the City Council. At that time, the City Council may also charge the designated staff liaison with the responsibly for conducting preliminary research and collecting/preparing any written materials that may aid the Committee in its discussion of the matter.

12.9 REPORT ON ACTIVITIES OF STANDING COMMITTEES

The agendas for City Council meetings shall include a section entitled Standing Committee Updates. The Committee Chair is responsible for making a brief report on the activities of the committee to the full City Council. If there is nothing to report, then "Nothing to Report" is an acceptable comment.

All written materials presented to a standing committee are public records, and shall be maintained as directed by the City Clerk.

13. PROCEDURE FOR FILLING CITY COUNCIL VACANCIES

13.1 If a vacancy occurs to any City Council seat, the vacancy may be filled by appointment or by special election in compliance with Government Code Section 36512(b). The filling of vacancies by appointment shall be subject to the restrictions of Government Code section 36512(d)(1) which prohibits the filling of a vacancy by appointment if the appointment would result in a majority of the members serving on the City Council being appointees.

13.2 If the City Council elects to fill a vacancy to a City Council seat by appointment, any appointment shall be made in subject to the following procedures:

a. At a regular or special meeting of the City Council, the City Council shall direct the City Clerk to make an application available, at the earliest possible date and time, for individuals interested in being appointed to the vacant City Council seat, and establish a reasonable due date for the applications.

b. At a regular or special meeting of the City Council, the City Council will allow all applicants to address the City Council for the purpose of stating their experience and qualifications for being granted the appointment. The City Council shall determine the uniform amount of time candidates will receive to address the City Council.

c. Following the presentations by potential appointees, the City Council will receive comment from interested members of the public.

d. Following public comment, the City Council may commence deliberation on one of the following options:

    i. Make an appointment to fill the vacant City Council position and direct the City Clerk to administer the Oath of Office; or

    ii. Defer making an appointment until Councilmembers have had additional time to consider the applicants, and a further opportunity should they wish to interview the finalists one-on-one.

e. As provided under Government Code Section 36512, if the City Council does not fill the vacancy by appointment within 60 days from the date of the vacancy or fails to call an election within 60 days from the date of the vacancy, the vacant seat shall automatically be filled by election as provided under Government Code section 36512 and other applicable laws.

14. PRIORITY GOAL SETTING MEETING

14.1 The City Council shall hold a special study session every year during the budget process to set priorities and goals for the subsequent fiscal year. The purpose of setting goals and priorities is to provide the City Manager with guidance for allocating funds in the City Manager's Proposed Budget.

a. City Council goals articulate city-wide long-term strategic goals and objectives that the organization strives to achieve over the next three to five years. Goals tend to remain relatively stable over time.

b. Priorities are specific short-term items that are reasonably achievable in the upcoming fiscal year. Priorities typically fit within city-wide goals but provide more specific focus for the upcoming fiscal year.

14.2 When setting goals and priorities, City Council shall take into consideration staff resources available to accomplish said goals and priorities. The goals and priorities should be reviewed semi-annually (i.e., twice a year) with the City Manager and updated to reflect goals and priorities that are reasonably

attainable given limited staff resources.

15. OFFICIAL LETTERHEAD AND OTHER STATIONERY USE POLICIES

15.1 AUTHORIZED USE OF LETTERHEAD

Official City letterhead or any other official Stationery of the City must be used with care to avoid misunderstandings, including but not limited to, misrepresentations of official City Council-approved policies or actions. When authorized or otherwise directed by a majority of the City Council at a duly noticed meeting of the City Council, official City letterhead and/or other official Stationery may be used by members of the City Council to communicate official City Council-approved action or policy. Without the prior approval of the City Council but subject to the restrictions and requirements of this Section below and Section 15.3, an individual Councilmember may use official City letterhead and/or other official Stationary for the following purposes, provided the Councilmember makes clear in the correspondence that he or she is communicating in his or her individual capacity and not on behalf of the City or the City Council as a body: (i) to acknowledge the receipt of communications submitted to the Councilmember by members of the public; (ii) to offer simple congratulations or appreciation to members of the public for their civic involvement or personal achievements which reflect positively on the San Fernando community; (iii) to offer simple condolences and/or best wishes to members of the public who have endured personal hardship or loss; (iv) to respond to inquires by members of the public seeking publicly available and non-privileged information about City programs or services; or (v) to request information from other public agencies or non-City organizations; or (vi) to express personal support for legislation or other public policies or initiatives, provide it is made clear by the Councilmember that the Councilmember is expressing such support in his or her individual capacity and not on behalf of the City Council as a body.

15.2 UNAUTHORIZED USE OF OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

In addition to any other prohibition set forth under this Chapter, elsewhere in this Manual, under the San Fernando Municipal Code or State law or Federal law, no member of the City Council communicating with any other person or entity through the medium of official City letterhead or other official Stationery of the City, may represent that he or she is communicating or otherwise acting in a representative capacity for the City Council or the City or communicating a position or opinion in the name of the City Council or the City unless the City Council has been expressly authorized to do so by a majority of the City Council at a duly noticed meeting of the City Council. The City Council reserves the right to request that any communications using City letterhead or other City

Stationery which are issued in the name of the City Council or the City must be reviewed and vetted by the City Council as a body at a duly noticed meeting of the City Council before the communication is disseminated. Under no circumstances may City letterhead or other official Stationary be used in any manner that (i) would constitute a violation of Government Code Section 8314, Government Code Section 82041.5 or any other applicable statute or regulation governing the use of public resources; or (ii) that discloses confidential or privileged information that a Councilmember has acquired in his or her official capacity as a member of the City Council where such disclosure may only be made with the consent of the City Council acting as a body and such consent has not been formally granted by the City Council acting as body.

15.3 PREPARATION OF COMMUNICATIONS USING OFFICIAL LETTERHEAD OR OTHER OFFICIAL STATIONERY

It shall be the official policy of the City to have all City Councilmember communications using official City letterhead or other official Stationery prepared by secretarial staff of the City Manager's office, with prior verbal or written notice by the requesting Councilmember to the City Manager. City secretarial staff may not commence the drafting of such communications until the City Manager has confirmed either verbally or in writing that the City Manager has been notified of a Councilmember's request to communicate using official City letterhead or other official Stationery of the City. The City Manager reserves the right to review all such communications before they are disseminated to verify compliance with these policies and the City Manager further reserves the right to seek input and direction from the City Council at a duly noticed meeting of the City Council before authorizing staff to disseminate any such communications. Councilmembers shall not receive personalized official letterhead or Stationery nor shall Councilmembers be entitled to maintain their own stock of letterhead or Stationery or maintain electronic templates of such Stationery. The rights and duties of the City Manager under this Chapter shall be delegated to the person who has been formally designated by the City Manager or a majority of the City Council to act in place of the City Manager during any period time in which the City Manager is on vacation, on extended leave or is otherwise physically unable to discharge his or her duties at the time the request is made.

15.4 COUNTERFEIT LETTERHEAD OR STATIONERY

Except as may otherwise be allowed under City Council Resolution No. 6904 approved May 5, 2003, no member of the City Council may affix the City seal or any other City logo on any personal letterhead, Stationery or any other written document, whether or not such letterhead, Stationery or document is transmitted in paper form or electronically. All such written communications

improperly bearing the City seal or any other City logo shall be deemed unauthorized and counterfeit.

15.5 DEFINITIONS

a. "City seal" shall have the same meaning as set forth under Section 1-13 of the San Fernando Municipal Code as the same may be amended from time to time. The City seal as described under Section 1-13 appears as follows:

b. "City logo(s)" shall mean and include all logos or designs used for purposes of symbolically representing the authority of the City of San Fernando and the capacity of its officers, employees and agents as representatives of the City of San Fernando. City logos include, but are not limited to this image:

16. STATEMENTS OF ECONOMIC INTEREST

16.1 FORM 700 OVERVIEW

One of the main laws designed to prevent self-dealing in governmental decision-making is the Political Reform Act of 1974 (the PRA). The PRA is codified under the California Government Code. The PRA requires that most state and local government officials disclose their personal income and assets, as well as disqualify themselves from participating in certain governmental decisions that may impact their personal economic interests. As required under the PRA, local elected officials must annually disclose their economic interests through a form referred to as the Form 700 – Statement of Economic Interests (the Form 700). The Form 700 is filed annually with the City Clerk. Any member of the public is permitted to inspect and copy a Form 700 during normal business hours. Members of the City Council and the Planning and Preservation Commission shall be mindful of PRA requirements to complete an annual Form 700 and to complete the same upon assuming and departing from public office also as required under the PRA.

16.2 TIMELY SUBMISSION OF ANNUAL STATEMENTS OF ECONOMIC INTEREST

The City Clerk notifies those required to file a Form 700 of the precise filing deadline. Under State law, annual Form 700's are due by or before April 1st of

each year or such other date as the Fair Political Practices Commission may prescribe by regulation for local elected officials. The Form 700 must also be filed within thirty (30) days of assuming or leaving office. Irrespective of notice provided by the City Clerk or any other City official or employee, it is the individual responsibility of each member of each City Council and each member of the Planning and Preservation Commission to keep themselves aware of filing deadlines and to file a Form 700 by or before the prescribed deadline.

16.3 REVIEW BY CITY CLERK AND CITY ATTORNEY

The City Clerk, as the City's filing officer for the submission of Form 700's, shall perform those duties set forth under Government Code Section 81010 and such other tasks, duties and responsibilities as may be prescribed by the Fair Political Practices Commission. Upon request made by a City Councilmember or member of the Planning and Preservation Commission, the City Attorney shall also conduct a facial review of the requesting filer's Form 700. The City Attorney shall be given a minimum of ten (10) calendar days to complete its review. A facial review consists of reviewing statements for the following items: (a) the cover sheet includes the name and address of the filer, the period covered and the type of statement; (b) the summary page is completed and the required schedules are attached; (c) all information is legible and readable reproductions of the statement can be made; and (d) the verification is complete. Neither the City Clerk nor the City Attorney are responsible for verifying the truth of representations made by a filer in their Form 700 nor are they under any duty to perform any sort of investigation or inquiry as to the truth or accuracy of such representations or whether a filer has fully identified all disclosable interests. The filer shall be solely and exclusively responsible for any errors or omissions in the filer's Form 700, notwithstanding review by the City Clerk or the City Attorney.

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City Council Meeting: May 27, 2025 Santa Monica, California

RESOLUTION NO. 11663 (CCS)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA MONICA AMENDING THE RULES OF ORDER AND PROCEDURE FOR THE CONDUCT OF CITY COUNCIL MEETINGS AND REPEALING RESOLUTION NUMBER 11661 (CCS)

WHEREAS, the Council desires to clarify and amend some procedural Rules for the preparation for and conduct of Council meetings.

THE CITY COUNCIL OF THE CITY OF SANTA MONICA DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council Rules of Order and Procedure are hereby amended to read as follows:

RULES FOR CITY COUNCIL MEETINGS

RULE 1. RULES OF ORDER.

These Rules of Order shall govern the conduct of all City Council meetings, unless superseded or prohibited by federal, state, or local law. To the extent a matter is not covered by these Rules, the procedures of the City Council shall be governed by the latest revised edition of Robert's Rules of Order. Robert's Rules shall be subordinate to all applicable laws and these rules to the extent they are inconsistent. These rules also apply to the Council sitting as or in combination with another body, such as the Housing Authority Board, Redevelopment Successor Agency, Financing Authority, or Parking Authority, and to all boards and commissions.

The City Council rules, or any one thereof, may be suspended by a vote of two-thirds of the Councilmembers present.

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RULE 2. TIME AND PLACE FOR HOLDING REGULAR MEETINGS.

Pursuant to the provisions of Section 611 of the Santa Monica City Charter, the City Council establishes the second and fourth Tuesdays of each month as the days for holding regular meetings of the City Council. The Council may amend the meeting calendar to add or delete a regular Council meeting. The regular meeting shall commence at 5:30 p.m. However, if it is determined by the Mayor, City Manager, and City Clerk that a Council meeting is expected to be lengthy, and all Councilmembers are available, as may be noticed by the City Clerk, a regular Council meeting may commence earlier than 5:30 p.m. to allow for closed session and/or special agenda items to be heard then. If it is expected that Closed Session will require more than 90 minutes to complete, and if all Councilmembers are available, a separate special meeting to complete Closed Session shall be considered. If any such Tuesday falls on any day designated by law by the City Council as a day for public feast, Thanksgiving or holiday, such regular meeting shall be held on the date of the regular meeting next following said Tuesday at the hour heretofore fixed or at such other day as may be fixed. The City Council Chamber in City Hall is established as the place for holding the City Council's regular meetings.

RULE 3. QUORUM AND ACTION

In accordance with Section 614 of the Santa Monica City Charter, 4 Councilmembers shall constitute a quorum for the transaction of business. Except as otherwise provided in the Charter, or other law or these rules, action shall be taken by a majority vote of the entire membership of the City Council, that is, at least 4 votes, unless a higher number is required. However, in the case of a quasi-judicial hearing, if only 4 Councilmembers are participating, the applicant or appellant shall be entitled to request

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and receive a continuance of the hearing, until such time as at least 5 Councilmembers are participating.

Whenever any Councilmember questions the presence of a quorum, the presiding officer shall forthwith direct the City Clerk to call the roll, each Councilmember shall respond when that Councilmember's name is called, and the Clerk shall announce the result. Such proceedings shall be without debate, but no Councilmember who is speaking may be interrupted by a question as to the presence of a quorum.

The City Council may also establish standing committees and subcommittees of its members to address designated areas of City business on the Council's behalf and may establish ad hoc committees to formulate reports or recommendations on particular matters. Ad hoc committees must provide quarterly updates to Council, which shall be included on the Agenda by the City Clerk.

RULE 4. MEETINGS TO BE PUBLIC - EXCEPTION FOR CLOSED SESSIONS.

As required by the Ralph M. Brown Act (the "Brown Act"), California Government Code Sections 54950, et seq., all regular, adjourned regular, and special meetings of the City Council shall be public, provided, however, the City Council may meet in a Closed Session from which the public is excluded, for those purposes authorized by the Brown Act.

No Councilmember, employee of the City, or any other person present during a Closed Session of the City Council shall disclose to any person the content or substance of any communication that took place during the Closed Session unless the City Council specifically authorizes the disclosure by majority vote or unless the disclosure is required by law.

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Any required public announcements following closed session shall be made by the City Attorney, or Mayor on matters involving the City Manager, City Attorney or City Clerk, immediately upon the Council convening in open session following closed session. Council direction to provide authority to settle a claim or lawsuit shall not be reported out until the settlement is signed and final.

RULE 5. AGENDA.

The City Clerk shall prepare the Agenda under the direction of the City Manager as follows:

(a) The City Manager shall consult with the Mayor and Mayor Pro Tempore in the preparation of the Agenda.

(b) Other than the City Manager, City Clerk, City Attorney (and/or their designees), Mayor, and Mayor Pro Tem, no person shall attend an Agenda preparation meeting without invitation of the City Manager.

(c) The Agenda and all available supporting documents shall be delivered to Councilmembers on the Tuesday preceding the Tuesday City Council meeting to which it pertains or as soon thereafter as possible. For special meetings, agendas and supporting documents shall be delivered at least 24 hours prior to the meeting.

(d) The City Manager may direct that any matter within the City Council's jurisdiction be placed upon the Agenda. The City Attorney may place items on the Agenda affecting the City Attorney's Office or litigation closed session. Any Councilmember requesting a substantive discussion on an open session Agenda item shall do so by initiating a "16 item" first to obtain Council direction (see Rule 6(y)). Councilmembers shall submit Councilmember Agenda items to the City Manager as follows: (1) for regular

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meetings, by noon on Monday, 8 days prior to the Council meeting, to ensure matters will be agendized for the following Tuesday; and (2) for special meetings, by 3:00 p.m. at least 2 days before the day of the special meeting. Subject to Brown Act requirements, items submitted after 3:00 p.m. on the specified day will be agendized for the next regular meeting, unless the Councilmember has identified an urgency requiring that the matter be added to the current Agenda. The City Manager shall be responsible for submission of real estate, labor (except for City Attorney and City Clerk evaluations), security, and emergency closed sessions; the City Attorney shall be responsible for submission of litigation closed session items, including amicus participation items. The City Attorney shall verify whether the requested closed session is a proper topic for closed session pursuant to the Brown Act before the item is published on an Agenda, and if not, it shall be omitted.

Proposed 16 Items shall be reviewed by the City Attorney and then the language modified, if necessary, to ensure the Item requests a policy direction or action that is lawful before being placed on the Agenda, and by the City Manager, and then the language modified, if necessary, to ensure the Item requests policy direction or action that is feasible, that is, reasonably possible given available resources. In the event there are concerns that the request is potentially unlawful or infeasible, then the City Attorney and City Manager shall work with the sponsor(s) to frame the request so that it is lawful and feasible, and still as closely as possible reflects the desired outcome of the sponsor(s).

Once a particular 16 Item is heard and rejected the same or substantially similar item may not be placed on a subsequent Agenda for reconsideration for 12 months, unless it is sponsored by one of the Councilmembers on the prevailing side previously.

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(See also Rule 12(g) – Motion to Reconsider.)

Councilmember items placed on the Agenda may be removed or amended by the sponsor(s), with the City Manager's approval, no later than noon on Thursday, 5 days prior to the Council meeting. Staff sponsored items may be removed from the Agenda (or postponed) by the City Manager at any time prior to the start of the applicable Council meeting and shall be announced by the City Clerk following Roll Call. The City Attorney may also remove items the City Attorney placed on the Agenda at any time prior to the start of the applicable Council meeting and shall be announced by the City Clerk following Roll Call.

Councilmember items may only be combined with other items on the Agenda by a vote of the Council. A Councilmember who wishes to combine the Councilmember's item with another item on the Agenda may direct that the following language be included with the Agenda item: "This item may be considered with Item __." The City Manager may combine staff items on the Agenda to ensure the public's business is handled efficiently and conveniently.

Proposed alternatives, other than minor variations, to items or portions of items on the Agenda shall be submitted in writing to the City Clerk for distribution no later than noon the day prior to the Council meeting; any alternatives submitted after the deadline may be considered by the Council only by unanimous consent, provided they are Brown Act compliant; otherwise, the amendment along with the main item may be considered at a subsequent meeting pursuant to an approved motion to continue.

Unless Council specifically directs otherwise with respect to a particular item, when Council provides direction to prepare an ordinance or resolution pursuant to a Council

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approved 16 item or other direction during a Council meeting, pursuant to Charter section 708(e), the City Attorney shall be responsible for preparing and bringing back for Council consideration all new or amended ordinances and resolutions; the City Attorney shall consult with City Staff, as appropriate.

(e) The City Clerk shall post the Agenda as required by the Brown Act. Copies of the Agenda shall be posted on all City wayfinding kiosks, with the kiosk located in front of City Hall at the corner of Main Street and Olympic Drive, Santa Monica, California 90401 serving as the primary posting location. Should this kiosk be out of service, the kiosk located in front of Tongva Park at Ocean Avenue and Colorado Avenue shall serve as the backup posting location. Agenda material will be available in accessible format on the City website and in other alternative formats from the City Clerk upon request. The City Clerk shall maintain on file in the Clerk's office declarations establishing compliance with the posting requirements.

(f) No action shall be taken on any item not appearing on the posted Agenda unless the item is added to the Agenda in the manner required by the Brown Act.

(g) Matters directed to be placed on the Agenda at the direction of Councilmembers shall be listed on the Agenda in the order of receipt by the City Clerk.

(h) Written requests to the City Council shall be received and opened by the City Clerk and referred to the City Manager or the Manager's designee and either shall be transmitted to the appropriate board, commission, or staff member, or shall be placed on the Agenda if City Council consideration is deemed appropriate by the Mayor or City Manager. Written requests being agendized shall be scheduled for City Council consideration at the earliest convenient meeting, taking into consideration the length and

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content of meeting Agendas. Members of the public submitting written requests shall be advised of how their request is being handled. Councilmembers shall receive copies of those written requests that are not agendized. Agendized communications shall be listed on the Agenda in order of receipt. No communication shall be placed on an Agenda if it contains material that:

(1) Is profane.

(2) Is potentially slanderous or libelous.

(3) Advocates or opposes the candidacy of any person or party for any elective office.

(4) Is primarily an advertisement or promotion or has as a substantial purpose the advancement of any cause the major benefit of which is private and not public. Members of the public submitting written requests to the City Council are encouraged to limit their submissions to one per meeting.

(i) All electronic presentation materials intended for use at a City Council meeting, including PowerPoint presentations, videos, audio, electronic images, and electronic portable document formats (PDFs), but excluding any hardcopy document projected by an overhead projector, must be received by the City Clerk no later than noon on the day of a City Council meeting. For clarity, this rule shall not apply to a current member of a board or commission speaking on a matter within the purview of the board or commission on which the member sits.

(j) Any Councilmember or the City Manager may place an item on the Council Agenda to present a report from a board or commission that is within the board or commission's subject matter authority that was duly approved by the board or

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commission. The request and the written or electronic materials to be distributed or displayed at the meeting must be provided to the City Clerk, the City Manager's Office, and the sponsoring Department Staff Liaison by 3 p.m. Friday, 11 days before the Council meeting. When heard, the speaker for the board or commission shall be permitted up to 10 minutes to present, unless the Council by majority vote allows for a different time. The Council may question the speaker concerning the report and presentation. The speaker shall have an opportunity to respond to comments by the City Manager and Staff. The City Manager and Staff may also provide information concerning the presentation. The presentation will not be considered an action item, but the City Manager may combine it with an action item on the Agenda, and the Council may provide direction concerning the matters raised in the presentation. Action may be taken on matters raised in the presentation, subject to Brown Act compliance.

(k) Any Councilmember planning on being absent from a Council meeting or a portion of a meeting may submit written statements on a topic on the Agenda to the City Clerk at least by noon the day of the Council meeting. The City Clerk shall publish the written statement prior to the beginning of the meeting, and the City Clerk shall read the statement into the record at the meeting. This procedure shall not apply to quasi-judicial matters, wherein Councilmembers ordinarily shall not communicate about the matter prior to conclusion of a public hearing.

RULE 6. CATEGORIES AND ORDER OF BUSINESS.

The business of the City Council shall be conducted in the order and manner specified below. The order may be changed by a majority vote of those present. The following is the order of business:

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(a) Call to Order.

(b) Salute to the Flag and Land Acknowledgement.

(c) Roll Call.

(d) Levine Act disclosures.

(e) City Clerk Agenda announcements and Agenda Procedural motions.

(f) **General Public Input and Comment on Special Agenda Items**. Allows members of the public to address the City Council on Special Agenda Items and matters not otherwise on the Agenda that are within the City Council's subject matter jurisdiction. State law prohibits the City Council from taking any action on items not listed on the Agenda. As a result, no formal action may be taken on any matter under this item.

(g) **Special Agenda Items.** This item includes proclamations, commendations, introductions of special guests, special meetings, appointments to the City Council and presentations and reports by other non-City public entities or legislative bodies. A Councilmember may place a proclamation or commendation on the agenda by submitting a request to the City Manager or the City Manager's designee. No more than 2 proclamations or commendations shall be placed on any one agenda, unless an additional item is particularly time sensitive.

(h) Public Comment for Consent Calendar and Closed Session Items Only. No public comment is permitted on second readings of ordinances or continued items.

(i) **Consent Calendar.** The consent calendar shall consist of the approval of minutes of previous meetings and those other items such as contracts and routine resolutions and ordinances that do not necessitate a separate public hearing and which are determined in the Agenda preparation process to be relatively non-controversial.

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Ordinances for second reading and adoption may be placed on the consent calendar if approved by a majority at first reading. The consent calendar shall be considered as one item regardless of the number of matters appearing on it and may be approved by a single vote. The title to the individual consent items need not be read unless a request to do so is made by any Councilmember. Members of the public shall have no more than one opportunity to address the City Council concerning any and all items on the consent calendar. Members of the public shall be heard prior to City Council consideration of the consent calendar. Councilmembers may request to have individual matters removed from the consent calendar so that they may be heard on those matters. All matters remaining on the consent calendar may be approved by a single vote. Any items removed from the consent calendar shall be considered separately in the order of their appearance on the Agenda. Removed items may be heard immediately following the consent calendar or may be heard after the City Council concludes Closed Session or Study Session. Councilmembers shall notify the City Manager by 5 p.m. the day before the meeting that an item may be pulled for discussion or questions to Staff and request a presentation of an item on the Consent Calendar, or Staff will not be present for the item to make a presentation or answer questions. When the Clerk calls the Consent Calendar, the Clerk shall identify those items that Councilmembers have indicated they wanted to pull (by 5 p.m. the day before) and which Councilmembers have made the requests. Only those items shall be pulled for discussion, unless a Councilmember makes an additional request following the Clerk's announcement.

(j) Closed Session.

(k) Reports and any Additional Public Actions from Closed Session.

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(l) City Manager's Report.

(m) Councilmember Travel Announcements.

(n) Mayor's highlight.

(o) **Public Comment on Remaining Agenda Items**. Allows members of the public to have the opportunity to speak on items on the Agenda before or during the City Council's Consideration of the item, except on quasi-judicial items and where a public hearing is required by law.

(p) **Study Session**. During Study Sessions staff will present information regarding a complex matter that will be subject to Council deliberation and decisions in the future. No City Council action will be recommended or taken as part of the Study Session, other than to give direction to prepare and return with Agenda items in the future.

(q) **Continued Items**. This item includes agendized items of a previous City Council meeting not considered at such meeting. The City Council may vote by a majority of its members to have a carry-over item placed on a subsequent Agenda as a continued item. If public comment on a continued item was concluded at the initial meeting, it shall not be repeated. Nonetheless, continued 16 Items shall be heard along with 16 items for the current meeting.

(r) **Administrative Proceedings**. This item includes proceedings requiring the City Council to make a quasi-judicial decision concerning an individual application or appeal.

(s) **Ordinances.**

(1) Second Reading and Adoption. No public comment is permitted on second readings.

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(2) Introduction and First Reading.

(t) **Staff Administrative Items**. This category will include policy matters to be considered by the City Council or at joint meetings of the City Council, Parking Authority, Housing Authority, the Public Financing Authority and/or Redevelopment Successor Agency.

(u) **Public Hearings**. This item consists of public hearings required by specific provisions of law. Public comment on a public hearing item shall be taken at the time the item is heard following the Staff presentation of the item.

(v) **Reports of Boards and Commissions**. Boards and commissions that may present reports under this item and pursuant to rule 5(j) include, but are not limited to, all City boards, commissions, and task forces. Reports may also be provided by the Santa Monica Pier Corporation, Downtown Santa Monica, Inc., and Santa Monica Travel and Tourism. Note this subsection provides for the location or timing of these items if placed on the Agenda, not the authority to place items on the Agenda, which is addressed elsewhere in these rules.

(w) **Resolutions**. A resolution will be considered under this item only if its substance makes extensive public input advisable, or if it should be considered after another item on the Agenda, otherwise the resolution will be considered on the Consent Calendar. No resolution may be placed on an agenda regarding international affairs, except for items of support or condolences for natural disasters or similar tragedies involving Santa Monica's sister cities.

(x) **Written Communication**. This item allows the City Council to consider issues raised by written submissions from the public.

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(y) **Councilmember Requests for Discussion (16 items) and Closed Session Items**. This category consists of Councilmember requested Agenda items to provide policy direction. Action and direction may occur on these items to the extent specified in the Agenda item. Councilmembers shall submit proposed Agenda items to the City Manager, who shall consult Councilmember sponsors, the City Attorney, City Clerk, and Staff as needed. No Councilmember requested resolutions or ordinances should be developed or drafted until a majority of the Council gives direction to the City Manager and/or the City Attorney. The City Manager will work with the Councilmember to decide if the item will be placed on the Agenda or address them in other ways. Resolutions for advocacy would be an exception.

Councilmember requests for real estate and labor closed session items shall be submitted to the City Manager, and for litigation, including amicus participation, to the City Attorney.

The City Manager and City Attorney shall notify one another when Agenda item requests are made by Councilmembers.

With the exception of appointments to boards, commissions, and other bodies, all Councilmember discussion “16 items” on the Agenda shall be considered as one item, similar to the consent calendar, regardless of the number of matters and may be approved by a single vote. The title to the individual items need not be read unless a request to do so is made by any Councilmember. When the 16 items are called, Councilmembers may request to have individual matters removed for separate consideration. All remaining matters may be approved by a single vote. Any items removed shall be considered separately in the order of their appearance on the Agenda.

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A Councilmember may place a 16 item on an agenda to consider a formal censure of a Councilmember for violation of the law, local ordinance, common law conflict of interest, Council rule, or resolution. Due process shall be provided, including notice of the allegations and an opportunity to oppose the accusation.

RULE 7. PREPARATION OF MINUTES.

The City Clerk shall have exclusive responsibility for preparation of the Minutes, and any directions for corrections in the Minutes shall be made only by majority vote of the City Council.

RULE 8. APPROVAL OF MINUTES.

Minutes of a City Council meeting may be approved on the Consent Calendar without reading if the City Clerk has previously furnished each Councilmember with a copy and unless a reading is ordered by a majority vote of the City Council.

RULE 9. MAYOR AS PRESIDING OFFICER.

(a) The Mayor shall be the Presiding Officer at all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tempore shall preside. In the absence of both the Mayor and Mayor Pro Tempore, the City Clerk shall call the City Council to order and a temporary Presiding Officer shall be elected by the Councilmembers present to serve until the arrival of the Mayor or Mayor Pro Tempore or until adjournment.

(b) The Mayor shall be the official signatory on behalf of the Council for all Council approved ordinances, resolutions, contracts, proclamations, and letters of support or opposition, and shall promptly sign all documents presented by the City Clerk. In the Mayor's absence, the Mayor Pro Tempore shall sign such documents. Signing in an official capacity does not necessarily indicate personal support for the item.

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(c) Selection of Mayor and Mayor Pro Tempore. As required by Charter section 604, the Mayor shall be selected by the Council. The procedure for selection shall be as follows: Beginning in December 2022, the Council shall select the longest continuously serving Councilmember, whether initially elected or appointed, to serve as Mayor for a 1 year term. Each subsequent December the next longest continuously serving Councilmember shall be selected as Mayor for a 1 year term, then rotating each December to select the Mayor in order of the next longest serving Councilmember. If two or more Councilmembers were elected at the same election, the Councilmember receiving the higher number of votes shall be considered as having served longer for purposes of this provision. If two or more Councilmembers were initially appointed to serve at the same time, then when they each may first become eligible to be selected as Mayor, a coin flip shall decide who shall be considered as having served longer for purposes of this provision. The Mayor Pro Tempore may be selected by simple majority vote without regard to this provision. This provision shall not be subject to a suspension of the Council Rules, and shall be implemented until duly repealed or amended by the Council.

(d) The term “Vice Mayor” shall not be used in place of the term “Mayor Pro Tempore.”

RULE 10. POWERS AND DUTIES OF PRESIDING OFFICER.

(a) **Participation**. The Presiding Officer may move, second, and debate from the chair, subject only to such limitations of debate as are imposed upon Councilmembers by these rules, and shall not be deprived of any of the rights or privileges of a Councilmember by reason of acting as the Presiding Officer.

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(b) **Duties**. The Presiding Officer shall:

(1) preserve order at all meetings of the City Council;

(2) state (or cause to be stated) each question coming before the City Council;

(3) announce the decisions of the City Council on all subjects;

(4) decide all questions of order subject to the right to appeal rulings on questions of order to the entire City Council in accordance with Rule 12(d) below; and

(5) encourage all persons present at the meeting to conform their conduct to the City's Civility Policy.

RULE 11. SWORN TESTIMONY AND SUBPOENA POWER.

Any Councilmember may request that anyone appearing before the City Council on any matter shall be sworn. On receipt of such a request, all proceedings shall be suspended, and the City Council will immediately vote on whether the individual should be sworn. A majority vote of the Councilmembers present shall determine whether the speaker shall be placed under oath. All oaths will be administered by the City Clerk.

The City Council shall have the power to issue subpoenas as provided in City Charter Section 614.

RULE 12. RULES OF DEBATE.

(a) **Getting the Floor**. A Councilmember desiring to speak shall gain recognition by the Presiding Officer.

(b) **Questions to Staff**. Councilmembers desiring to question City staff shall address their questions to the City Manager, the City Attorney, the City Clerk, or

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designated staff. Members of the City staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

(c) **Interruptions**. A Councilmember who has the floor shall not be interrupted when speaking unless the Councilmember called to order by the Presiding Officer, a point of order or a personal privilege is raised by another Councilmember, or the speaker chooses to yield to a question by another Councilmember. If a Councilmember is called to order, that Councilmember shall cease speaking until the question of order is determined. Whenever any person is called to order while speaking, such person shall be in possession of the floor after the question of order is decided, and may proceed with the matter under the discussion within the ruling made on the question of order.

(d) **Points of Order**. The Presiding Officer shall determine all points of order subject to the right of any Councilmember to appeal to the City Council. A speaker having the floor may be interrupted, when recognized by the Presiding Officer, to raise a point of order. Questions concerning procedures or other legal issues may be directed to the City Attorney for legal advice. If an appeal is taken, the question shall be: “Shall the decision of the Presiding Officer be overruled?” The Presiding Officer's decision may be overruled by a two-thirds vote of the Councilmembers then present. The City Attorney may also raise a point of order to provide advice to the Council should there be a concern about procedures, due process, or other legal issues.

(e) **Point of Personal Privilege**. The right of a Councilmember to address the City Council on a question of personal privilege shall be limited to cases in which the Councilmember’s integrity, character, or motives are questioned, or where the safety or

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welfare of the City Council is concerned. A speaker having the floor may be interrupted, when recognized by the Presiding Officer, to raise a point of personal privilege.

(f) **Privilege of Final Comment**. The Councilmember moving the introduction or adoption of an ordinance, resolution, or motion, shall have the privilege of speaking last on the matter after all other Councilmembers have been given an opportunity to speak.

(g) **Motion to Reconsider Legislative Actions**. A motion to reconsider any legislative action taken by the City Council may be made only by one of the Councilmembers on the prevailing side and may be seconded by any Councilmember. Such motion may be made at any time and shall be debatable. A motion by a non-prevailing Councilmember or a request by a member of the public for reconsideration may be made only if one year has passed since the action was taken.

(h) **Calling for the Question**. A question may be called by majority vote of those present. However, neither the moving party nor the party seconding any motion may call for the question, each Councilmember shall be afforded one opportunity to speak on each item before the question is called, and a question may not be called to interrupt or cut off a particular speaker.

(i) **Limitation of Debate**. Councilmembers shall limit their remarks to the subject under debate. Except for questions raised by another Councilmember to a Councilmember, no Councilmember shall be allowed to speak more than once upon any particular subject until every other Councilmember desiring to do so has spoken.

(j) Each Councilmember shall observe a time limit of 10 minutes each to speak on an agenda item, with exceptions for asking questions of the Councilmember(s) who

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introduced the item (both questioners and respondents) or staff. The 10 minutes may be used at once or apportioned across debate of an item. If the proposing Councilmember does not save a portion of their time to avail themselves of their privilege of final comment in accordance with Rule 12, Section (f), the Councilmember forfeits their privilege of final comment. Time limits in this Rule may be extended at any time by a 2/3rds vote of the Councilmembers present, and such an extension shall apply to all Councilmembers, if approved.

(k) Time to speak to a Point of Personal Privilege shall be limited to 1 minute.

(l) Time to speak for a Councilmember's protest statement in opposition to an action shall be limited to 5 minutes.

(m) Time to speak to a proclamation or commendation, excluding the reading of a resolution or certificate, shall be limited to 2 minutes.

RULE 13. PROTEST AGAINST CITY COUNCIL ACTION.

Any Councilmember shall have the right to have the reasons for the Councilmember's opposition to any action of the City Council entered in the Minutes. Such opposition shall be made in the following manner: "I would like the Minutes to reflect that I opposed this action for the following reasons…" A written submission may be provided to the City Clerk to be included in the record.

RULE 14. DISCLOSURE FOR QUASI JUDICIAL MATTERS.

On quasi-judicial matters, Councilmembers shall verbally disclose off-the-record contacts relating to the item, after the item is called and before City Council consideration of the matter. Disclosure shall include the identity of any individual(s) with whom the Councilmember had contact, and the nature of the contact.

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RULE 15. PUBLIC TESTIMONY.

(a) **Permitted**. Pursuant to the Brown Act, public testimony is permitted on all Agenda items, except ordinances for second reading or as otherwise provided in these rules, and the public shall have an opportunity to comment on any matter that is not on the Agenda but is within the City Council's jurisdiction. However, members of the public do not have the right to give testimony outside the scope of or unrelated to the Agenda item under consideration. Additionally, members of the public should strive to avoid unduly reiterating their own or others' testimony.

(b) **Registration**. Any member of the public wishing to address the City Council regarding any item on the Agenda for public discussion shall register with City Clerk staff prior to the start of the meeting, if possible. No registrations for public input will be accepted on an item after the input period is closed.

(c) **Manner of Addressing the City Council**. After being recognized by the Presiding Officer, members of the public addressing the City Council shall go to the podium, state their name and whom they represent, if they represent an organization or other person. Members of the public are encouraged, but not required, to also state their address, neighborhood, or city of residence. All remarks shall be addressed to the City Council as a whole and not to any individual member thereof. After a public hearing has been closed, no member of the public shall address the City Council on the matter under consideration without first securing City Council approval.

(d) **Written Public Comment**. Those wishing to provide public comment are encouraged to submit it in writing via email to be viewed online. For written comments received by noon on the day of the Council meeting, best efforts shall be made to have

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them posted on the Council's online Agenda. All written comments shall be made part of the public record.

(e) **Time Limits**. Members of the public wishing to speak on more than one item shall limit their remarks to a total of 6 minutes per meeting unless the City Council grants additional time by majority vote. For purposes of Rule 15, any Council meeting that includes special meeting items and/or joint meetings with other entities shall be considered one meeting. A member of the public may allocate time between items in one-minute increments up to 2 minutes and those requesting to speak on only one agendized item for the meeting may speak for up to 4 minutes on that one item. Testimony given as an applicant or appellant does not count toward the 6-minute maximum. A Board or Commission member reporting to the City Council on behalf of a Board or Commission who was duly authorized to speak for the Board or Commission shall be limited to a maximum of 5 minutes to speak. Except for noticed public hearings or quasi judicial items, if more than 25 speakers are registered to speak during a public input section, the amount of time shall be limited to 1 minute per speaker during that section. The order in which members of the public provide remarks will be determined by the City Clerk, to the extent possible giving priority to K-12 students speaking on their own behalf. Persons speaking on another's written communication and persons submitting late speaker requests, who receive permission to speak shall be limited to 1 minute. Speaker requests are considered late if received after the public input period has been opened. Upon opening the public input section, the City Clerk shall announce approximately how many speakers are registered to speak and the final name registered on the list. Should any other speakers sign up after the stated name and prior to the closing of the public input period, they shall

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be deemed late and shall be permitted to speak for 1 minute only with a motion approved with 5 votes of the Council. On written communication, those speaking on another's item may speak only if the person raising the matter appears and testifies. If the person who raises the item does not appear and testify, the matter shall be received and filed and persons wishing to speak on the matter may give their testimony during public input.

(f) **Special Time Limits for Applicants and Appellants**. Applicants and appellants on administrative items and public hearings shall limit their remarks to 10 minutes and may reserve some of their time for use for rebuttal at the conclusion of the public hearing. The appellant shall have the opportunity to address the City Council first and last.

(g) **Special Time Limits for Special Agenda Items**. Public testimony is permitted on the City Manager's Report and Appointments to the City Council. Proclamations, commendations, and appearances by special guests are ceremonial items. To ensure adequate time for the Council's regular business, groups of honorees or guests, who wish to speak, should appoint one or two representatives to speak for them. Honorees' time to speak shall be limited to 2 minutes each.

(h) **Special Assistance for Those Who Cannot Wait to Speak**. Members of the public, including those with special needs, who cannot wait to speak on an Agenda item may request assistance from the City Clerk, and a member of the Clerk's office will provide assistance in preparing a written statement of testimony for distribution to the City Council.

(i) **Extended Time Limits for Speakers Who Require Interpreter**. A member of the public who utilizes an interpreter to provide English language translation shall

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receive twice the time otherwise allotted under these rules.

(j) Any electronic presentation materials presented as attachments to written public comment submitted by email for viewing online must be submitted in accordance with the time deadline set forth in Section 15(d) above. Electronic presentation materials will not be accepted in connection with public comment being provided by calling in to the Council meeting. For speakers who will be physically present to provide public comment at the Council meeting, all electronic presentation materials intended for use in connection with the public comment, including PowerPoint presentations, videos, audio, electronic images, and electronic portable document formats (PDFs), but excluding any hardcopy document projected by the overhead projector, must be received by the City Clerk no later than noon on the day of a City Council meeting. All such electronic presentation materials must be emailed to the City Clerk's Office and include the City Council meeting date, Agenda item number, and name of the public speaker who, as noted above, will need to be present at the meeting. See also Rule 5(i). Any member of the public choosing to use electronic presentations during public comment does so at their own risk, and the City makes no guarantees regarding compatibility with the City's technology equipment and system, technological functionality, audio or visual quality, etc. If a public commenter's electronic presentation is not working as desired after one minute, the commenter shall be given the option to restart their time and address the Council directly, or may choose to continue their time and continue with their electronic presentation.

(k) **Telephone Public Comment**. Members of the public wishing to address the City Council by telephone must register at santamonica.gov/public-comment no later than 5:00 p.m. the last business day before a meeting. Electronic presentation materials

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are not permitted when commenting by telephone. Telephone callers will be heard after all in-person speakers are heard.

(l) **Requests for Accommodation**. Requests for a disability accommodation to provide public testimony at a Council meeting should be submitted in writing to the City Clerk's office via email at clerk.mailbox@santamonica.gov or via telephone at (310) 458-8211 at least 72 hours prior to the scheduled meeting. Best efforts shall be used to accommodate requests received after the 72 hour deadline. In the case of special meetings, requests should be submitted as early as possible, but no later than noon the day of the Council special meeting.

RULE 16. RULES OF CONDUCT AND SAFETY.

When the City Council is in session, all persons present, whether in person or speaking by phone, must preserve safety and order and should strive to conform their conduct to the City's Civility Policy. Members of the public who are physically present at the Council meeting should sit in the audience seating area, unless addressing the City Council or entering or leaving the Council Chambers, should not block the aisles with personal belongings and should not bring audible equipment into the Council Chambers including cellular telephones or pagers. Members of the public may not, except when testifying on or participating in an Agenda item, enter the well area, which is the open area directly in front of the dais and extending outward from it to a line running between the points on the Clerk's desk and the podium nearest to the audience. Applause, vocally or clapping, is prohibited, except for ceremonial items, or as may be invited by the Presiding Officer.

Any person who disrupts the meeting shall be called to order by the Presiding

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Officer. Disruption shall include but not be limited to, blocking the audience or camera view of the proceedings. If such conduct continues, the Presiding Officer may request the Sergeant at Arms to remove the person from Council Chambers.

The Chief of Police or such member or members of the Police Department as the Chief may designate, shall be Sergeant At Arms of the City Council and shall carry out all orders given by the Presiding Officer through the City Manager for the purpose of maintaining order at City Council meetings. Any Councilmember may move to require the Presiding Officer to enforce the rules, and the affirmative vote of a majority of the City Council shall require the Presiding Officer to do so.

RULE 17. SEATING ORDER.

After each municipal election, the City Clerk shall determine City Council member seating order by drawing lots, with the exception of the Mayor Pro Tem, who shall be seated next to the Mayor. Changes in seating may be allowed by the Mayor, without requiring a vote, for good cause when those changing seats consent.

RULE 18. ENTITLEMENT TO VOTE AND FAILURE TO VOTE.

Every Councilmember is entitled to vote unless disqualified by reason of a conflict of interest. A Councilmember who abstains from voting consents to the decision made by the voting Councilmembers.

RULE 19. VOTING PROCEDURE.

(a) Any vote of the City Council, including a roll call vote, may be registered by the members answering “Yes” for an affirmative vote or “No” for a negative vote upon the member’s name being called by the City Clerk. Voting order shall be based on seating order with each roll call vote beginning at alternating ends of the dais and the Mayor voting

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last.

(b) Unless any Councilmember calls for separate votes in advance, any item on the Agenda with related sub-parts shall be treated as one Agenda item and voted on in one motion. If the item and sub-parts receive sufficient votes for approval of some, but not all sub-parts (some subparts may require 4 votes and some subparts 5), at the immediate request of any Councilmember, the first vote shall be nullified and Council shall then immediately, without discussion, vote on each item separately.

(c) When the Council is making appointments to any committee, board, commission, or equivalent, the Council shall use ranked choice voting. Ranked choice voting process shall be as follows:

(1) The ranked choice voting application to be used shall be rankedchoices.com. Should this application become unavailable for any reason, another application may be selected as determined by the City Clerk.

(2) The Clerk shall ask the Council for nominations from among the qualified applicants, and upon collecting all nominations, shall present the Council with the slate of nominees.

(3) Each Councilmember shall then indicate their first choice from among the slate of nominees; they each may indicate only 1 first choice;

(4) Each Councilmember shall also indicate their second choice from among the nominees; they may indicate only 1 second choice;

(5) Proceed to do the same for up to the total number of nominees;

(6) Each Councilmember may rank as many or as few nominees as they may choose; each may not give the same rank to more than 1 nominee; each may

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not rank the same nominee more than once;

(7) As per rankedchoices.com, votes shall be counted using the Weighted Inclusive Gregory Method (WIGM). The number of Councilmembers who chose a nominee as their first choice is added to the number of Councilmembers who chose the nominee as their second, third, etc. choice, with each count given approximately 2/3 of the weight given to the previous count. Then all the votes are added together to arrive at a tiebreaker value for each nominee.

(8) After all Councilmembers cast their ballots, ranking their preferred nominees for election, the tabulation of votes takes the rankings into account. The process may take multiple rounds of counting.

(9) The threshold (quota) needed to win an election is calculated by the application. The first-ranked nominees on all ballots are counted to determine which candidates meet the threshold (quota). Any nominee who has so few votes that they cannot mathematically meet the threshold at any point shall be eliminated.

(10) Any nominee who meets the threshold is a winner, and if the number of winners equals the number of seats to be elected, the vote is closed. If not, the winners' ballots are evaluated, this time by the second-ranked nominees on the ballots, and the votes are transferred to candidates who are not yet winners and who haven't been eliminated, but only to the extent that the winners had more than enough votes to win. For example, if Winner A received 20% over the threshold, the votes transferred to the second-ranked nominees are only 20% of a whole vote.

(11) The process repeats through as many rounds of counting as

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necessary until the number of winners equals the number of seats to be filled.

(12) If there are only two nominees for one open seat, the Clerk shall call upon each Councilmember to state their choice between those two nominees to make the selection.

RULE 20. DISQUALIFICATION FOR CONFLICT OF INTEREST.

Any Councilmember who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state or have the Presiding Officer state the nature of such disqualification and shall leave the dais prior to Council consideration of the matter. A Councilmember stating or having the Presiding Officer state such disqualification shall not be counted as part of a quorum and shall be considered absent for the purpose of determining the outcome of any vote on such matter.

RULE 21. TYPES OF MOTIONS.

(a) Only Councilmembers, or duly appointed members of boards sitting with the Council, may make Motions. The Mayor/Presiding Officer shall read them back when requested, and shall confirm that the language as read back is accurate with the maker of the motion. Upon request, the City Attorney shall assist in the formation of motions. A Councilmember must have the floor to make a motion.

(b) Any motion that does not receive a second shall not move forward, and then another motion may be made.

(c) For noticed public hearings and quasi-judicial matters, a main motion shall not be made until public comment on the item is complete.

(d) There are three motions that are most common and are usually subject to debate:

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(1) **The main motion.** This motion puts forward a substantive decision, most frequently an Agenda item, for Council consideration. A main motion may include changes to the item as stated on the Agenda or supplemental materials. Only one main motion may be on the floor at one time.

(2) **The motion to amend.** This motion seeks to modify the main motion before the Council. A motion to amend cannot be made until there is a main motion on the floor. A motion to substitute a main motion with another motion shall be treated as a motion to amend. Only one motion to amend may be on the floor at one time. All motions to amend shall be resolved prior to voting on the main motion.

(3) **The procedural motion.** This motion is to address a rule of procedure, postpone, or take some other action. Procedural motions take priority over main motions and motions to amend. Only one procedural motion may be on the floor at one time. A “point of order” may be raised at any time, interrupting a speaker when recognized by the Presiding Officer, to make a procedural motion. Procedural motions are debatable but not subject to public comment.

(e) The following common procedural motions shall be handled as follows:

(1) Motion to adjourn. This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. It is not subject to debate and requires a majority vote. It is the highest priority motion.

(2) Motion to recess. This motion, if passed, requires the Council to immediately recess. The Presiding Officer determines the length of the recess. It is not subject to debate and requires a majority vote.

(3) Motion to fix the time to adjourn. This motion, if passed, requires the

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Council to adjourn the meeting at a specific time set in the motion. It is not subject to debate and requires a majority vote.

(4) Motion to table. This motion, if passed, requires the discussion of the Agenda item to be halted and the Agenda item placed on hold. The motion can contain a specific time in which the item can come back to Council. If the motion does not contain a specific time for the return of the item, a motion to take the item off the table will have to be taken at a future meeting to bring it back to the Council. A motion to table or to bring it back to the Council requires a simple majority vote.

(5) Motion to continue. This motion, if passed, requires the item to be withdrawn from the Agenda at that time and postponed either indefinitely or to a certain time and/or date, or to a time later in that meeting, as stated in the motion. A motion to continue is debatable and requires a simple majority vote.

(6) "Friendly Amendment." This is a "request," rather than a formal motion. The speaker asks whether the maker of the main motion would agree to amend the motion, as suggested. If agreed, and if the member providing the second also agrees, or another second is offered, then the main motion is replaced with the amended motion. If an offer for a "friendly amendment" is rejected, then a formal motion to amend may be made.

RULE 22. CHANGING VOTE.

The vote of a Councilmember may be changed only if the Councilmember makes a timely request to do so immediately following the announcement of the vote by the City Clerk or the Presiding Officer and prior to the time that the next item in the order of business is taken up.

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RULE 23. AGENDA MANAGEMENT.

At any time after roll call, the Presiding Officer may call for a motion for Agenda management to reorder or combine Agenda items or to determine when public comment may be taken on one or more items. However, public comment may be taken later, but not earlier, than the time or position shown on the Agenda. Noticed public hearings scheduled for a time certain may be heard later, but not earlier, than the time scheduled. Such a motion shall require the votes of a majority of the Councilmembers present to pass. If such a motion is passed, the City Clerk shall call Agenda items or comment opportunity in accordance with the Agenda as modified by the motion.

RULE 24. PROCEDURE ON AGENDA ITEMS REQUIRING A MOTION.

The following procedure shall be followed in connection with any Agenda item requiring a motion:

(a) City Clerk reads the title.

(b) Presiding Officer calls for a staff report.

(c) Councilmembers question City staff.

(d) City Council conducts Public hearing.

(e) City Council deliberates.

(f) A Councilmember makes a motion, another Councilmember seconds the motion, and the Council debates it, with the maker of the motion having the opportunity to speak last.

(g) The Presiding Officer restates the motion.

(h) The City Council votes on the motion.

(i) The Presiding Officer or City Clerk announces result.

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RULE 25. PRESENCE OF CITY STAFF AT CITY COUNCIL MEETINGS.

The City Manager, City Clerk, and City Attorney, or, in their absence, their authorized representatives, shall attend and be present during all City Council meetings and give necessary service and advice.

RULE 26. RECORD OF MEETINGS.

All public meetings of the City Council shall be recorded. The recording shall be made by City TV and retained in accordance with the City's record retention schedule. The use of other recording or television equipment is permitted so long as it is not disruptive of the meeting.

RULE 27. USE OF TECHNOLOGY TO COMMUNICATE DURING MEETINGS

During City Council meetings, Councilmembers shall not use electronic communications of any type, including texts and emails, to communicate among themselves.

RULE 28. [Repealed]

RULE 29. CHARTER SECTION 615

In accordance with Charter Section 615, the adoption of all ordinances and resolutions shall be by reading of title only unless a Councilmember present at the meeting objects.

RULE 30. INTERPRETATION AND MODIFICATION OF THESE RULES.

These rules shall be interpreted liberally to provide for the optimum in the free interchange of information and public debate without an unnecessary waste of time or duplication of effort. These rules may be amended by resolution.

RULE 31. FAILURE TO OBSERVE RULES OF ORDER.

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These rules of order and procedures govern the conduct of City Council meetings. These rules are intended to expedite the transaction of the business of the City Council in an orderly fashion and are deemed to be procedural only. Failure to strictly observe these rules shall not affect the jurisdiction of the City Council or invalidate any action taken at a meeting that otherwise conforms to law.

RULE 32. COUNCIL BRIEFINGS.

The City Manager and/or City Attorney may meet with Councilmembers to provide briefings. Briefings shall be conducted in compliance with the Brown Act. No person shall attend these meetings other than the Councilmembers invited without invitation of the City Manager and/or City Attorney. No Councilmember shall authorize or permit any person who is not a City of Santa Monica employee or duly appointed agent of the City (for example, outside counsel, contractor, or consultant) acting within the scope of that person's job duties, to represent them as a Councilmember, or represent the Council, or the City, at any meeting, function, or event.

SECTION 2. Resolution Number 11661 (CCS) and all other resolutions adopting, amending, or relating to City Council Rules of Order, are hereby repealed in their entirety.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution, and thenceforth and thereafter the same shall be in full force and effect.

APPROVED AS TO FORM:

DocuSigned by:
DOUGLAS SLOAN
61C02D0CAE84432...

DOUGLAS T. SLOAN
City Attorney

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Adopted and approved this 27th day of May, 2025.

DocuSigned by:
Lana Negrete
A2023AA46AA4497...

Lana Negrete, Mayor

I, Nikima S. Newsome, City Clerk of the City of Santa Monica, do hereby certify that Resolution No. 11663 (CCS) was duly adopted at a meeting of the Santa Monica City Council held on the 27th day of May, 2025, by the following vote:

AYES: Councilmembers Zernitskaya, Snell, Hall, Zwick, Mayor Pro Tem Torosis, Mayor Negrete

NOES: Councilmember Raskin

ABSENT: None

ATTEST:

DocuSigned by:
7032651F371E430...

Nikima S. Newsome, City Clerk

RESOLUTION NO. 23-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SARATOGA AMENDING THE CITY COUNCIL NORMS OF OPERATION

WHEREAS, the City Council adopted a policy establishing Norms of Operation for City Council ("Council Norms") in 2004 through City Council Resolution 04-007 and has updated the Council Norms at various times since then; and

WHEREAS, during the City Council Study Session on December 21, 2022, the City Council discussed procedures for announcements shared during regular City Council Meetings and there was consensus to amend the City Council Norms of Operation to provide the Mayor with the discretion to allow members of the City Council to share announcements based on guidelines established by the Mayor.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Saratoga hereby amends the City Council Norms of Operation attached to this resolution and further resolves that the attached document shall supersede prior resolutions, guidelines and understandings relating to the City Council Norms of Operation.

The above and foregoing resolution was passed and adopted at a regular meeting of the Saratoga City Council held on the 1st day of February 2023 by the following vote:

PASSED AND ADOPTED by the City of Saratoga City Council on this 1st day of February 2023 by the following vote:

AYES: COUNCIL MEMBERS AFTAB, PAGE, WALIA, VICE MAYOR ZHAO, MAYOR FITZSIMMONS

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

Kookie Fitzsimmons

Kookie Fitzsimmons, Mayor

ATTEST:

Britt Avrit

Britt Avrit, MMC, City Clerk

CITY OF SARATOGA
CITY COUNCIL NORMS OF OPERATION
(Updated via Resolution 23-007, February 1, 2023)

Section 1. OPERATION OF CITY COUNCIL MEETINGS

A. City Council Meetings shall be conducted following the outline listed in Section 7.B. of these Norms. Each item shall be introduced by the Mayor and heard in accordance with the Rules of Parliamentary Procedure attached hereto as Exhibit A. The Mayor may place an item anywhere on the agenda. During Council Items at a Regular Meeting, two City Council Members may request an item be placed on a future agenda.

B. In order to ensure that all members of the public have an opportunity to speak and that the Council is able to complete its business, there will be a three-minute limitation on comments by the public except for applicants and appellants at public hearings or as otherwise provided by law. In order to effectively enforce this rule, the City Clerk will monitor the time for each speaker with an electronic timer. If there are more than twenty (20) identified speakers for one item at the beginning of the public comment period or public hearing, the Mayor may adjust the three-minute time down to two minutes per speaker or less if approved by the City Council.

C. Closed Sessions of the City Council shall generally be conducted prior to the 7:00 p.m. business portion of regular meetings. If necessary, Closed Sessions not completed prior to the 7:00 p.m. business portion will be considered at the conclusion of the business portion of the meeting, or as approved by the City Council.

D. A Special Council Meeting may be called by the Mayor with proper public notice.

E. Members of Council should not engage in debate with a member of the public or staff at Council Meetings since these debates seldom resolve concerns and many times inflame feelings at a public meeting. Any concerns by a member of Council over the behavior or work of a City employee during a Council meeting should be directed to the City Manager privately to ensure the concern is resolved.

F. Prior to the close of the public hearing or comment period Council Members may ask questions of anyone in the audience. The public hearing and comment period are the times for Council to receive evidence. Once the hearing or comment period is closed, the Council deliberates based on that evidence. While Council may elect to re-open a hearing or comment period (assume no prejudice to the rights of an applicant or appellant), it should make every effort to get all the information it needs while the hearing or comment period is still open. If the Council asks questions after the final presentation of the applicant/appellant in a permit-related hearing, the Council would need to provide the applicant/appellant with an opportunity to rebut the answers to the questions. While these rules need not apply as strictly to hearings where due process is less of an issue (i.e., an ordinance amendment), a uniform set of rules for all public hearings and comment periods is desirable.

G. The Mayor may, with Council concurrence, call for Council consideration of agenda items out of their prescribed order on the printed agenda.

Section 2. MEETING DECORUM

A. Appropriate attire, including shoes and shirts, are required in the Council Chambers and other Council meeting rooms at all times. Persons in the audience will not place their feet on the seats in front of them. No food, drink (other than bottled water with a cap), or chewing gum is allowed in the Council Chambers and other Council meeting rooms, except as otherwise pre-approved by City staff. All persons entering the Council Chambers and other Council meeting rooms, including their bags, purses, briefcases and similar belongings, may be subject to search for weapons and other dangerous materials.

B. Persons in the audience shall be respectful of others and will refrain from behavior which will disrupt the public meeting. This includes refraining from:

- Using electronic devices except in connection with the meeting;
- Making loud noises, clapping, shouting, booing, hissing during public testimony and Council consideration of policy matters;
- Engaging in any activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting; and
- Creating, provoking or participating in any type of disturbance involving unwelcome physical contact.

C. Interactions between the public and the Council shall be courteous and respectful. No person who addresses the Council shall make any belligerent, personal, impertinent, irrelevant, redundant, slanderous, loud, threatening, abusive or disparaging remark, statement or commentary toward the Council, staff or other individuals in a manner which disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting. Any violation of this rule shall be grounds for terminating the person's comment period. Council shall not be belligerent or make disparaging commentary toward the speaker. Nothing in this section shall prohibit or discourage orderly criticism of any City decision or policy within the limits of these rules. If a member of the public fails to follow these rules after being warned once, the Council may bar that individual from further testimony for the evening or remove the person from the meeting.

D. The City Council uses computers at the dais for agenda materials. Council Members should limit their use of computers to matters pertaining to the meeting and comply with the City's Electronic Communications Policy (for example, no e-mailing or other communication during the meeting except in cases of family emergencies). In using computers at the dais Council Members should be respectful of their fellow Council members, staff, and the public. Council Members should not base decisions on information acquired through the internet during a Council meeting unless the information and its source is shared with the entire Council and the public as part of the meeting before the decision is made.

E. Members of the public wishing to make a slide presentation as part of their comments to the City Council must provide the file to the City Clerk's office at least 24 hours prior to the meeting in a format compatible with the City's projection system (details on these requirements are available from the City Clerk's office). Failure to comply will result in the presentation being rejected. All presentations must comply with the time limits applicable to the agenda item.

F. All materials presented to the City Council, including written materials are public records subject to inspection in accordance with applicable laws.

Section 3. CITY COUNCIL RELATIONS WITH CITY STAFF

A. There shall be mutual respect from both staff and Council Members of their respective roles and responsibilities when and if expressing criticism in public session.

B. City staff shall acknowledge the Council as policy makers and the City Council shall acknowledge staff as administering the Council's policies.

C. All written requests for information or questions by City Council Members to staff shall be directed to the City Manager, City Attorney, City Clerk, or Department Managers (with a copy to the City Manager). All complaints should be submitted to the City Manager or, if a complaint concerns the City Manager, to the City Attorney.

D. All written informational material requested by individual Council Members shall be submitted by staff to all Council Members with the notation indicating which Council Member requested the information.

E. Council shall not attempt to coerce staff in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications, the granting of City licenses or permits. The Council shall not attempt to change or interfere with the operating policies and practices of any City department.

F. Mail, including email, that is addressed to the Mayor and City Council shall be circulated by the City Clerk to the City Council. If the communication warrants a response, the Mayor's response, in addition to the original communication, will be submitted to the City Council for their information.

G. The City Clerk shall open mail addressed to all Council Members unless requested not to do so.

H. Individual Council Members shall not direct staff to initiate any action or prepare any report that is significant in nature or initiate any project or study. All such direction shall be provided by the City Manager or by action of a majority of the City Council at a City Council meeting. Council Members may ask for limited resources and information for items that are on an agenda as long as any information is distributed to all City Council Members.

Section 4. CITY COUNCIL AND COMMISSION RELATIONSHIP, INTERACTIONS WITH OTHER CITY OF SARATOGA BODIES, AND RELATIONSHIPS WITH OTHER BODIES OUTSIDE OF SARATOGA

A. Members of the City Council should not attempt to influence or publicly criticize Saratoga Commission recommendations, or to influence or lobby individual Commission Members on any item under their consideration. It is important for Commissions to be able to make objective recommendations to the City Council on items before them. Members of Council that attempt to strongly influence Commission positions on an item may prejudice or hinder their role in reviewing the commission's recommendation as a member of the City Council.

B. Individual Council Members and Commissioners shall have the right to attend meetings of other Saratoga governmental bodies but shall refrain from speaking or becoming involved in the meeting's discussions. If asked a question, the Council Member or Commissioner should indicate that he/she can only provide a personal opinion and does not speak for the Council or Commission as a whole.

C. If a member of the City Council or a Commission appears before a non-City of Saratoga governmental agency or organization except as a member of outside agency appointed by the City Council to give a statement on an issue affecting the City, the Council Member or Commissioner should first indicate the majority position and opinion of the Council or Commission (if any). Personal opinions and comments may be expressed only if the Council Member or Commissioner clarifies that these statements do not represent the position of the City Council or Commission.

D. Both Council Members and Commissioners shall at all times strive to be attentive, maintain respectful discourse in regards to one another and focus comments on the policy matters under consideration while refraining from expressing criticism of members of the Council or a Commission or engaging in side discussions with others.

Section 5. CITY COUNCIL HANDLING OF LITIGATION AND OTHER CONFIDENTIAL OR SENSITIVE INFORMATION

A. City Council Members shall keep all written materials and verbal information provided to them on matters that are confidential in complete confidence to ensure that the City's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager.

All negotiations and other contacts concerning matters that have come before the City Council in closed session (including, but not limited to, property acquisition or disposal, a pending claims or litigation, and/or employee negotiations) with the other party and/or party's agents or other representatives shall be limited to, and made by, the designated City staff representative handling the negotiations, claim or litigation unless the City Council has directed that a specific Council member to assist staff in negotiations. Except as authorized above, no Council Member who has participated in any closed session shall have any contact or discussion with the other party or its agents or representatives concerning the matter under consideration except during public meetings of the City Council. All public statements, information and press releases shall be handled exclusively by the City's designated spokesperson.

B. The personal contact information of members of the public included as part of reports and attachments to agenda items shall only be used in relation to that agenda item. To the greatest extent possible, staff will work to minimize the amount of personal contact information for members of the public published in agenda materials posted on the City website.

Section 6. BUSINESS OF THE CITY COUNCIL

A. Seating Arrangement of the City Council – At regular City Council Meetings held in the Civic Theater, the City Council shall be seated based on the order of the Mayoral rotation, as set forth by the Mayoral Rotation Policy, with the Mayor seated on the left of the five members of the City Council. The Vice Mayor shall be seated to the right of the Mayor. It shall be at the Mayor's discretion to determine the final seating arrangement of the City Council.

B. City Council Reorganization – The City Council Reorganization shall be held at the beginning of the first regular meeting of December unless the City Council calls and holds a special meeting on the Tuesday immediately preceding the first regular meeting of December. The floor shall be open to nominations for the purpose of electing a Mayor and Vice Mayor to serve for the following year. Such elections shall be made by majority vote of the Council members present at the meeting. The Mayor and Vice Mayor shall assume the duties of their respective offices immediately upon election. The Mayor and Vice Mayor shall serve a one-year term at the pleasure of the Council. In election years the date of the special meeting referenced above may be changed by the City Clerk as necessary to ensure compliance with State election laws.

C. Mayor and Council Roles – The Mayor shall act as the primary spokesperson and official representative of the City Council, unless such responsibility is delegated by the Mayor, or otherwise assigned by a majority vote of the City Council. The Mayor shall preside at all meetings of the City Council. The Mayor shall execute all official City documents, warrants and correspondence approved by City Council. The Mayor shall serve as the primary contact for the City Manager to provide direction and advice regarding routine planning and operational issues (i.e. meeting schedules, event dates, dispositions of correspondences, etc.). In scheduling events, the Mayor shall give due consideration to availability of other Council Members, the timing of the event relevant to formal City action in connection with the event (e.g., coordinating a groundbreaking with the start of actual construction), and past practices. Nothing in this section is intended to suggest that the position of Mayor wields formal power or authority in excess of the other members of the City Council. Rather, the person serving as Mayor is to be recognized as the leader of the Council, or first among equals. The Vice Mayor shall serve and perform the functions as Mayor in the absence of the duly elected Mayor.

D. Council Committee/Agency Assignments
During the first meeting in December, the Mayor shall announce that new appointments for Committee/Agency Assignments are necessary. A list of committee/agency assignments shall be given to each Council Member. Following the meeting, each Council Member shall provide the Mayor with a list of the Committee/Agency Assignments in which the Council Member is interested. The Mayor shall propose appointments for Council approval at the second City Council meeting in December.

E. Ex Parte Communications
An Ex Parte Communication occurs when a Council member receives information from a member of the public outside of a public meeting concerning a matter to be heard by the City Council. Ex Parte communications are an inherent part of the City of Saratoga's commitment to allowing City residents ample opportunity to consult with elected officials

both inside and outside of public meetings. At the same time, the City is committed to the principle that the business of the public should be conducted in public, to ensure that citizens are afforded the opportunity to participate in the making of decisions that affect their lives, and the means to evaluate choices made by the City and its officers.

Where a City Council Member has received information outside of a public meeting that the Council Member believes has a bearing on the decision and that is not reflected in the staff report presented to the Council and the public, the Council Member should provide that information to the rest of the Council and the public following the staff report and prior to beginning of public testimony on the matter. This will allow the public and other members of the Council to consider the information in forming their views on the decision at hand.

In addition, persons affected by the decision will also have the opportunity to know the evidence on which the decision is to be based and have an opportunity to comment on it and, if need be, to rebut it. This approach allows all members of the public access to elected officials and to the rationale for decisions made by those officials.

F. Issuing Proclamations, Commendations and Certificates

A proclamation is prepared at the discretion of the Mayor to proclaim a specific date or event. Proclamations are prepared for signature by the Mayor. They may be presented at a City Council meeting or at an event or meeting outside the City Council meeting.

A commendation is prepared at the discretion of the Mayor. A commendation may be issued for accomplishments, such as:

- Athletic/academic accomplishments
- Act of heroism
- Youth Accomplishments
- A Community Organization's Citizen of the Year
- A Community Organization's Business Person of the year
- Outgoing elected officials
- Outgoing City Commissioners

Commendations are prepared for signature by the Mayor. They may be presented at a City Council meeting or at an event or meeting outside the City Council meeting.

Certificates of recognition are prepared for signature by the Mayor. They may be presented at a City Council meeting or at an event or meeting outside the City Council meeting.

G. Event Scheduling

The Mayor shall work with City staff to schedule the dates of City organized events. Due consideration will be given to the availability of other Council Members and community organizations involved in the event.

H. Resolutions of Support or Opposition

Resolutions of support or in opposition to a legislative action or special issue shall only be brought before the City Council for consideration if the topic of the resolution has a specific and identifiable impact or connection to the City of Saratoga.

Section 7. RULES OF ORDER AND PROCEDURE FOR CITY COUNCIL MEETINGS

A. Time of Meetings

Regular meetings of the City Council shall be held on the first and third Wednesday of each month in the Civic Theater per City Code 2-10.010. Special meetings shall be held as needed based on availability of the City Council.

B. Order of Agenda

The following is the usual order of agenda items for regular Council meetings. The Mayor with the concurrence of Council can change the order in which items on the agenda are heard.

- Joint Meetings, Study Sessions, Commission Interviews, and Closed Session – Prior to the start of the Regular Session at 7:00 p.m. in the Civic Theater, the City Council may hold Joint Meetings with various Community organizations and Commissions, conduct study sessions, hold Commission applicant interviews, or conduct Closed Sessions. These meetings typically take place in the Administrative Conference Room at City Hall. Location and start times may vary.
- Regular Session – The City Council, unless otherwise specified on the agenda, shall conduct the Regular Session at 7:00 p.m. in the Civic Theater.
- Call to Order – The Mayor calls the regular meeting to order.
- Pledge of Allegiance – The Mayor may lead or call upon a member of the public or staff to lead the pledge.
- Roll Call – A quorum constituting 3 of the 5 members of the Council is required to conduct any Council meeting. The City Clerk calls the roll.
- Report of Posting of the Agenda – The City Clerk reports on the posting of the agenda as required by law.
- Report From Closed Session – The Mayor is required to announce any action taken during closed session before reconvening to the open session of the regular meeting.
- Report from Joint Meeting/Study Session – The Mayor, or the Mayor's designee, provides a summary of the Joint Meeting or Study Session held prior to the Regular Session.
- Oral Communications – During this portion, any persons who wish to address the City Council on a subject not on the agenda may do so. Oral communications are not intended as the means for debate or decision-making, but only for making a presentation in person. Comment shall be limited to three minutes for members of the public who wish to speak. The City Council may request follow up on matters raised during Oral Communications.
- Announcements – Reserved time for the Mayor to make special announcements. Announcements should be related to City or City-sponsored events and/or activities. Council Members may submit announcement recommendations to the Mayor; the Mayor has full discretion in selecting which announcements to share. Additionally, the Mayor has full discretion to permit Council Members to share announcements and establish guidelines for Council Member announcements.
- Ceremonial Items – These items include presentation of proclamations, commendations, certificates, appointments, administration of Oath of Office and special introductions.

- Special Presentations to Council – This portion of the meeting is for groups, agencies, and persons to speak to the Council on special items placed on the agenda according to the City's standard procedures. Presenters will be given 10 minutes to make their presentation; the Mayor may adjust the time if approved by the City Council.
- Consent Calendar–These items are routine and non-controversial items of business. Items in this section will be acted in one motion, unless removed by the Mayor or a Council Member. Any member of the public may speak to an item on the Consent Calendar, or request the Mayor remove an item for discussion.
- Public Hearings – There are two kinds of public hearings, those required by law and those called by the City Council of its own volition. In either event, the purpose is to provide an opportunity for all interested persons to be heard. During appeal hearings before the City Council, Applicants/Appellants and their representatives have a total of ten minutes maximum for opening statements. Members of the public may comment on any item for up to three minutes. Applicant/Appellants and their representatives have a total of five minutes maximum for closing statements. Unless otherwise directed by the Mayor or City Council, appeal hearings shall generally proceed as follows:
  - Mayor introduces item
  - Staff report
  - Council questions for staff
  - Appellant's opening remarks – 10 minutes
  - Applicant's opening remarks (if applicant is not appellant) – 10 minutes
  - Public comment
  - Applicant closing remarks – 5 minutes
  - Appellant closing remarks (if applicant is not appellant) – 5 minutes
  - Mayor closes the public hearing
  - Council discussion
  - Council decision
- General Business – These are general items, that may or may not been previously considered by the Council.
- Council Assignments– Provides members of the Council an opportunity to report on matters being considered by committees, boards, and other bodies to which the Council Member has been appointed by the Council or the Mayor. Council Members may also report from regional committees, boards and other bodies on which the Council Member serves in his/her capacity as a City Council Member and that have been approved by the Mayor.
- City Council Items – Provides members of the Council an opportunity to introduce discussion/action on items not currently before the Council for consideration.
- Council Communications - During this portion, Council Members may address the City Council on subjects not on the agenda. Council communications are not intended as the means for debate or decision-making, but only for making a presentation in person. Comment shall be limited to two minutes per Council Member and shall not include references to campaign activities by or in support of any Council Member. In introducing this item the Mayor shall note the purpose of the item and explain that the comments made are the comments of the individual Council Member speaking and not necessarily the views of the City Council as a whole.
- City Manager Items – City Manager or City Attorney may bring up other items of interest or make announcements under this section.

- Adjournment –The Mayor may adjourn the meeting or the City Council may vote to adjourn the meeting.

CITY COUNCIL NORMS EXHIBIT A

CITY OF SARATOGA RULES OF PARLIAMENTARY PROCEDURE[1]

Saratoga's rules of parliamentary procedure are supported by the following four principles:

1. Rules should establish order. **The first purpose of the rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.**

2. Rules should be clear. **Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate and those who do not fully understand and do not fully participate.**

3. Rules should be user-friendly. **That is, the rules must be simple enough that citizens feel they have been able to participate in the process.**

4. Rules should enforce the will of the majority while protecting the rights of the minority. **The ultimate purpose of the rules of procedure is to encourage discussion and to facilitate decision-making by the body. In a democracy, the majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.**

The Chairperson Should Take a Back Seat During Discussions

While all members of the governing body should know and understand the rules of parliamentary procedure, it is the chairperson (chair) who is charged with applying the rules of conduct. The chair should be well versed in those rules, because the chair, for all intents and purposes, makes the final ruling on the rules. In fact, all decisions by the chair are final unless overruled by the governing body itself.

Because the chair conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the body in debates and discussions. This does *not* mean that the chair should not participate in the debate or discussion. On the contrary, as a member of the body, the chair has full rights to participate in debates, discussions and decision-making. The chair should, however, strive to be the last to speak at the discussion and debate stage, and should not make or second a motion unless he or she is convinced that no other member of the body will do so.

[1] These rules of parliamentary procedure are based on "*Rosenberg's Rules of Order*: Simple Parliamentary Procedures for the 21st Century" written by Dave Rosenberg and published by the League of California Cities in 2003. The procedures set forth in *Rosenberg's* have been modified slightly to reflect custom, practice, and specific code requirements in Saratoga. While these rules have been drafted to conform to requirements of State law and the Saratoga City Code, in the event of a conflict between these procedures and those laws, the laws shall govern.

The Basic Format for an Agenda Item Discussion

All City Council and Commission meetings have a written, published agenda. The meeting is governed by the agenda and the agenda constitutes the agreed-upon road map for the meeting. Each agenda item should be handled by the chair in the following basic format.

First, the chair should clearly announce the agenda item number and should clearly state what the subject is. The chair should then announce the format that will be followed. If any member of the body has a conflict of interest, that member announces the conflict and need for recusal and leaves the dais at this time.

Second, following that agenda format, the chair should invite the appropriate people to report on the item, including any recommendation they might have. The appropriate person may be the chair, a member of the governing body, a staff person, or a committee chair charged with providing information about the agenda item.

Third, the chair should ask members of the body if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

Fourth, the chair should invite public comments or, if appropriate at a formal public hearing, open the hearing. Speakers are typically limited to 3 minutes; shorter time limits may be imposed if numerous members of the public indicate a desire to speak to the subject. At the conclusion of the public comments, the chair should announce that public input has concluded (or that the public hearing, as the case may be, is closed).

Fifth, the chair should invite members of the body to make remarks on the matter. This is an opportunity for members of the body to state their views on the subject before any formal motions are made.

Sixth, the chair should invite a motion from the governing body members. The chair should announce the name of the member who makes the motion.

Seventh, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member who seconds the motion. It is normally good practice for a motion to require a second before proceeding with it, to ensure that it is not just one member of the body who is interested in a particular approach.

Eighth, if the motion is made and seconded, the chair should make sure everyone understands the motion. This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;

2. The chair can repeat the motion; or

3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Ninth, the chair should now invite discussion of the motion by the members of the governing body. If there is no desired discussion or the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or a very brief discussion, the vote should proceed immediately, and there is no need to repeat the motion. If there has been substantial discussion, it is normally best to make sure everyone understands the motion by repeating it.

Tenth, the chair takes a vote. Simply asking for the "ayes" and then the "nays" is normally sufficient. If members of the body do not vote, then they "abstain." Unless specific laws or procedures provide otherwise, a simple majority determines whether the motion passes or is defeated.

Eleventh, the chair should announce the result of the vote and should announce what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

Motions in General

Motions are the vehicles for decision making. It is usually best to have a motion before the governing body prior to discussing an agenda item, to help everyone focus on the motion before them.

The chair usually initiates the motion by:

1. Inviting the members to make a motion: "A motion at this time would be in order."

2. Suggesting a motion to the members, for example: "A motion would be in order that we give 10-days' notice in the future for all our meetings."

3. Making the motion.

As noted, the chair has every right as a member of the body to make a motion, but normally should do so only if he or she wishes a motion to be made but no other member seems willing to do so.

The Three Basic Motions

Three motions are the most common:

1. **The basic motion.** The basic motion is the one that puts forward a decision for consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

2. **The motion to amend.** If a member wants to change a basic motion that is under discussion, he or she would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

3. **The substitute motion.** If a member wants to completely do away with the basic motion under discussion and put a new motion before the governing body, he or she would "move a substitute motion." A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

Motions to amend and substitute motions are often confused. But they are quite different, and so is their effect, if passed.

A motion to amend seeks to retain the basic motion on the floor, but to modify it in some way.

A substitute motion seeks to throw out the basic motion on the floor and substitute a new and different motion for it.

The decision as to whether a motion is really a motion to amend or a substitute motion is left to the chair. So that if a member makes what that member calls a motion to amend, but the chair determines it is really a substitute motion, the chair's designation governs.

When Multiple Motions Are Before The Governing Body

Up to three motions may be on the floor simultaneously. The chair may reject a fourth motion until the three that are on the floor have been resolved.

When two or three motions are on the floor (after motions and seconds) at the same time, the first vote should be on the last motion made. So, for example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee, to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows.

First, the chair would deal with the third (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion passes, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be complete. No vote would be taken on the first or second motions. On the other hand, if the substitute motion (the third motion) failed, the chair would proceed to consideration of the second (now the last) motion on the floor, the motion to amend.

If the substitute motion failed, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend passed, the chair would now move to consider the main motion (the first motion) as amended. If the motion

to amend failed, the chair would now move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee) or, if amended, would be in its amended format (10-member committee). And the question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action. There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

A motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.

A motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess, which may range from a few minutes to an hour. It requires a simple majority vote.

A motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

A motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion may contain a specific time in which the item can come back to the body: "I move we table this item until our regular meeting in October." Or the motion may contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

A motion to limit debate. The most common form of this motion is to say: "I move the previous question" or "I move the question" or "I call for the question." When a member of the body makes such a motion, the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second to the motion, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body. Note that a motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a motion to object to consideration of an item. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super-Majority Votes

In a democracy, decisions are made with a simple majority vote. A tie vote means the motion fails. So in a five-member body, a vote of 3-2 passes the motion. A vote of 2-2 with one abstention means the motion fails. If one member is absent or recused and the vote is 2-2, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions occur when the body is taking an action that effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super-majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," "I move the question," "I call for the question" or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body, such as the chair, nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers, and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary, because the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made. The standards for reconsideration are set forth in the City Code.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. And at the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time

to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focus on the item and the policy in question, not on the personalities of the members of the body. Debate on policy is healthy; debate on personalities is not. The chair has the right to cut off discussion that is too personal, too loud or too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body. Can a member of the body interrupt the speaker? The general rule is no. There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be: "Point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be: "Point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting; for example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "Let's return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined here help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Public input is essential to a healthy democracy, and community participation in public meetings is an important element of that input. The challenge for anyone chairing a public meeting is to accommodate public input in a timely and time-sensitive way, while maintaining steady progress through the agenda items. The rules presented here for conducting a meeting are offered as tools for effective leadership and as a means of developing sound public policy.

965350.1

RESOLUTION NO. 2022 - 028

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE FOR PUBLIC MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES OF CITY BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, State Government Code section 54954(a) [Brown Act] authorizes the City Council to adopt rules of procedure to govern the conduct of its meetings and other City board, commission, and committee meetings, and functions and activities pertaining thereto; and

WHEREAS, Section 2.06.050, subsection D, of the La Quinta Municipal Code states that City boards, commissions, and committees shall follow such rules and regulations for public meetings to conduct its business as established by the City Council; and

WHEREAS, due to changes in law, policy and/or practice, the City's current "Rules of Procedure" are examined and updated periodically; and

WHEREAS, this resolution shall supersede Council Resolution No. 2021-034, adopted on September 21, 2021, establishing the Rules of Procedure for public meetings, as that resolution applied to City boards, commissions, and committees only.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The Amended and Restated Rules of Procedure for public meetings and related functions and activities for City boards, commissions, and committees, attached hereto as Exhibit A and incorporated herein by reference, are hereby adopted.

SECTION 2. This Resolution supersedes City Council Resolution No. 2021-034, adopted on September 21, 2021, as that resolution applied to City boards, commissions, and committees.

SECTION 3. **Corrective Amendments:** The City Council does hereby grant the City Clerk the ability to make minor amendments and corrections of typographical or clerical errors to "Exhibit A" to ensure accuracy and consistency of the text.

PASSED, APPROVED, and **ADOPTED** at a regular meeting of the La Quinta City Council held on this 2nd day of August, 2022, by the following vote:

AYES: **Councilmembers Fitzpatrick, Peña, Radi, Sanchez, and Mayor Evans**

NOES: **None**

ABSENT: **None**

ABSTAIN: **None**

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

MONIKA RADEVA, City Clerk
City of La Quinta, California

APPROVED AS TO FORM:

TRAVIS VAN LIGTEN, Assistant City Attorney
City of La Quinta, California

EXHIBIT A

AMENDED AND RESTATED RULES OF PROCEDURE FOR PUBLIC MEETINGS OF CITY BOARDS, COMMISSIONS, AND COMMITTEES AND RELATED FUNCTIONS AND ACTIVITIES

PURPOSE

The purpose and intent of the City Council in adopting the within rules shall be to provide directory guidelines relating to the conduct of the public business by or on behalf of City boards, commissions, and committees as defined by La Quinta Municipal Code (LQMC) Section 2.06.010, and in the event of any noncompliance with or violation of any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

The rules of procedure set herein shall be in addition to the provisions of the Ralph M. Brown Act (Brown Act) [Government Code section 54950 *et seq.*] and all other applicable state law and LQMC provisions. In the event of a conflict between the rules set forth by the City Council in this Resolution and state law, the provisions in state law shall prevail.

APPLICABILITY

Boards, commissions, and committees of the City of La Quinta.

ADVISORY ROLES AND DECISION-MAKING AUTHORITY

The City Council is the governing body with ultimate decision-making authority for the City, and in furtherance of that authority has legislative, quasi-executive, and quasi-adjudicatory powers and functions as may be prescribed or authorized by law.

Except when the City Council or state law expressly delegates to the Planning Commission decision-making authority on behalf of the City for local planning and land use matters governed by the state Planning and Zoning Law [Government Code section 65000 *et seq.*], the Planning Commission, and all other City boards, commissions, and committees are advisory to the City Council.

The qualifications, skills, experiences, and knowledge of the community members who serve on City boards, commissions, and committees are unique and diverse, and their recommendations to the City Council help guide the City towards achieving its established priorities, objectives, and mission, as defined by the City Council and the community at large.

1. MEETINGS

1.1 REGULAR MEETINGS:

Boards, commissions, and committees of the City of La Quinta shall hold regular meetings at La Quinta City Hall bi-monthly, monthly, quarterly, or as needed on the date(s) and times selected by the City Council or, if authorized by the City Council, by the respective board, commission, or committee.

The following schedule of City boards, commissions, and committees is in effect as of the date of adoption of this Resolution:

- Community Services Commission – meets quarterly, on the 2nd Monday, in the months of March, June, September, and December, at 4:00 p.m.;

- Construction Board of Appeals – meets on "as needed" basis;

- Financial Advisory Commission – meets quarterly, generally on a Wednesday, in the months of February, May, August, and November at 4:00 p.m.;

- Housing Commission – meets quarterly, on the 2nd Wednesday, in the months of March, June, September, and December, at 4:00 p.m.;

- Planning Commission – meets twice per month, on the 2nd and 4th Tuesday, of every month, at 5:00 p.m.

  The Planning Commission may meet in closed session in accordance with the Brown Act when directed and deemed necessary by the City Attorney; a closed session for a regular meeting of the Planning Commission may be scheduled to commence no more than one (1) hour prior to the commencement of the open session of the regular meeting, or any time before adjournment, as an item on a duly noticed agenda for the regular meeting.

  The Public Hearing portion of the meeting shall be the time set forth in the published public hearing notice, or if none is required, the time set forth in the posted agenda.

When the day of a regular meeting of City boards, commissions, or committees falls on a legal holiday, no meeting shall be held on that day; rather, such meeting shall be held at the same time on the next business day unless otherwise determined by the board, commission, or committee.

1.2 ADJOURNED MEETINGS:

Any meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting. Once adjourned, the meeting my not be reconvened.

1.3 SPECIAL MEETINGS:

Special Meetings may be called by the City Manager, City Attorney, or Department Director on no less than 24-hour notice in accordance with the Brown Act. Only matters contained in the notice may be considered. Notice of special meetings shall be posted in accordance with Section 1.4 below.

1.4 NOTICE OF MEETINGS, POSTING OF AGENDAS:

The board, commission, or committee Secretary (Secretary), or designee, shall post a meeting agenda in the following locations at least 72 hours before each regular meeting:

(1) The public bulletin board located outside the Village Post Office at 51321 Avenida Bermudas;
(2) The public bulletin board located outside the Stater Bros. Supermarket at 78630 Highway 111;
(3) The public bulletin board located outside La Quinta City Hall at 78495 Calle Tampico; and
(4) The City's internet web site.

The City Council finds and determines that all locations are freely accessible to the public and the Council further finds and determines that the City is legally required to post an agenda in only one freely accessible location and on the City's web site pursuant to the Brown Act [Government Code section 54954.2(a)(1)]. This direction to post in all locations is directory only and not mandatory. Other locations may be added as deemed appropriate. Following posting of said agenda, the Secretary or designee, shall sign a declaration of the date and place of the posting of the said agenda and shall retain said declaration of posting as a public record as part of the meeting record to which the posting relates. The provisions of this section as to place of posting and declaration of posting shall also apply to special meeting posting requirements pursuant to the Brown Act [Government Code section 54956]. To the extent not required by State law, the provision hereof is directory only.

1.5 QUORUM:

Unless otherwise provided for in the LQMC, a majority of the members of boards, commissions, or committees shall be sufficient to do business and motions may be passed 2-1 if only three (3) members attend of a five (5)-member body, or 3-1 if only four (4) members attend of a seven (7)-member body.

The following matters, however, require three affirmative votes:

(a) Adoption of resolutions;
(b) Orders for payment of money; and
(c) Adoption or amendment of a specific or general plan.

If a majority of the board's, commission's, or committee's membership shall be disqualified to vote on a matter by reason of actual or apparent conflict of interest, the board, commission, or committee shall select by lot or other means of random selection, or by such other impartial and equitable means as shall be determined, that number of its disqualified members which, when added to the members eligible to vote, shall constitute a quorum.

1.6 MEETINGS TO BE PUBLIC:

Study Sessions and all regular, adjourned, or special meetings of boards, commissions, or committees shall be open to the public.

The Planning Commission may hold closed session discussions, when directed and deemed necessary by the City Attorney, from which the public may be excluded. Closed sessions shall only be held in accordance with the provisions of the Brown Act.

1.7 MEETING ATTENDANCE VIA TELECONFERENCE WHEN NO STATE OF EMERGENCY HAS BEEN PROCLAIMED BY THE GOVERNOR AND/OR SOCIAL DISTANCING IS IN EFFECT:

(1) The use of teleconferencing for a board, commission, or committee member to attend a public meeting is permitted subject to compliance with the provisions of the Brown Act [Government Code section 54953].

(2) All provisions of the Brown Act shall apply to the teleconferenced meeting location including agenda posting, public accessibility, ADA compliance, opportunity for the public to address the board, commission, or committee directly, and availability of agendas.

(3) All votes taken during a teleconferenced meeting shall be by roll call.

(4) To ensure that the Secretary may comply with the Brown Act, one week advance written notice to the Secretary must be given by the member who wishes to attend via teleconference; the notice must include the location name and address, which must specifically include the room/suite number, at which the teleconferenced meeting will occur, who is to initiate the telephone call to establish the teleconference connection, and the telephone number of the teleconference location (the telephone number will not be made public). If the teleconference shall be conducted via video/audio teleconference, the City will provide and publish a teleconference link that the member must connect to in order to attend the meeting.

(5) The member attending by teleconference shall:

(a) Provide the Secretary with a photograph showing the agenda posted at the teleconference location, or a written statement that the agenda has been posted, which the Secretary shall retain with the original agenda packet materials; and

(b) Identify himself/herself/themselves and acknowledge whether or not members of the public are in attendance at the teleconference location.

(6) Only one member per meeting may attend by teleconference.

(7) Each member may attend a regular meeting via teleconference a maximum of two times per calendar year.

(8) Upon receipt of notification of intent to attend via teleconference from one member, the Secretary shall forward the notice to all board, commission, or committee members.

1.8 MEETING ATTENDANCE AND PUBLIC PARTICIPATION VIA TELECONFERENCE WHEN A STATE OF EMERGENCY HAS BEEN PROCLAIMED BY THE GOVERNOR AND/OR SOCIAL DISTANCING IS IN EFFECT:

(1) During a period when the Governor of California has proclaimed a "state of emergency" or state or local officials have imposed or recommended measures to promote social distancing, and the City Council by majority vote has made the findings in support of modified teleconferencing procedures pursuant to Government Code section 54953(e)(3) (or successor provision), then Section 1.7 of these Rules of Procedure shall not apply, and the criteria set forth in Government Code section 54953(e)

(or successor provision) shall apply to the board, commission, or committee meetings.

2. AGENDA

2.1 ORDER OF BUSINESS:

Except as otherwise provided by law, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of boards, commissions, or committees or staff may, on their own initiative or in response to public comments, briefly respond to statements made or questions posed during the public comment period, ask questions for clarification, make a brief announcement, make a brief report on his/her/their own activities, provide a reference to staff, request staff to report back to the board, commission, or committee at subsequent meeting, or request staff to consider placing a matter on a future agenda pursuant to Section 2.9 below, if the matter is within the jurisdictional scope and purview of the board, commission, or committee.

The order of business of each meeting shall be as contained in the Agenda prepared by the Secretary and shall contain the following category headings:

- Call to Order
- Roll Call
- *Public Comment on Matters Not on the Agenda (place before Closed Session)
- Closed Session (may be taken up before, after, or during breaks in the open portion of the meeting)
- *Pledge of Allegiance
- *Public Comment on Matters Not on the Agenda
- Confirmation of Agenda
- *Announcements, Presentations, and Written Communications
- Consent Calendar (will include Minutes)
- Business Session
- *Study Session
- Public Hearing
- *Public Comment (only needed if there is a Public Hearing item on the agenda)
- *Departmental Reports
- *Staff Items
- *Reports and Informational Items
- *Chair and Members' Items
- *Presentations (only needed if there is a late presentation item)
- Adjournment

*These portions of the agenda shall be used for discussion and recommendation(s) to staff; no formal actions are to be taken.

2.2 DELIVERY OF AGENDA:

Barring insurmountable difficulties, the agenda packet shall be disseminated electronically via email to members of boards, commissions, or committees the Thursday or Friday preceding the following week's meeting to which it pertains.

The agenda packet shall also be available to the public at the same time as it is available to board, commission, and committee members.

2.3 ROLL CALL:

Before proceeding with the business of the board, commission, or committee, the Secretary shall call roll of the members of the board, commission, or committee, and the names of those present shall be entered in the minutes. The order of roll call shall be alphabetical with the Chairperson called last.

2.4 APPROVAL OF MINUTES:

Action minutes shall be prepared after every meeting. Minutes may be approved as a Consent Calendar item without public reading if the Secretary has previously furnished each member with a copy thereof.

All members shall cast a vote, including members who were not present at the meeting for which meeting minutes are under consideration, pursuant to Sections 7.1 and 7.2 below.

2.5 PUBLIC HEARINGS:

Generally, public hearings shall be conducted in the following order:

- Staff presentation of the staff report and related materials
- Questions of Staff by Members
- Public hearing opened by Presiding Officer
- Public testimony
- Public hearing closed by Presiding Officer
- Questions by Members
- Discussion by Members
- Action by Members

Questions or comments from the public shall be limited to the subject under consideration.

In accordance with the Brown Act [Government Code section 54954.3, subdivision (b)], reasonable regulations may be adopted limiting the total

amount of time allocated for public testimony on particular issues and for each individual speaker. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit testimony, but in no event to less than three (3) minutes per individual (or approximately 350 words).

A one-time additional speaker time donation of three (3) minutes (or approximately 350 words) per individual is permitted as follows: 1) the member of the public donating time must submit this request in writing to the City Clerk by completing a Request to Speak form noting the name of the person time is being donated to; and 2) the member of the public donating time must be present at the time the speaker provides verbal public comments.

Members of the public who utilize a translator shall be provided at least twice of the allotted time to ensure non-English speakers receive the same opportunity to directly address the City's Boards, Commissions, and Committees.

"Verbal Public Comments" are defined as comments provided in the speakers' own voice, and may not include video or sound recordings of the speaker or of other individuals or entities, unless permitted by the Presiding Officer.

Public speakers may elect to use printed presentation materials to aid their comments; such printed materials shall be provided to the City Clerk to be disseminated to Council, made public, and incorporated into the public record of the meeting; it is requested that the printed materials are provided prior to the beginning of the meeting. There shall be no use of Chamber resources and technology to display visual or audible presentations during public comments, unless permitted by the Presiding Officer.

Quasi-judicial hearings shall be conducted in accordance with the principles of due process, and the City Attorney shall advise the board, commission, or committee in this regard.

2.6 PUBLIC COMMENT:

Pursuant to the Brown Act [Government Code section 54954.3], each agenda for a regular meeting shall provide an item entitled "Public Comment." The purpose of such item shall be to provide an opportunity for members of the public to directly address the board, commission, or committee on items of interest to the public that are within the subject matter jurisdiction of the board, commission, or committee. In order to assure that the intent of the Brown Act is carried out, three (3) minutes (or approximately 350 words) is the amount of time allocated for each individual speaker. At any time, before or after the oral communication is commenced, the Presiding Officer may, if deemed preferable, direct that the communication be made instead either to the Department

Director or other appropriate staff member during regular business hours, or in writing for subsequent submittal to members.

A one-time additional speaker time donation of three (3) minutes (or approximately 350 words) per individual is permitted as follows: 1) the member of the public donating time must submit this in writing to the City Clerk by completing a Request to Speak form noting the name of the person time is being donated to; and 2) the member of the public donating time must be present at the time the speaker provides verbal public comments.

Members of the public who utilize a translator shall be provided at least twice of the allotted time to ensure non-English speakers receive the same opportunity to directly address the City's Boards, Commissions, and Committees.

"Verbal Public Comments" are defined as comments provided in the speakers' own voice, and may not include video or sound recordings of the speaker or of other individuals or entities, unless permitted by the Presiding Officer.

Public speakers may elect to use printed presentation materials to aid their comments; such printed materials shall be provided to the City Clerk to be disseminated to Council, made public, and incorporated into the public record of the meeting; it is requested that the printed materials are provided prior to the beginning of the meeting. There shall be no use of Chamber resources and technology to display visual or audible presentations during public comments, unless permitted by the Presiding Officer.

On items of public comment or discussion, any matter raised by the public which does not specifically appear on the agenda may be added to a future agenda in accordance with Section 2.9 of these Rules of Procedure, listed below. It is hereby determined that such requests of direction by a member shall not be considered action taken by the board, commission, or committee on said item raised by the public. Further, discussion by the board, commission, or committee of the matter shall not be considered action taken.

2.7 CONSENT AGENDA:

Items of routine and non-controversial nature, shall be placed on the consent calendar. All items may be approved by one blanket motion upon unanimous consent. Any member may request that any item be withdrawn from the consent calendar for separate consideration.

2.8 CHAIRPERSON AND MEMBERS' ITEMS:

The Chairperson or any Member may provide a brief report on items of interest to the board, commission, or committee relating to and within the subject matter jurisdiction of the board, commission, or committee.

2.9 REQUESTING THE ADDITION OF ITEMS TO A FUTURE AGENDA:

Consideration by staff to place an item on a future agenda may be made if the following criteria are met:

(1) Items for discussion only, no action, no staff report – the subject matter of the item must be within the board's, commission's, or committee's jurisdictional scope and purview.

If the above condition is met, any member may request that a matter requiring significant discussion be placed on a future agenda under the Chairperson and Members' Items section of the agenda, either during a public meeting or by contacting the staff liaison. The requesting member has the option to prepare a short report to be included in the agenda packet provided the agenda production deadlines are met.

(2) Items for discussion and/or vote, requiring a staff report – the subject matter of the item must be within the board's, commission's, or committee's jurisdictional scope and purview.

If the above condition is met, any member who wishes to place a matter on a future agenda that requires staff research, analysis, and/or report(s), or a vote to commit City resources shall first bring the matter to the City Manager by submitting a written request to the staff liaison.

(3) Items for discussion only, that are not within the board's, commission's, or committee's subject matter jurisdiction, or otherwise not within its scope or purview, shall not be agendized. Members may provide a brief summary or update on such items under the "Chairperson and Members' Items" section of the agenda.

Members who wish to obtain additional information on any matter within the City may submit a request for public records in writing with the staff liaison and the City Clerk.

3. PRESIDING OFFICER

3.1 APPOINTMENT OF CHAIRPERSON AND VICE-CHAIRPERSON

In accordance with LQMC Section 2.06.050, subsection E, annually, each board, commission, or committee shall appoint one of its members to serve as Chairperson and Vice-Chairperson for a period of one year (July 1 through June 30). The appointment shall be made during the first meeting of the board, commission, or committee, held after June 30th of each year.

Pursuant to LQMC Section 2.06.050, subsection G, vacancies in either the Chairperson or Vice-Chairperson positions occurring prior to July 1st may be filled as in the first instance, and a new Chairperson or Vice-Chairperson may be appointed at any time by majority vote of all members of the board, commission, or committee.

3.2 PRESIDING OFFICER:

The Chairperson shall be the Presiding Officer at all meetings of the board, commission, or committee. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both, the Chairperson and the Vice-Chairperson, the senior member shall preside. If there are two (2) members with equal seniority, staff shall select by lot or other means of random selection, or by such other impartial and equitable means as shall be determined, the member that shall preside.

3.3 CALL TO ORDER:

The meeting of boards, commissions, and committees shall be called to order by the Presiding Officer.

3.4 PARTICIPATION OF PRESIDING OFFICER

The Presiding Officer may move, second, and debate on any agenda item, subject only to such limitations of debate as are imposed on all members. The Presiding Officer shall not be deprived of any of the rights and privileges of a member by reason of acting as Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting. If the Presiding Officer desires to personally engage in extended debate on questions before the board, commission, or committee, the Presiding Officer should consider turning the Chair over to the Vice-Chair.

3.5 QUESTIONS TO BE STATED:

The Presiding Officer shall verbally restate each question immediately prior to calling for the vote. Following the vote, either the Presiding Officer or the Secretary shall verbally announce the results in accordance with Section 7.1 of these Rules of Procedure. The Presiding Officer may publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.6 SIGNING OF RESOLUTIONS:

The Presiding Officer shall sign resolutions adopted by the board, commission, or committee. The Secretary shall attest to the signature of the Presiding Officer.

3.7 MAINTENANCE OF ORDER:

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

3.8 SECRETARY POSITION:

If the Secretary is absent, a designee shall act on the Secretary's behalf. If there is none, the Department Director shall appoint a City staff member to act as Secretary Pro Tempore.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

The Presiding Officer, with the advice of the Department Director or City Attorney, shall determine all Points of Order, which shall generally be governed by Robert's Rules of Procedure if not otherwise governed by these Rules of Procedure. The Presiding Officer's ruling shall be subject to the right of any member to appeal to the full membership of the board, commission, or committee. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER – BOARD, COMMISSION, AND COMMITTEE MEMBERS:

(1) Any member desiring to speak shall address the Presiding Officer and upon recognition by the Presiding Officer, the member shall confine to the question under debate.

(2) A member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer; unless a Point of Order is raised by another member; or unless the speaker chooses to yield to questions from another member.

(3) Any member called to order while speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or shall alter his/her/their remarks so as to comply with rules of the board, commission, or committee.

(4) Members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

(5) Any member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the board, commission, or committee, and shall require the Presiding Officer to so act.

(6) Except where specifically authorized by City Council action or for purely ceremonial purposes, no member attending a City board, commission, or committee meeting, on which he/she/they have not been appointed to, shall make any statement or give the appearance or indicate in any way that he/she/they are representing the City. When making a comment at such a meeting, the member should make it clear that he/she/they are speaking solely as an individual. Unless officially appointed to participate on a board, commission, or committee, members should make an effort not to insert themselves into or take positions on matters which will or are likely to be the subject of public hearings or will be decided upon by the City Council after considering the entire issue.

4.3 DECORUM AND ORDER – EMPLOYEES:

City employees and contractors shall observe the same rules of procedure and decorum applicable to members of boards, commissions, and committees. The Department Director shall ensure that all City employees observe such decorum.

Any staff members, including the Department Director, desiring to address the board, commission, or committee, or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer and not to any one individual member or member of the public.

4.4 DECORUM AND ORDER – PUBLIC:

Members of the public attending public meetings shall observe the same rules of order and decorum applicable to board, commission, and committee members. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the board, commission, or committee, while attending the public meeting shall be removed from the room if the sergeant-of-arms is so directed by the Presiding Officer, and such person may be barred from further audience before the board, commission, or committee. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Presiding Officer, who may direct the sergeant-of-arms to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM:

The head of the City's police agency or designee shall be ex-officio sergeant-of-arms of the City Council, boards, commissions, or committees. The sergeant-of-arms shall carry out all orders and instructions given by the Presiding officer for the purpose of maintaining order and decorum during a public meeting. Upon instructions from the Presiding officer, it shall be the duty of the sergeant-of-arms or his/her/their representative to eject any person from the public meeting venue or place any person under arrest or both.

As set forth in the Brown Act [Government Code section 54957.9], in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the board, commission, or committee may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the board, commission, or committee from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

4.6 PERSONAL PRIVILEGE:

The right of a member to interrupt a meeting and address a board, commission, or committee on a question of personal privilege shall be limited to cases in which his/her/their integrity, character, or motives are assailed, questioned, or impugned.

4.7 CONFLICT OF INTEREST:

All members are subject to the provisions of California law, such as Chapter 7, Title 9, of the California Government Code, related to Conflict of Interest, and to conflicts of interest codes adopted by the City Council. Any member disqualified from voting because of a conflict of interest shall do all of the following:

(1) Publicly identify the financial interest in detail sufficient to be understood by the public;
(2) Recuse himself/herself/themselves from discussing and voting on the matter; and

(3) Leave the dais until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

Any member disqualified from voting due to a conflict of interest, in limited circumstances, may speak on the issue from the public podium during the time that the general public speaks on the issue.

The member disqualified from voting due to a conflict of interest shall be marked absent from the vote for the item on the minutes, unless the item is on the Consent Calendar, in which case, the member will be marked as having abstained.

4.8 LIMITATION OF DEBATE:

Any member should speak only once upon any one subject until every other member choosing to speak thereon has spoken. No member shall speak for a longer time than five minutes each time the member has the floor, without approval of a majority vote of the board, commission, or committee.

4.9 DISSENTS AND PROTESTS:

Any member shall have the right to express dissent from or protest to any action of the board, commission, or committee, and have the reason entered in the minutes. If such dissent or protest is desired to be entered in the minutes, this

should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reasons …"

4.10 PROCEDURES IN ABSENCE OF RULES:

In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

4.11 RULINGS OF PRESIDING OFFICER FINAL UNLESS OVERRULED:

In presiding over public meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedures requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the board, commission, or committee members present and voting.

5. ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE

5.1 MANNER OF ADDRESSING BOARDS, COMMISSIONS, OR COMMITTEES

Any member of the public desiring to address the board, commission, or committee ("public speaker") shall notify the Secretary and may complete a "Request to Speak" form, and shall wait to be recognized by the Presiding Officer before proceeding to the podium. After being recognized, the public speaker shall state his/her/their name and/or the party he/she/they is/are representing (unless otherwise determined by the City Attorney to be unnecessary), the subject the public speaker wishes to discuss, and city of residence.

All remarks and questions shall be addressed to the Presiding Officer and not to any individual board, commission, or committee member, staff member, or other person. The Presiding Officer shall be addressed at all times as Madam/Mister [title], e.g. Madam Chair, Mr. Vice-Chair. Members of boards, commissions, or committees shall be addressed as Board Member [last name], Commissioner [last name], or Committee Member [last name]. The board, commission, or committee as a body shall be addressed: Madam/Mister Chair and Members of the [official name of board, commission, or committee].

The Presiding Officer shall not permit any communication, oral or written, to be made or read where it is not within the subject matter jurisdiction of the board, commission, or committee. During a public meeting, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

5.2 TIME LIMITATION:

For time limitation applicable to public hearings and public comment, see Sections 2.5 and 2.6 of these Rules of Procedure.

5.3 ADDRESSING THE BOARD, COMMISSION, OR COMMITTEE AFTER MOTION IS MADE:

After a motion has been made, or after a public hearing has been closed, no member of the public shall address the board, commission, or committee without first securing permission by a majority vote of the board, commission, or committee.

5.4 PERSONS AUTHORIZED TO BE WITHIN PLATFORM:

No person except City Officials shall be permitted behind the dais in the Chamber without permission or consent of the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER:

The Presiding Officer may at any time, by majority consent of the board, commission, or committee, permit a member to introduce a resolution or motion out of the regular agenda order.

6.3 DIVISION OF QUESTION:

If the question contains two (2) or more divisional propositions, the Presiding Officer may, and upon request of a member shall (unless appealed), divide the same.

6.4 PROCEDURE OF MOTIONS:

When a motion is before the board, commission, or committee, no motion shall be entertained except the following, which shall have precedence in the following order:

(a) Adjourn

(b) Fix hour of adjournment
(c) Table
(d) Limit or terminate discussion
(e) Amend
(f) Postpone

6.5 MOTION TO ADJOURN: (not debatable)

A motion to adjourn shall be in order at any time, except as follows:
(a) When repeated without intervening business or discussion.
(b) When made as an interruption of a member while speaking.
(c) When discussion has been ended, and vote on motion is pending.
(d) While a vote is being taken.

6.6 MOTION TO FIX HOUR OF ADJOURNMENT:

Such a motion shall be to set a definite time at which to adjourn and shall be debatable and shall be amendable by unanimous vote.

6.7 MOTION TO TABLE:

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

6.8 MOTION TO LIMIT OR TERMINATE DISCUSSION:

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.9 MOTION TO AMEND:

A motion to amend shall be discussed only as to the amendment. A motion to amend an amendment is possible but no additional motions to further amendments may be made. Any amendment shall relate to the original motion and not introduce a different matter. Amendments shall be voted first, then the main motion as amended. Alternatively, the original maker of the main motion may agree to revise the original motion and if the second agrees to second the revised motion, the board, commission, or committee may vote on the main motion as revised.

7. VOTING PROCEDURE

7.1 VOTING PROCEDURE:

In acting upon every motion, the vote shall be taken by electronic voting and the Presiding Officer or Secretary shall verbally announce:

(1) Whether the question carried or was defeated;
(2) The vote tally; and
(3) The vote of each Member.

In the event the electronic voting equipment is not functioning, the vote shall be taken by roll call. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Chairperson voting last. The Secretary shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye,' 'no,' or 'abstain.'

Every resolution, order for franchises or payments of money, or adoption or amendment of a specific or general plan require three (3) affirmative votes. Any member may change his/her/their vote before the next order of business.

7.2 ABSTENTIONS AND FAILURE TO VOTE:

A member who abstains due to reasons of a legally barred conflict of interest, such as a financial conflict of interest barred by the state Political Reform Act [Government Code section 81000 *et seq.*], shall, for purpose of the item under consideration, be considered as if absent.

A member abstaining for reasons other than a legally barred conflict of interest shall be counted as present for purposes of a quorum and such abstentions are counted with the majority, or in the absence of a majority, as an affirmative vote on the motion before the board, commission, or committee.

A member who leaves the dais solely to avoid participating in a specific item shall, in absence of a conflict of interest, be counted as if they were present but abstaining, and such abstentions are also counted with the majority as noted above.

7.3 RECONSIDERATION:

Any member who voted with the majority may move a reconsideration of any action at the same meeting, or within seven (7) calendar days, request in writing to the City Manager or City Clerk that it be agendized for consideration at the following meeting. If the 7th calendar day falls on a holiday, then the deadline shall be the next business day. In the event that the subject of the

reconsideration is a motion that failed as the result of a tie vote, any member who voted against the earlier motion may move for reconsideration within the same seven (7) calendar day period. If the motion to reconsider passes, then the original item may be reconsidered at that time or agendized for the next meeting that meets any applicable noticing requirements. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the board, commission, or committee.

7.4 TIE VOTES:

Tie votes shall be lost motions unless an additional motion is made which obtains a majority vote to break the tie. When all members are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal. If a tie vote results at a time when less than all members of the board, commission, or committee are present, the matter shall automatically be continued to the agenda of the next regular meeting of the board, commission, or committee, unless otherwise ordered by the board, commission, or committee. Notwithstanding the above, if a tie vote results at a time when one or more member(s) are abstaining for reasons other than conflict of interest then, in that instance, the abstention vote shall be counted in favor of the motion thereby breaking the tie vote.

8. RESOLUTIONS

8.1 DEFINITIONS:

As a rule of thumb, it can be said that legislative acts of the City Council (usually a rule of public conduct for long-term application) are taken by ordinance, whereas more routine business and administrative matters (usually more temporary and transitory in nature) are accomplished by "resolutions." The term "resolution" in its general sense will denote any action taken affirmatively via a vote of the legislative body, other than one taken by ordinance. Only the City Council may adopt ordinances on behalf of the City.

As used in this City, two (2) terms are in general use to denote such (non-ordinance) actions: "resolution" and "motion" (or sometimes referred to as "minute order") (thereafter recorded in the minutes). Both actions are equally legally effective and binding, they just vary in the formality of respective memorialization. The most formal is referred to locally as a "resolution."

Generally, the form of a "resolution" is a written document, similar in format to an ordinance, of the action taken by a board, commission, or committee, which is numbered in sequence, and preserved in a separate set of books; this separate written document is in addition to being recorded by an item entry in the minutes

of the meeting at which it was accomplished. "Resolutions" are used in this City for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

The form of a "motion" or "minute order," however, is a verbal decision of the action taken by a board, commission, or committee, which is recorded by an item entry in the minutes of the meeting at which it was accomplished, without the formality of a separate written document to memorialize it, unless it is a motion to adopt an ordinance or a resolution.

Before any official action can be taken, a member of a board, commission, or committee must "move" or make a "motion," and another member must "second" that motion, to place an item before the membership for official action and decision (see Section 6 of these Rules of Procedure).

8.2 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed in Section 7.1 above, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. Any member may require that the resolution be read in full.

8.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

Where a resolution has not been prepared in advance, the procedure shall be to instruct the Department Director or City Attorney to prepare a resolution for presentation at the next public meeting.

8.4 URGENCY RESOLUTIONS:

In matters of urgency, a resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure in 8.2 above shall be followed.

9. <u>POLITICAL ACTIVITIES</u>

(1) Members of boards, commissions, or committees shall not use, or attempt to use, their position, office, or authority to influence, aid, or obstruct any City employee from securing any position, nomination, confirmation or promotion, or change in compensation or position in the City upon consideration, or condition

that the vote or political influence or action of such person or another shall be given or used on behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. This prohibition shall apply to urging or discouraging the individual employee's action.

(2) A member of a board, commission, or committee, or candidate shall not, directly or indirectly, solicit political funds or contributions, knowingly, from other officers or employees of the local agency or from persons on an employment list of the City, with the knowledge that the person from whom the contribution is solicited is an officer or employee of the City. This section shall not prohibit the member from requesting political contributions from officers or employees of the City if the solicitation is part of a solicitation made to a significant segment of the public, which may include offices or employees of the City.

(3) No member of a board, commission, or committee, or candidate shall engage during working hours in City offices or work areas where such activity would disrupt the workplace.

10. AUTHORITY TO BIND THE CITY

No member of a board, commission, or committee, officer, official, employee, agent, or consultant of the City, without the majority vote of the City Council, or unless otherwise provided in these Rules of Procedure or by resolution of the Council, shall have any power or authority to bind the City by any contract, to pledge its credits, or to render it liable for any purpose in any amount.

11. EXECUTION OF CONTRACTS, DEEDS, AND OTHER DOCUMENTS

Except as otherwise authorized by resolution of the City Council, either the Mayor or City Council, or in the absence of both, such person as the City Manager may designate in writing pursuant to LQMC Section 2.08.050 and 2.080.60, shall sign all contracts, deeds, and other written instruments on behalf of the City when such have been approved by the City Council. The City Clerk shall attest to the signature of the signer, unless attestation is not required.

12. RULES DIRECTORY

To the extent not required by State laws, these rules of procedure shall be considered directory only; and compliance herewith shall not be considered mandatory or jurisdictional.

RESOLUTION NO. 2022 – 027

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, ADOPTING AMENDED AND RESTATED RULES OF PROCEDURE FOR CITY COUNCIL PUBLIC MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES

WHEREAS, Section 2.04.040 of the La Quinta Municipal Code and California Government Code section 54954(a) [Brown Act] require the City Council to adopt rules of procedure to govern the conduct of its meetings and any of its other functions and activities pertaining thereto; and

WHEREAS, due to changes in law, policy and/or practice, the City's current "Rules of Procedure" are examined and updated periodically; and

WHEREAS, this resolution shall supersede Council Resolution No. 2015-023, adopted on June 2, 2015, establishing the Amended and Restated Rules of Procedure for Council Meetings and Related Functions and Activities.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The Amended and Restated Rules of Procedure for City Council meetings and related functions and activities, attached hereto as "Exhibit A" and incorporated herein by reference, are hereby adopted.

SECTION 2. This Resolution supersedes City Council Resolution No. 2015-023, adopted on June 2, 2015.

SECTION 3. **Corrective Amendments:** The City Council does hereby grant the City Clerk the ability to make minor amendments and corrections of typographical or clerical errors to "Exhibit A" to ensure accuracy and consistency of the text.

PASSED, APPROVED, and **ADOPTED** at a regular meeting of the La Quinta City Council held on this 2nd day of August, 2022, by the following vote:

AYES: Councilmembers Fitzpatrick, Peña, Radi, Sanchez, and Mayor Evans

NOES: None

ABSENT: None

ABSTAIN: None

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

MONIKA RADEVA, City Clerk
City of La Quinta, California

APPROVED AS TO FORM:

TRAVIS VAN LIGTEN, Assistant City Attorney
City of La Quinta, California

EXHIBIT A

AMENDED AND RESTATED RULES OF PROCEDURE FOR COUNCIL MEETINGS AND RELATED FUNCTIONS AND ACTIVITIES

PURPOSE

The purpose and intent of the City Council in adopting the within rules shall be to provide directory guidelines relating to the conduct of the public business by or on behalf of the City Council, and in the event of any noncompliance with or violation of any provision herein, such will not be deemed to affect the validity of any action taken, unless otherwise specifically provided by law.

The rules of procedure set herein shall be in addition to the provisions of the Ralph M. Brown Act (Brown Act) [Government Code section 54950 *et seq.*] and all other applicable State law and La Quinta Municipal Code (LQMC) provisions. In the event of a conflict between the rules set by the City Council in this Resolution and State law, the provisions in State law shall prevail.

APPLICABILITY

Unless otherwise provided by resolution of the City Council, a city authority, or city agency, the rules of procedure outlined below apply to the following city-established entities:
La Quinta City Council
La Quinta Housing Authority
La Quinta Financing Authority
Successor Agency to the La Quinta Redevelopment Agency

MEETINGS

1.1 REGULAR MEETINGS:

The City Council of the City of La Quinta shall hold regular meetings in the place specified in the Municipal Code, on the first and third Tuesdays of each month. The open session portion of regular meetings shall begin at 4:00 p.m. The Closed Session portion of regular meetings, if needed, may begin between 2:00 p.m. and 4:00 p.m., or may be scheduled any time before meeting adjournment in accordance with a duly noticed agenda. The public hearing portion of the meeting shall be the time set forth in the published public hearing notice, or if none is required, the time set forth in the posted agenda.

When the day for a regular meeting of the Council falls on a legal holiday, no meeting shall be held on that day; rather, such meeting shall be held at the same hour on the next business day unless otherwise determined by the City Council.

1.2 ADJOURNED MEETINGS:

Any meeting may be adjourned to a time, place, and date certain, but not beyond the next regular meeting. Once adjourned, the meeting may not be reconvened.

1.3 SPECIAL MEETINGS:

Special Meetings may be called by the Mayor or majority of members on 24-hour notice, as set forth in Government Code sections 36807 and 54956, subdivisions (a), (b), and (c). To avoid a series of communications by a majority of members in contravention to Government Code section 54952.2(b), any member other than the Mayor seeking to call a special meeting shall deliver, individually and separately from other members, a request to call a special meeting, and any matter(s) to be considered therein, to the City Manager and City Clerk. If a request to call a special meeting is received by the City Manager and City Clerk by a majority of members, other than the Mayor, prior to the next regular meeting, the City Manager and City Clerk shall reschedule and call for the special meeting pursuant to the Brown Act and these Rules of Procedure. Only matters contained in the notice may be considered and no ordinances (other than urgency ordinances) may be adopted, nor may matters concerning the salaries, salary schedules, stipend, bonus or compensation paid in the form of fringe benefits, of the City Manager, any Department head, or any employee whose position is held by an employment contract, be acted upon. Notice of special meetings shall be posted in accordance with Section 1.4 below.

1.4 NOTICE OF MEETINGS. POSTING OF AGENDAS:

The City Clerk, or designee, shall post a meeting agenda in the following locations at least 72 hours before each regular meeting of the City Council:

(1) The public bulletin board located outside the Village Post Office at 51321 Avenida Bermudas;
(2) The public bulletin board located outside the Stater Bros. Supermarket at 78630 Highway 111;
(3) The public bulletin board located outside La Quinta City Hall at 78495 Calle Tampico; and
(4) The City's internet web site.

The City Council finds and determines that all locations are freely accessible to

the public and the Council further finds and determines that the City is legally required to post an agenda in only one freely accessible location and on the City's web site. This direction to post in all locations is directory only and not mandatory. Other locations may be added as deemed appropriate. Following posting of said agenda, the City Clerk or designee, shall sign a declaration of the date and place of the posting of the said agenda and shall retain said declaration of posting as a public record as part of the Council meeting record to which the posting relates. The provisions of this section as to place of posting and declaration of posting shall also apply to the special meeting posting requirements pursuant to the Brown Act [Government Code section 54956]. To the extent not required by State law, the provisions hereof are directory only.

1.5 QUORUM:

Unless otherwise provided for in the Municipal Code, a majority of the Council shall be sufficient to do business and motions may be passed 2-1 if only three (3) members attend.

The following matters, however, require three (3) affirmative votes:

(a) Adoption of resolutions;
(b) Orders for payment of money;
(c) Adoption or amendment of a specific or general plan; and
(d) Any other requirement in applicable State law that requires at least a simple majority vote of the entire legislative body.

If a majority of the Council shall be disqualified to vote on a matter by reason of actual or apparent conflict of interest, the Council shall select by lot or other means of random selection, or by such other impartial and equitable means as the Council shall determine, that requisite number of its disqualified members which, when added to the members eligible to vote, shall constitute a quorum.

1.6 MEETINGS TO BE PUBLIC:

Study Sessions and all regular, adjourned or special meetings of the City Council shall be open to the public, provided, however, the Council may hold closed sessions from which the public may be excluded, which closed sessions shall only be held in accordance with the provisions of the Brown Act.

1.7 MEETING ATTENDANCE VIA TELECONFERENCE WHEN NO STATE OF EMERGENCY HAS BEEN PROCLAIMED BY THE GOVERNOR AND/OR SOCIAL DISTANCING IS IN EFFECT:

(a) The use of teleconferencing for a member to attend a City Council meeting is permitted subject to compliance with the provisions of the Brown Act

[Government Code section 54953, as amended].

(b) All provisions of the Brown Act shall apply to the teleconferenced meeting location including agenda posting, public accessibility, Americans with Disabilities Act compliance, opportunity for the public to address Council directly, and availability of agendas.

(c) All votes taken during a teleconferenced meeting shall be by roll call.

(d) So that the City Clerk may comply with the Brown Act, one week advance written notice to the City Clerk must be given by the member of the City Council who wishes to attend via teleconference; the notice must include the location name and address, which must specifically include the room/suite number or other reasonably detailed description, at which the teleconferenced meeting will occur, who is to initiate the telephone call to establish the teleconference connection, and the telephone number of the teleconference location (the telephone number will not be made public). If the teleconference is to be conducted via video/audio teleconference, the City Clerk shall provide and publish a teleconference link that the member must connect to in order to attend the meeting.

(e) The member attending by teleconference shall:

(1) Provide the City Clerk with a photograph showing the agenda posted at the teleconference location, or a written statement that the agenda has been posted, which the City Clerk shall retain with the original agenda packet materials; and

(2) Identify himself/herself/themselves and acknowledge whether or not members of the public are in attendance at the teleconference location.

(f) Only one member per meeting may attend by teleconferencing.

(g) Each member may attend a regular City Council meeting via teleconference a maximum of twice per calendar year.

(h) Upon receipt of notification of intent to attend via teleconference from one member, the City Clerk shall forward the notice to the City Council.

1.8 MEETING ATTENDANCE AND PUBLIC PARTICIPATION VIA TELECONFERENCE WHEN A STATE OF EMERGENCY HAS BEEN PROCLAIMED BY THE GOVERNOR AND/OR SOCIAL DISTANCING IS IN EFFECT:

During a period when the Governor of California has proclaimed a "state of emergency" or state or local officials have imposed or recommended measures to promote social distancing, and the City Council by majority vote has made the findings in support of modified teleconferencing procedures pursuant to the Brown Act [Government Code section 54953(e)(3), or successor provision if effective on or after January 1, 2024], then Section 1.7 of these Rules of Procedure shall not apply, and the criteria set forth in the Brown Act shall apply to City Council meetings.

1.9 CLOSED SESSION MINUTES

Pursuant to the Brown Act [Government Code section 54957.2], the City Clerk of the City of La Quinta may be required to attend Closed Session of the City Council, and keep and enter in a minute book a record of topics discussed and decisions made at each meeting. Closed Session minutes, if produced, shall not be a public record subject to inspection pursuant to the California Public Records Act [Government Code section 6250 *et seq.*], and shall be kept confidential pursuant to the Brown Act.

2. AGENDA

2.1 ORDER OF BUSINESS:

Except as otherwise provided by law, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of Council or staff may, on their own initiative or in response to public comments, briefly respond to statements made or questions posed during the public comment period, ask questions for clarification, make a brief announcement, make a brief report on their own activities, provide a reference to staff, request staff to report back to the Council at a subsequent meeting, or take action to direct staff to place a matter on a future agenda pursuant to Section 2.9 of these Rules of Procedure, listed below.

The order of business of each meeting shall be as contained in the Agenda prepared by the City Clerk and shall contain the following category headings:

- Call to Order
- Roll Call
- *Public Comments on Matters Not on the Agenda (place before Closed Session)
- Closed Session (may be taken up before, after or during breaks in the open portion of the meeting)
- *Pledge of Allegiance
- *Public Comments on Matters Not on the Agenda
- Confirmation of Agenda

- *Announcements, Presentations, and Written Communications
- Consent Calendar (will include Minutes)
- Business Session
- *Study Session
- *Departmental Reports
- *Reports and Informational Items
- *Mayor and Councilmembers' Items
- *Public Comment (only needed if there is a Public Hearing(s) on the agenda)
- *Presentations (only needed if there is a late presentation item)
- Public Hearings
- Adjournment

The Presiding Officer may change the order of business to accommodate participants, the City Council, staff, or consultants; expedite the meeting; or meet public hearing notice times.

* These portions of the agenda shall be used for discussion and direction to staff; no formal actions are to be taken.

2.2 DELIVERY OF AGENDA:

Barring insurmountable difficulties, the agenda packet shall ordinarily be delivered to the City Council each Thursday preceding the Tuesday meeting to which it pertains.

The agenda packet shall also be available to the public at the time it is delivered to the City Council.

2.3 ROLL CALL:

Before proceeding with the business of the Council, the City Clerk shall call the roll of the City Council and the names of those present shall be entered in the minutes. The order of roll call shall be alphabetical with the Mayor called last.

2.4 APPROVAL OF MINUTES:

Action minutes shall be prepared after every meeting. Unless requested by a majority of the City Council, minutes may be approved as a Consent Calendar item without public reading if the City Clerk has previously furnished Council with a copy thereof.

2.5 PUBLIC HEARINGS:

Generally, public hearings shall be conducted in the following order:

- Staff presentation of the staff report and related materials
- Questions of Staff by Council
- Public hearing opened by Presiding Officer
- Public testimony
- Public hearing closed by Presiding Officer
- Questions by Council
- Discussion by Council
- Action by Council

Questions or comments from the public shall be limited to the subject under consideration.

In accordance with the Brown Act [Government Code section 54954.3, subdivision (b)], Council may adopt reasonable regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Depending upon the extent of the agenda, and the number of persons desiring to speak on an issue, the Presiding Officer may, at the beginning of the hearing, limit testimony, but in no event to less than three (3) minutes per individual (or approximately 350 words).

A one-time additional speaker time donation of three (3) minutes (or approximately 350 words) per individual is permitted as follows: 1) the member of the public donating time must submit this in writing to the City Clerk by completing a Request to Speak form noting the name of the person time is being donated to; and 2) the member of the public donating time must be present at the time the speaker provides verbal public comments.

Members of the public who utilize a translator shall be provided at least twice of the allotted time to ensure non-English speakers receive the same opportunity to directly address the Council.

"Verbal Public Comments" are defined as comments provided in the speakers' own voice, and may not include video or sound recordings of the speaker or of other individuals or entities, unless permitted by the Presiding Officer.

Public speakers may elect to use printed presentation materials to aid their comments; such printed materials shall be provided to the City Clerk to be disseminated to Council, made public, and incorporated into the public record of the meeting; it is requested that the printed materials are provided prior to the beginning of the meeting. There shall be no use of Chamber resources and technology to display visual or audible presentations during public comments, unless permitted by the Presiding Officer.

Quasi-judicial hearings shall be conducted in accordance with the principles of

due process, and the City Attorney shall advise the City Council in this regard.

2.6 PUBLIC COMMENT:

Pursuant to the Brown Act [Government Code section 54954.3], each agenda for a regular meeting shall provide an item entitled "Public Comment". The purpose of such item shall be to provide an opportunity for members of the public to directly address the City Council on items of interest to the public that are within the subject matter jurisdiction of the City Council. In order to assure that the intent of the Brown Act is carried out, three (3) minutes (or approximately 350 words) is the amount of time allocated for each individual speaker. At any time, before or after the oral communication is commenced, the Presiding Officer may, if deemed preferable, direct that the communication be made instead either to the City Manager or other appropriate staff member during regular business hours, or in writing for subsequent submittal to Council.

A one-time additional speaker time donation of three (3) minutes (or approximately 350 words) per individual is permitted as follows: 1) the member of the public donating time must submit this in writing to the City Clerk by completing a Request to Speak form noting the name of the person time is being donated to; and 2) the member of the public donating time must be present at the time the speaker provides verbal public comments.

Members of the public who utilize a translator shall be provided at least twice of the allotted time to ensure non-English speakers receive the same opportunity to directly address the Council.

"Verbal Public Comments" are defined as comments provided in the speakers' own voice, and may not include video or sound recordings of the speaker or of other individual or entities, unless permitted by the Presiding Officer.

Public speakers may elect to use printed presentation materials to aid their comments; such printed materials shall be provided to the City Clerk to be disseminated to Council, made public, and incorporated into the public record of the meeting; it is requested that the printed materials are provided prior to the beginning of the meeting. There shall be no use of Chamber resources and technology to display visual or audible presentations during public comments, unless permitted by the Presiding Officer.

On items of public comment or discussion, any matter raised by the public which does not specifically appear on the agenda may be added to a future agenda in accordance with Section 2.9 of these Rules of Procedure, listed below. It is hereby determined that such requests or direction by a member of Council shall not be considered action taken by the Council on said item raised by the public. Further, Council discussion of the matter shall not be considered action taken.

2.7 CONSENT AGENDA:

Items of routine nature, and non-controversial, shall be placed on the consent agenda. All items may be approved by one blanket motion with majority vote. Any member of Council may request that any item be withdrawn from the consent agenda for separate consideration.

2.8 MAYOR AND COUNCILMEMBER ITEMS:

Members of Council shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the Council.

2.9 ADDING ITEMS TO A FUTURE AGENDA:

An item may be placed on a future agenda by any of the following methods:

(a) Items for discussion only, no action, no staff report – a member may request that a matter requiring significant discussion be placed on a future agenda under the "Mayor and Councilmembers' Items" section of the agenda either during a Council meeting or by contacting the City Manager with the item title and desired meeting date. The requesting member has the option to prepare a short report to be included in the agenda packet provided the agenda production deadlines are met.

(b) Items for discussion and/or vote requiring a staff report - a member who wishes to place a matter on a future agenda that requires staff research, analysis and/or report(s) or a vote to commit City resources shall first bring the matter to Council as noted in (a) above and obtain Council consensus to direct staff to move forward and place the item on a future agenda. Council shall not take action on the matter itself.

(c) By the Mayor, City Manager or City Attorney.

3. PRESIDING OFFICER

3.1 PRESIDING OFFICER:

The Mayor shall be the Presiding Officer at all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tempore shall preside. In the absence of both the Mayor and the Mayor Pro Tempore, the senior Councilmember shall preside. If there are two Councilmembers with equal seniority, then the one who received the highest number of votes in the election shall be the Presiding Officer.

3.2 MAYOR PRO TEMPORE:

In accordance with Government Code section 36801, the Council shall choose one of its members as Mayor Pro Tempore at the meeting at which the declaration of the election results for a general municipal election is made. During odd numbered years, the Council shall choose one of its members as Mayor Pro Tempore during a regular meeting in the last calendar quarter of the year. Each selection shall be by three (3) or more affirmative votes, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by three (3) or more affirmative votes.

3.3 CALL TO ORDER:

The meeting of the City Council shall be called to order by the Presiding Officer.

3.4 PARTICIPATION OF PRESIDING OFFICER:

The Presiding Officer may move, second, and debate from the Chair, subject only to such limitations of debate as are imposed on all members of the City Council. The Presiding Officer shall not be deprived of any of the rights and privileges of a member of the City Council by reason of acting as Presiding Officer. However, the Presiding Officer is primarily responsible for the conduct of the meeting. If the Presiding Officer desires to personally engage in extended debate on questions before the Council, the Presiding Officer should consider turning the Chair over to the Mayor Pro Tempore.

3.5 QUESTION TO BE STATED:

The Presiding Officer shall verbally restate each question immediately prior to calling for the vote. Following the vote, either the Presiding Officer or the City Clerk shall verbally announce the result in accordance with Section 7.1 below. The Presiding Officer may publicly state the effect of the vote for the benefit of the audience before proceeding to the next item of business.

3.6 SIGNING OF ORDINANCES AND RESOLUTIONS:

The Presiding Officer shall sign ordinances and resolutions adopted by the City Council. The City Clerk, or Deputy City Clerk, shall attest to the signature of the Presiding Officer.

3.7 MAINTENANCE OF ORDER:

The Presiding Officer is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized

by the Presiding Officer. All questions and remarks shall be addressed to the Presiding Officer.

3.8 CITY CLERK POSITION:

In accordance with Government Code section 36804, if the City Clerk is absent, the Deputy City Clerk shall act. If there is none, the Presiding Officer shall appoint a City staff member to act as City Clerk Pro Tempore.

4. RULES, DECORUM, AND ORDER

4.1 POINTS OF ORDER:

The Presiding Officer, with the advice of the City Manager and City Attorney, shall determine all Points of Order, which shall generally be governed by Robert's Rules of Order, if not otherwise governed by these Rules of Procedure. The Presiding Officer's ruling shall be subject to the right of any member to appeal to the Council. If any appeal is taken, the question shall be, "Shall the decision of the Presiding Officer be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

4.2 DECORUM AND ORDER - COUNCIL MEMBERS:

(a) Any member desiring to speak shall address the Presiding Officer and, upon recognition by the Presiding Officer, shall confine to the question under debate.

(b) A member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer; unless a Point of Order is raised by another member; or unless the speaker chooses to yield to questions from another member.

(c) Any member called to order while speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, the member shall be permitted to proceed. If ruled to be not in order, the member shall remain silent or shall alter his/her/their remarks so as to comply with rules of the Council.

(d) Members shall accord the utmost courtesy to each other, to city employees, and to the public appearing before the Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

(e) Any member may move to require the Presiding Officer to enforce the rules and the affirmative vote of a majority of the Council shall require the

Presiding Officer to so act.

(f) Except where specifically authorized by City Council action or for purely ceremonial purposes, no member of the City Council attending a City board, commission, or committee meeting shall make any statement or give the appearance or indicate in any way that he/she/they is representing the City. When making a comment at such a meeting, the member should make it clear that he/she/they is speaking solely as an individual. Unless officially appointed to participate on a committee, members should make an effort not to insert themselves into or take positions on matters which will or are likely to be the subject of public hearings or will be decided upon by the City Council after considering the entire issue.

4.3 DECORUM AND ORDER - EMPLOYEES:

City employees and contractors shall observe the same rules of procedure and decorum applicable to members of the Council. The City Manager shall ensure that all City employees observe such decorum. Any staff members, including the City Manager, desiring to address the Council or members of the public shall first be recognized by the Presiding Officer. All remarks shall be addressed to the Presiding Officer and not to any one individual member of Council or the public.

4.4 DECORUM AND ORDER - PUBLIC:

Members of the public attending Council meetings shall observe the same rules of order and decorum applicable to the Council. Any person making impertinent and slanderous remarks or who becomes boisterous while addressing the Council or while attending the Council meeting shall be removed from the room if the sergeant-of-arms is so directed by the Presiding Officer, and such person may be barred from further audience before the Council. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Presiding Officer, who may direct the sergeant-of-arms to remove such offenders from the room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Presiding Officer.

4.5 ENFORCEMENT OF DECORUM:

The head of the City's police agency or designee shall be ex-officio sergeant-of-arms of the Council. The sergeant-of-arms shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum during a public meeting. Upon instructions from the Presiding Officer, it shall be the duty of the sergeant-of-arms or his/her/their representative to eject any person from the Council Chamber or place any person under arrest or both.

As set forth in the Brown Act [Government Code section 54957.9], in the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Council may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Council from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

4.6 PERSONAL PRIVILEGE:

The right of a member to interrupt a meeting and address the Council on a question of personal privilege shall be limited to cases in which his/her/their integrity, character, or motives are assailed, questioned, or impugned.

4.7 CONFLICT OF INTEREST:

All members of the City Council are subject to the provisions of State law, such as Chapter 7, Title 9, of the California Government Code, relative to conflicts of interest, and to conflicts of interest codes adopted by the Council. Any member disqualified from voting because of a conflict of interest shall do all of the following:

(1) Publicly identify the financial interest in detail sufficient to be understood by the public;
(2) Recuse himself/herself/themselves from discussing and voting on the matter; and
(3) Leave the dais until after the discussion, vote, and any other disposition of the matter is concluded, unless the matter has been placed on the Consent Calendar.

Any member disqualified from voting due to a conflict of interest may speak on the issue during the time that the general public speaks on the issue from the public podium [Government Code section 87105(a)]. The member shall be marked absent from the vote for the item on the minutes, unless the item is on the Consent Calendar, in which case, the member will be marked as having abstained.

4.8 LIMITATION OF DEBATE:

Any members should speak only once upon any one subject until every other member choosing to speak thereon has spoken. No member shall speak for a longer time than five (5) minutes each time the member has the floor, without approval of a majority vote of the Council.

4.9 DISSENTS AND PROTESTS:

Any member shall have the right to express dissent from or protest to any action of the Council and have the reason entered in the minutes. If such dissent or protest is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following reason . . .”

4.10 PROCEDURES IN ABSENCE OF RULES:

In the absence of a rule herein to govern a point or procedure, Robert's Rules of Order, Newly Revised, shall be used as a guide.

4.11 RULINGS OF PRESIDING OFFICER FINAL UNLESS OVERRULED:

In presiding over Council meetings, the Presiding Officer shall decide all questions of interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the members of the City Council present and voting.

5. ADDRESSING THE COUNCIL

5.1 MANNER OF ADDRESSING THE COUNCIL:

Any member of the public desiring to address the Council (“public speaker”) shall proceed to the podium and wait to be recognized by the Presiding Officer. After being recognized, the public speaker shall state his/her/their name and/or the party he/she/they is/are representing (unless otherwise determined by the city attorney to be unnecessary), the subject the public speaker wishes to discuss, and city of residence.

All remarks and questions shall be addressed to the Presiding Officer and not to any individual member of the City Council, staff member, or other person. The Presiding Officer shall be addressed at all times as Madam/Mister [title], e.g. Madam Mayor, Mr. Mayor Pro Tem. Members of the City Council shall be addressed as Councilmember [last name]. The Council as a body shall be addressed: Madam/Mister Mayor and Members of the City Council.

The Presiding Officer shall not permit any communication, oral or written, to be

made or read where it is not within the subject matter jurisdiction of the City Council. During a public hearing, all remarks shall be limited to the subject under consideration. No person shall enter into any discussion without being recognized by the Presiding Officer.

5.2 TIME LIMITATION:

For time limitation applicable to public hearings and public comment, see Sections 2.5 and 2.6 of these Rules of Procedure.

5.3 ADDRESSING THE COUNCIL AFTER MOTION IS MADE:

After a motion has been made, or after a public hearing has been closed, no member of the public shall address the Council without first securing permission by a majority vote of the Council.

5.4 PERSONS AUTHORIZED TO BE WITHIN PLATFORM:

No person except City Officials shall be permitted behind the City Council dais without permission or consent of the Presiding Officer.

6. MOTIONS

6.1 PROCESSING OF MOTIONS:

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

6.2 MOTIONS OUT OF ORDER:

The Presiding Officer may at any time, by majority consent of the Council, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

6.3 DIVISION OF QUESTION:

If the question contains two or more divisional propositions, the Presiding Officer may, and upon request of a member shall (unless appealed), divide the same.

6.4 PROCEDURE OF MOTIONS:

When a motion is before the Council, no motion shall be entertained except the following, which shall have precedence in the following order:

(a) Adjourn
(b) Fix hour of adjournment
(c) Table
(d) Limit or terminate discussion
(e) Amend
(f) Postpone

6.5 MOTION TO ADJOURN: (not debatable)

A motion to adjourn shall be in order at any time, except as follows:
(a) When repeated without intervening business or discussion.
(b) When made as an interruption of a member while speaking.
(c) When discussion has been ended, and vote on motion is pending.
(d) While a vote is being taken.

6.6 MOTION TO FIX HOUR OF ADJOURNMENT:

Such a motion shall be to set a definite time at which to adjourn and shall be debatable and shall be amendable by unanimous vote.

6.7 MOTION TO TABLE:

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

6.8 MOTION TO LIMIT OR TERMINATE DISCUSSION:

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall be undebatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

6.9 MOTION TO AMEND:

A motion to amend shall be discussed only as to the amendment. A motion to amend an amendment is possible but no additional motions to further amendments may be made. Any amendment shall relate to the original motion and not introduce a different matter. Amendments shall be voted first, then the main motion as amended. Alternatively, the original maker of the main motion may agree to revise the original motion and if the second agrees to second the revised motion, the Council may vote on the main motion as revised.

VOTING PROCEDURE

7.1 VOTING PROCEDURE:

In acting upon every motion, the vote shall be taken by electronic voting and the Presiding Officer or the City Clerk shall verbally announce:

(1) Whether the question carried or was defeated;
(2) The vote tally; and
(3) The vote of each Member.

In the event the electronic voting machine is not functioning, the vote shall be taken by roll call. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the Mayor voting last. The City Clerk shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye', 'no' or 'abstain'.

Every ordinance and resolution, orders for franchises or payments of money, or adoption or amendment of a specific or general plan require three (3) affirmative votes. Any member may change his/her/their vote before the next order of business.

7.2 ABSTENTIONS AND FAILURE TO VOTE:

A member who abstains due to reasons of conflict shall, for purpose of the item under consideration, be considered as if absent.

A member abstaining for reasons other than conflict shall be counted as present for purposes of a quorum and such abstentions are counted with the majority.

A member who leaves the dais solely to avoid participating in a specific item shall, in absence of a conflict, be counted as if they were present but abstaining, and such abstentions are also counted with the majority as noted above.

7.3 RECONSIDERATION:

Any member who voted with the majority may move a reconsideration of any action at the same meeting or, within seven (7) calendar days, request in writing to the City Manager or City Clerk that it be agendized for consideration at the following meeting. If the 7th calendar day falls on a holiday, then the deadline shall be the next business day. In the event that the subject of the reconsideration is a motion that failed as the result of a tie vote, any member who voted against the earlier motion may move for reconsideration within the same seven (7) calendar day period. If the motion to reconsider passes, then the original item may be reconsidered at that time or agendized for the next meeting that meets any applicable noticing requirements. After a motion for reconsideration has once been acted upon, no other motion for reconsideration

thereof shall be made without unanimous consent of the Council.

7.4 TIE VOTES:

Tie votes shall be lost motions unless an additional motion is made which obtains a majority vote to break the tie. When all members of the Council are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal. If a tie vote results at a time when less than all members of the Council are present, the matter shall automatically be continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council. Notwithstanding the above, if a tie vote results at a time when one or more member(s) are abstaining for reasons other than conflict of interest then, in that instance, the abstention vote shall be counted in favor of the motion thereby breaking the tie vote.

8. RESOLUTIONS

8.1 DEFINITIONS:

As a rule of thumb, it can be said that legislative acts of the City Council (usually a rule of public conduct for long-term application) are taken by ordinance, whereas more routine business and administrative matters (usually more temporary and transitory in nature) are accomplished by the adoption of resolutions. The term "resolution" in its general sense will denote any action taken affirmatively via a vote of the Council, other than one taken by ordinance.

As used in this City, however, two (2) terms are in general use to denote such (non-ordinance) actions: "resolution" and "motion" (thereafter recorded by minute entry). Both actions are equally legally effective and binding, they just vary in the formality of respective memorialization. The most formal is referred to locally as a "resolution".

Generally, the form of a "resolution" is a written document with a clearly identifiable an uniform, format, memorializing the action taken by Council, which is numbered in sequence according to year adopted, and preserved in a separate set of books; this separate document is in addition to being recorded by an item entry in the minutes of the meeting at which it was accomplished. "Resolutions" are used in this City for various reasons, such as when specifically required by law, when needed as a separate evidentiary document to be transmitted to another governmental agency, or where the frequency of future reference back to its contents warrants a separate document (with the additional "whereas" explanatory material it often recites) to facilitate such future reference and research.

A "motion" or "minute order," as used locally denotes a Council action which is

recorded simply by an item entry in the minutes of the meeting at which it was accomplished, without the formality of a separate document to memorialize it, unless it is a motion to adopt an ordinance or resolution.

8.2 RESOLUTIONS PREPARED IN ADVANCE:

Where a resolution has been prepared in advance, the procedure shall be: motion, second, discussion, vote pursuant to methods prescribed in Section 7.1 above, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. Any member may require that the resolution be read in full.

8.3 RESOLUTIONS NOT PREPARED IN ADVANCE:

Where a resolution has not been prepared in advance, the procedure shall be to instruct the City Manager or the City Attorney to prepare a resolution for presentation at the next Council meeting.

8.4 URGENCY RESOLUTIONS:

In matters of urgency, a resolution may be presented verbally in motion form together with instructions for written preparation for later execution. After the resolution has been verbally stated, the voting procedure in Section 8.2 above shall be followed.

9. ORDINANCES

9.1 INTRODUCTION AND ADOPTION OF ORDINANCES:

Ordinances shall not be passed within five (5) days of their introduction, nor at other than a regular meeting or at an adjourned regular meeting [Government Code section 36934]. However, an urgency ordinance may be passed immediately upon introduction and either at a regular or special meeting. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this section.

9.2 EFFECTIVE DATE:

Except as provided otherwise by law, all ordinances shall take effect 30 days after their final passage [Government Code section 36937] but may be made operative at such later date as may be designated in the ordinance.

9.3 PUBLISHING:

It shall be the duty of the City Clerk to post or publish all ordinances in accordance with Government Code section 36933 within 15 days after adoption.

10. POLITICAL ACTIVITIES

Incumbents shall not use, or attempt to use, their position, office or authority to influence, aid or obstruct any City employee from securing any position, nomination, confirmation or promotion, or change in compensation or position in the City upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. This prohibition shall apply to urging or discouraging the individual employee's action.

Incumbents or candidates shall not, directly or indirectly, solicit political funds or contributions, knowingly, from other officers or employees of the local agency or from persons on an employment list of the City, with the knowledge that the person from whom the contribution is solicited is an officer or employee of the City. This section shall not prohibit the member from requesting political contributions from officers or employees of the City if the solicitation is part of a solicitation made to a significant segment of the public, which may include officers or employees of the City.

Incumbents or candidates shall not engage in political activity during working hours in City offices or work areas where such activity would disrupt the workplace.

11. AUTHORITY TO BIND THE CITY

No member of the City Council, officer, official, employee, agent or consultant of the City, without the majority vote of the Council, or unless otherwise provided in these Rules of Procedure or by resolution of the Council, shall have any power or authority to bind the City by any contract, to pledge its credits, or to render it liable for any purpose in any amount.

12. EXECUTION OF CONTRACTS, DEEDS, AND OTHER DOCUMENTS

Except as otherwise authorized by resolution of the City Council, either the Mayor or City Manager, or in the absence of both, such person as the City Manager may designate in writing pursuant to La Quinta Municipal Code sections 2.08.050 and 2.08.060, shall sign all contracts, deeds and other written instruments on behalf of the City when such have been approved by the City Council. The City Clerk shall attest to the signature of the signer, unless attestation is not required.

13. RULES DIRECTORY

To the extent not required by State laws, these Rules of Procedure shall be considered directory only; and compliance herewith shall not be considered mandatory or jurisdictional.

RESOLUTION R2023-101

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NAPA, STATE OF CALIFORNIA, APPROVING THE CEREMONIAL DOCUMENTS POLICY

WHEREAS, the City Council occasionally wishes to recognize significant events, accomplishments, or public service of individuals or organizations that significantly benefit the City and the local community; and

WHEREAS, the City Council has in times past used a variety of documents to formally honor, memorialize, and bring public awareness to such individuals, organizations, and events; and

WHEREAS, the City Council has determined that it is appropriate to establish criteria and procedures for such ceremonial recognitions for the purposes of consistency and an equitable review and approval process; and

WHEREAS, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein, including any supporting reports by City Staff, and any information provided during public meetings.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Napa, as follows:

1. The City Council hereby finds that the facts set forth in the recitals to this Resolution are true and correct, and establish the factual basis for the City Council's adoption of this Resolution.

2. The City Council hereby approves the policy entitled "Ceremonial Documents" attached hereto as Exhibit "A," and incorporated herein by reference.

3. The City Council hereby directs the City Manager to designate the Ceremonial Documents as a City Council Policy Resolution. The City Council hereby directs the City Clerk to organize and publish the Ceremonial Documents Policy as a part of the City Council Policy Resolutions.

4. This Resolution shall take effect immediately upon its adoption.

I HEREBY CERTIFY that the foregoing Resolution was duly adopted by the City Council of the City of Napa at a public meeting of said City Council held on the 3rd day of October, 2023, by the following vote:

AYES: Alessio, Luros, Narvaez, Painter, Sedgley

NOES: None

ABSENT: None

ABSTAIN: None

ATTEST: _____
Tiffany Carranza
City Clerk

Approved as to form:

_____
Michael W. Barrett
City Attorney

EXHIBIT A

CEREMONIAL DOCUMENTS POLICY

1. **PURPOSE AND SCOPE:** This Policy Resolution entitled "Ceremonial Documents Policy" may be referred to herein as "this Policy." The purpose of this Policy is to establish the authority, criteria, and procedure for the issuance of ceremonial documents. As used in this Policy, the phrase "ceremonial document" means any certificate of recognition, plaque, or proclamation. Ceremonial documents are generally issued to organizations or individuals within the City of Napa or for events occurring within the City. Ceremonial documents are strictly honorary and do not carry any legislative or legal value.

2. **REQUESTS FOR AND APPROVAL OF CEREMONIAL DOCUMENTS:**

   2.1 Any person may submit a request to the City Clerk for the City's issuance of a ceremonial document in accordance with this Policy. In the absence of a request that is submitted and approved in accordance with this Policy, the City does not automatically produce ceremonial documents. However, a request may be approved for recurring events under Section 7.5.

   2.2 Each request for a ceremonial document is subject to approval by the City Manager and the Mayor, subject to their determination that the proposed recognition is in accordance with the criteria and procedures set forth in this Policy. Any reference in this Policy to the City Manager shall include any person designated by the City Manager to act on behalf of the City Manager.

3. **GENERAL CRITERIA FOR THE ISSUANCE OF CEREMONIAL DOCUMENTS:**

   3.1 Any request for a ceremonial document shall establish satisfaction of one of the General Criteria goals set forth in this section 3.1, below:

      3.1.1 Awareness of issues with local relevance, including issues of widespread community interest or concern.

      3.1.2 Recognition of local organizations or individuals achieving outstanding or significant accomplishments.

      3.1.3 Acknowledgement of significant community events or celebrations.

   3.2 Any request for a ceremonial document may be denied if the proposed recognition (including the organization, individual, or event) includes any one of the elements summarized in this section 3.2, below, or otherwise does not comply with this Policy:

      3.2.1 The proposed recognition has no relevance to the City or the local community.

      3.2.2 The proposed recognition violates, or suggests the violation, of any Federal, State, or City laws and policies.

      3.2.3 The proposed recognition advocates a political or religious message. This does not prohibit an individual or organization that is affiliated with a religious organization from requesting and obtaining a ceremonial document if the proposed recognition otherwise complies with the requirements of this Policy.

3.2.4 The requesting party or the proposed recognition advocates violence, hatred, or any other conduct that is contrary to the well-being or quality of life of the local community.

3.2.5 The proposed recognition supports or suggests a position that is either contrary to a City Council Policy position (as defined by R2019-083) or is known to be subject to a future action to be taken by City Council.

3.2.6 The recipient of the proposed recognition is not in good standing with the City, such as an overdue and outstanding obligation to the City.

4. CERTIFICATE OF RECOGNITION CRITERIA:

4.1 Any request for a certificate of recognition shall establish that an identified organization, individual, or event warrants acknowledgment by the City based on an achievement, contribution to the local community, or commemorative event or occasion, such as:

4.1.1 Individuals, community groups, or organizations whose volunteer efforts or philanthropic works have significantly benefited the local community.

4.1.2 Outstanding achievement of groups or individuals attending schools serving City residents (e.g., scholastic awards, school valedictorian, Scouting awards, placement at regional competitions or exhibitions).

4.1.3 Sponsors of City events, activities, or programs.

4.1.4 Commemorative events and occasions of businesses or organizations located in the City (i.e., ribbon cutting ceremonies, grand opening ceremonies).

5. PLAQUE CRITERIA:

5.1 Any request for a plaque shall establish that an identified organization, individual, or event warrants acknowledgment by the City based on extraordinary contributions to the local community or the City's goals and objectives such as:

5.1.1 Businesses, organizations, or individuals that have made significant contributions to the local community.

5.1.2 Retirements of individuals who have made significant contributions to the local community.

5.1.3 Businesses, organizations, groups, or individuals who have acted with distinction in carrying out their duties or taken extraordinary actions that further the City's goals and objectives.

EXHIBIT A

6. PROCLAMATION CRITERIA:

6.1 Any request for a proclamation shall establish that an identified organization, individual, or event warrants acknowledgment by the City to honor or highlight special periods of observance (i.e., days, weeks, months), charitable fundraising campaigns, and civic, cultural, and art celebrations. This also includes special recognition of a community, regional, state, or national occasion with local relevance and widespread community interest or concern, or similar issues, actions, or programs of significance to the City or community.

7. PROCEDURE FOR REQUESTING AND RECEIVING APPROVAL OF CEREMONIAL DOCUMENTS:

7.1 Each request for a ceremonial document shall be submitted to the City Clerk's Office on the City's official "Request for Ceremonial Documents" form by email, mail, or hand-delivery.

7.2 Each request for a ceremonial document shall be directed to the City Clerk's Office at least twenty-one (21) calendar days prior to the beginning of the proclaimed period of observance or the date for which the requester seeks recognition.

7.3 Each request for a proclamation shall include a digital, editable, one-page sample proclamation that can be used as a template for the City Clerk's Office to prepare the document. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its policy determinations or requirements consistent with the City's goals and objectives.

7.4 Following review of each request for a ceremonial document, if the City Manager determines that the request satisfies the requirements of this Policy, the City Manager will approve the request, subject to consideration and approval of the Mayor. If the Mayor determines that the request satisfies the requirements of this Policy, the Mayor will approve the request and forward it to the City Clerk's Office. The City reserves the right to decline any request for a ceremonial document, redesignate the requested ceremonial document based on the criteria set forth in this Policy, and/or limit the number of ceremonial documents presented during any City Council Meeting.

7.5 If the City Clerk determines that a request for a ceremonial document has been previously approved by the City Manager and the Mayor for events taking place on a reoccurring basis (i.e., monthly, yearly), the request may be considered routine and prepared by the City Clerk's Office without the submission of a "Request for Ceremonial Documents" form.

7.6 Each request for a ceremonial document that is approved, as set forth above, shall be prepared by the City Clerk's Office. If the ceremonial document is not being presented at a City Council meeting, or at an event attended by the Mayor or their designee, the requester may pick up the ceremonial document within thirty (30) calendar days at City Hall during normal business hours.

7.7 Ceremonial documents will be retained according to the City's Records Retention Policy.

City of Napa Ceremonial Documents Request Form

Napa City Clerk's Office | Mail: P.O. Box 660 Napa, CA 94559 | Phone: (707) 257-9503
Physical Address: 955 School St, Napa CA 94559| Email: clerk@cityofnapa.org
Fax: (707) 257-9534

CONTACT INFORMATION

Date: _____

Name: _____ Organization: _____

Phone: _____ Email: _____

EVENT INFORMATION

Event Date: _____

Person/Organization Recognized: _____

Names of Persons Accepting: _____

CEREMONIAL DOCUMENTS REQUESTED (CHECK ONE)

☐ **Certificate of Recognition**

Certificate to be presented by Mayor (Check One): ☐ Yes ☐ No

Date, Time, & Location of Event: _____

☐ **Plaque**

Plaque to be presented by Mayor (Check One): ☐ Yes ☐ No

Date, Time, & Location of Event: _____

☐ **Proclamation** (must include one-page draft of Proclamation with request)

Proclamation to be read at City Council Meeting (Check One): ☐ Yes ☐ No

Council Meeting Date & Time (Check One): _____ ☐ 3:30p.m. ☐ 6:30p.m.

SUPPORTING INFORMATION

Please provide information supporting the request for ceremonial documents:

Example: Provide a brief description of the accomplishment or impact on the City of Napa community.

_____

_____

_____

The City retains the right to modify, edit, or otherwise amend the proposed ceremonial documents to meet its policy determinations or requirements consistent with the City of Napa's goals and objectives. The City reserves the right to decline any request for ceremonial documents. See Policy Resolution 23-101.

Subject: Procedures for Ceremonial Documents	Policy No: 110-4	Date: January 23, 2024
	Resolution No: 2024-04	Page 1 of 2

PURPOSE

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents including proclamations and certificates of appreciation/recognition.

POLICY

A. Requests for Recognition Criteria:

The City of Brentwood will consider a request for a proclamation or certificate of appreciation/recognition from any group or individual, as long as the request has some type of local relevance and/or promotes activities taking place in the City of Brentwood. All requests are subject to approval by and prepared on behalf of the Mayor or the Mayor's designee. The general criteria for the issuance of these types of recognition are:

1. Issues with widespread community interest or concern, with a primary emphasis on requests that are in support of City Council goals and objectives;

2. Recognition of a local, civic organization, group or individual achieving outstanding or significant accomplishments

3. Acknowledgment of significant events or celebrations.

B. Ceremonial Documents:

1. **Certificates**
   Certificates of Appreciation/Recognition may be issued for the following (not an exhaustive list):
   - Heroism
   - Eagle Scout achievement
   - School or sports groups achievements
   - Non-profit corporations
   - Retirements
   - Individuals or groups who have made significant contributions to the community

   Information required: A summary of the achievement or an overview of the years of service or specific contribution to the community.
2. **Proclamations – The City Council will adopt an annual calendar of proclamations each year.**
   Proclamations may be issued for the following (not an exhaustive list):
   - Brentwood civic celebrations
   - Brentwood organizations contributing to the economic development of the City
   - Issues with widespread Brentwood community interest with a primary emphasis on requests in support of City Council's goals and objectives
   - Significant Brentwood community based events
   - Significant anniversaries of City of Brentwood based institutions, corporations, community partners, and non-profit organizations
   - Fundraisers benefiting the citizens of Brentwood

   Information required: A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times.

All proclamations considered by the Mayor and the City Manager's Office will be placed on a City Council agenda. Routine proclamations will be placed on the Consent Calendar, and in the event a recipient is present, these items can be pulled from the Consent Calendar to allow the recipient a brief statement related to the proclamation.

All Proclamations will be placed on the Consent Calendar portion of the agenda. Should the Proclamation be removed from the Consent Calendar to recognize a specific person or organization, the Council Member who requested the proclamation be removed from the Consent Calendar will read and present the proclamation. Should multiple Council Members request to present the proclamation, it will be presented and read by the Mayor.

When appropriate, the City's social media channels may be used to inform the public of the proclamation.

C. **Receiving Requests**:
To start the ceremonial document process an individual or organization must first submit a written request. Written requests should be sent to the attention of the Mayor on the standard application. Requests received will be administered by the City Manager's Office and the City Clerk Division and approved by the Mayor.

All requests must be received at least fifteen (15) business days prior to the event to the address listed on the Request for Ceremonial Documents Form.

All requests will go through an internal review and approval process. The Mayor and the City Manager's Office reserves the right to determine the appropriateness and the type of document to be issued based on the information provided by the requesting individual and/or organization. Submission of a request, does not guarantee the issuance of a ceremonial document.

All requests must include the name and daytime phone number of the contact person.

Submitting a draft with your request of the document desired will expedite the process considerably.

Please specify whether the document should be mailed, held for pick-up, or presented at a special event or City Council meeting. Documents will be presented at special events pending the availability of the Mayor, his/her designee or other city officials to honor such requests. Presentation at a specific City Council meeting must be approved in advance by the City Manager or his/her designee.

Only one ceremonial document will be issued per event.

D. **Other Types of Presentations:** The City will also, on occasion, issue other types of formal recognition, including plaques at special events, or a Key to the City as determined by the issuing official. The City Manager's Office will be responsible for the coordination of these events.

REQUEST FOR CEREMONIAL DOCUMENT

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process.
- Submitting a draft and/or background for the document requested will expedite the process.
- Email the request **AT LEAST FIFTEEN (15) DAYS PRIOR TO THE MEETING OR EVENT to:**

  City of Brentwood
  c/o City Clerk's Division
  150 City Park Way
  Brentwood, CA 94513

  cityclerk@brentwoodca.gov

- One contact person per request
- Documents will remain available for pick-up with the City Clerk for thirty (30) days after the event date. After thirty (30) days the document will be destroyed.
- Submission of a request does not guarantee the issuance of a ceremonial document.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person_____ **Telephone Number**_____

Email Address_____

Person/Organization Recognized_____

Event/Occasion_____

Does the person reside or is the organization located in Brentwood?_____

Will the event or occasion be held in Brentwood?_____

Today's Date_____ **Date of Event/Occasion**_____

Highlights of Person/Organization Recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet or a separate attachment if you need additional space)

Please select one of the options listed below:

_____**When my ceremonial document is completed, please mail it to the following:**

Name:_____

Address:_____

_____

_____

OR

_____**When my ceremonial document is Completed, please call for pick-up:**

Name:_____

Telephone #:_____

CITY OF MENIFEE City Council Policy	Policy Number: CC-24 Approving Authority: City Council
Subject City Council Recognition Policy	Effective Date: April 21, 2021 Amended: December 4, 2024
	Page 1 of 4

1. PURPOSE

The purpose of this policy is to establish guidelines for the issuance of various recognition including proclamations and certificates. The intent of this policy is for recognition only, not for promotional or advertising purposes.

2. SCOPE / BACKGROUND

Recognizing members of the public and organizations for significant acts, achievements or lifetime milestones is consistent with the City of Menifee quality of life goals. The City Council is committed to the success of the City and extending appropriate City Council recognition to residents and organizations who achieve success in any endeavor is an important element of this commitment to the Council's core values. The City believes that appropriate recognition, not only enriches our collective experiences, but also seeks to enhance the culture, lifestyle, and freedoms that we enjoy in the City of Menifee.

This policy discourages the City from supporting, promoting or otherwise naming endorsements for any political purposes.

3. POLICY

A. Types of Council Recognition:

The following certificates may include specific categories of recognition such as *Arts and Culture*, *Citizenship*, or *Professional Achievement*.

I. Certificate of Appreciation. A certificate of appreciation may be presented to any individual, group of individuals or organization to recognize them for any act or effort that goes above and beyond the norm and is deserving of appropriate recognition. At the request of the Mayor or any individual Councilmember, the City Clerk's office shall prepare the certificate of appreciation. The inherent duties of the Mayor and each Councilmember, as representatives of the community at-large, provide the authority to issue a certificate of appreciation. Therefore, no formal Council action is required. Consistent with good protocol and decorum, a Councilmember may not issue a certificate of appreciation for a resident or organization in another Councilmember's district without collaboration and consent of their colleague. The Mayor shall also adhere to this protocol.

II. Certificate of Achievement. A certificate of achievement may be presented to any individual, group of individuals or organization to recognize them for significant acts of individual or organizational achievement in any endeavor that is deserving of appropriate recognition. At the request of the Mayor or any individual Councilmember, the City Clerk's office shall prepare the certificate of achievement. The inherent duties of the Mayor and each Councilmember, as representatives of the community at-large, provide the authority to issue a certificate of achievement. Therefore, no formal Council action is required. Consistent with good protocol and decorum, a Councilmember may not issue a certificate of appreciation for a resident or organization located in another Councilmember's district without collaboration and consent of their colleague. The Mayor shall also adhere to this protocol.

III. Outstanding Citizen Award Program. The Outstanding Citizen Certificate is presented to an individual or organization who has made an important, noticeable contribution to the community. These individuals are often called upon for advice and mentoring.

a. ***Schedule*.** Recipients are selected by the Councilmembers on a rotating basis and recognized at a City Council meeting as follows: January – Outstanding Citizen of the Year Award; February – Mayor; March – District 1; April – District 2; May – District 3; June – District 4; July – Mayor; August – District 1; September – District 2; October – District 3; November – District 4; December – Mayor. The placement of the presentation on the agenda will be coordinated by staff.

b. ***Eligibility*.** Recipients must live or work in the City of Menifee. The Nomination Application must be completed and requires: the name, address, and phone number of the recipient; the occupation of the recipient; the district in which the recipient resides. Community members are encouraged to make recommendations and may submit nomination applications to their District Councilmember or Mayor for consideration.

Outstanding Citizen eligibility criteria includes the following contributions to the community: Volunteering time; Positive impact on others; Dedicated to Menifee and concern for others; Works continually towards the betterment of the community; Qualities of honesty and integrity; Well known for their community service and contributions on behalf of the welfare of others and to the City at large; Leads the way in making Menifee a great place to live, work, play and learn.

c. ***Outstanding Citizen of the Year.*** All recipients of the Outstanding Citizen Award shall subsequently be nominated for Menifee's Outstanding Citizen of the Year. All recipient applications received in the calendar year will be submitted to the Menifee Citizen Advisory Committee (MCAC) for the purpose of determining Menifee's

Outstanding Citizen of the Year. MCAC will use the scoring form (Attachment A) to help in the selection process.

The Outstanding Citizen of the Year will be presented with an award during a Council meeting each January and then forwarded to all annual regional recognition awards requesting a Menifee nominee (example: County Supervisor's Citizen of the Year Award).

IV. Certificate of Adjournment in Memory Of. Any City Councilmember may request the City Council meeting be adjourned in honor and memory of someone who has made a significant impact to the City of Menifee. A certificate will be prepared and mailed to the surviving family when possible.

V. City Proclamations. A proclamation may honor an individual, an organization reserved for those who have made a special contribution to the community. It may also include an event that has directly benefited Menifee or that raises awareness of an activity that considerably impacts the City.

a. **Mayor Signature Only Proclamations.** If a certificate of appreciation or achievement is not appropriate and a more formal recognition is desired for an individual, organization, or event through a proclamation, a Mayor Signature Only Proclamation may be used. Similar to certificates of appreciation or recognition outlined above, at the request of an individual Councilmember, the Mayor shall sign a proclamation and no formal Council action is required. The same protocol for certification of appreciation or recognition shall be equally adhered to for signature only proclamation. In the absence of the Mayor, the Mayor Pro Tem shall sign the signature only proclamation.

b. **Council Approved Proclamation**. If a certificate of appreciation or recognition is not appropriate and a more formal recognition is desired for a group of individuals or an organization through a proclamation, then city staff shall agendize the proclamation placing the item on the Consent Calendar for Council approval. Unlike the certificates of appreciation or recognition or Mayor signature only proclamations outline above, a Council Approved Proclamation must have the concurrence of one other Councilmember before being placed on the agenda by city staff. The Council Approved Proclamation shall be signed by all members of the City Council.

VI. Key to the City Recognition. The Key to the City is a symbolic gesture of civic appreciation and recognition by Menifee's City Council. Through the presentation of a ceremonial key, the City honors individuals who have made significant contributions or who embody values that enhance the Menifee community, symbolizing the City's trust and gratitude. A Key to the City is strictly honorary. Requests for recognition should be submitted only for rare and outstanding circumstances, ensuring the distinction retains its prestige and significance.

a. ***Eligibility*.** Eligibility for receiving the Key to the City includes Menifee residents who have achieved significant accomplishments in military service, residents reaching the milestone age of 100 years, and individuals who have performed acts of heroism within city limits. Additionally, dignitaries or celebrities visiting the City, as well as delegations from Sister Cities or other countries, may be recognized. Requests for unique circumstances other than those listed may be considered on a case-by-case basis, providing flexibility to recognize extraordinary contributions.

b. ***Nomination Procedure.***

1. Nominations for the Key to the City may be made by any member of the City Council.
2. Nominations are to be provided to the City Clerk, including the nominee's name, accomplishments, and a brief explanation of why they merit the recognition.
3. A consent calendar item, summarizing the nomination, will be prepared for the City Council's consideration at a future City Council meeting.
4. Nominations must receive a majority vote from the City Council for approval.
5. If a majority vote is received, the City Clerk Department will agendize the presentation at a future City Council meeting or an appropriate ceremonial event such as the State of the City.

4. PROCEDURE

Requests for certificates or proclamations must be received by the City Clerk at least two weeks prior to the date needed. Upon receipt of the recognition request, the City Clerk will review to ensure applicability and consistency with said policy. If consistent, staff will communicate with the City Manager and the appropriate Councilmember for consideration of the request. All Outstanding Citizen Awards will follow the procedure as stated under "Types of Recognition." All Key to the City recognitions will follow the procedure as stated under "Types of Recognition."

A. The Councilmember requesting recognition may decide whether the recognition will be placed on the agenda under "Presentations," if it will be presented at an event or other type of program, or if it will be mailed to the recipient.

B. Recognition requests for certificates and proclamations must be transmitted to the City Clerk Department at least two weeks prior to the deadline. The request should include sufficient information to assist the City Clerk staff and to minimize staff time in preparing the recognition. For proclamations, requests shall include either a sample proclamation to be used as a guide, or shall provide history/background, goals, motto, and date/time of event.

C. Recognition requests made from the public must first be vetted through the

applicable Councilmember, or Mayor if appropriate, to determine the proper recognition, if any.

D. The City Clerk will finalize the proper recognition document, including the Mayor's and/or Councilmembers' signatures as appropriate and prepare the appropriate presentation, or mail it as requested.

E. Proclamations and Outstanding Citizen of the Year Certificates to be presented at City Council meetings shall be placed in a frame. All other recognitions will be presented in a certificate folder with the City seal.

F. When recognition is presented during a City Council meeting or other formal event, City Clerk staff shall provide the Mayor, or presenter of the recognition, with a summary of the recognition.

G. The City Clerk shall maintain copies of all recognition in accordance with the City's records retention policy.

5. RESTRICTIONS

This policy prohibits supporting, promoting, or otherwise making endorsements for the following:

A. For-profit business as an advertisement or commercial promotion, as opposed to recognition towards community contributions.
B. Matters of political or religious nature, as opposed to recognition towards community contributions.
C. Event or organization with no direct relationship to the City of Menifee.
D. Campaigns or events contrary to City policies and mission.

6. ROLES AND RESPONSIBILITIES

A. The City Clerk in coordination with the City Manager are responsible for administering this policy and procedure.

Revision History

Revision No.	Date Approved	Approved By:	Comments
0	4/21/2021	City Council	Original Policy
1	12/4/224	City Council	Addition of the Key to the City Recognition

_____ _____

Bill Zimmerman, Mayor Date

CITY OF SAN DIMAS

Administrative Policy and Procedure Manual

Subject:	**City Ceremonial Recognitions**	Number:	**CC 1.1** 1.7
Department(s) Affected	**City Council** **City Clerk**	Effective Date:	**1/10/2023**
			Replaces Policy: None
Assigned to:	**City Clerk**	File Reference:	
Authority:	**SDMC 2.06.015(d); Council Action on 1/10/2023**		
	City Manager	Approved:	

1.0 BACKGROUND

San Dimas Municipal Code 2.06.015(d) bestows the duty of issuing proclamations on behalf of the City Council to the Mayor. This does not provide a mechanism for others to suggest or request a recognition be given, or at least considered. The City receives requests from other agencies, groups, individuals and businesses to recognize, celebrate or honor their members, employees or organization. Some of these requests are made annually in the form of regular mail, email, or in some cases verbally. Staff has provided certificates, proclamations, resolutions and on occasion plaques or City tiles as recognition. In some cases, the requests do not have a direct or significant local connection or benefit. Currently, there is no formal policy established to help staff manage these requests and a policy would provide more consistency in issuing recognitions.

2.0 SCOPE OF POLICY

This policy shall apply to all requests for recognition.

3.0 DEFINITIONS

Proclamations: can be an expression of City policy or position, which requires the authorization of the City Council in a Council meeting. They can also extend formal publicity and awareness for a particular event, cause or organization, and may by prepared outside of Council review if the event is a routine request previously approved by the City Council such as Red Ribbon week, etc.

Recognitions and certificates: do not necessarily require full City Council approval and can be for athletic achievements, scout or youth awards, significant birthdays, personal accomplishments, ribbon cuttings, grand openings, military service, community service, etc. In this policy, recognition may refer generally to any of the options the City has to make a proclamation, certificate, plaque/City tile, or other form or recognition.

Plaques and City Tiles: are considered for a more substantial recognition of extended or significant service and/or accomplishment to the City of San Dimas and community whose issuance will be limited to maintain the gravity of the recognition.

4.0 POLICY OBJECTIVE:

To provide a consistent structure for requesting and presenting proclamations, recognitions, certificates, and plaques/City tiles on behalf of the Mayor and City Council. This more formal structure would achieve the following:

1. Provide approval, usually through consensus for the presentation of specific plaques, proclamations, certificates, and other acknowledgements, such as flower arrangements for special events.

2. Authorize the issuance of proclamations, recognitions, and certificates to individuals, businesses, and organizations located in the City of San Dimas and the issuance of recognitions to organizations located outside city limits (hospitals, public agencies, colleges, etc.)

5.0 ASSIGNED RESPONSIBILITY:

The City Clerk will be responsible for coordinating, preparing, and administering all proclamations, recognitions, and certificates to individuals, businesses, and organizations.

6.0 POLICY

It is the policy of the City Council to strive to accommodate requests for recognitions which may honor an individual, an organization, a business, cover a special event, or a special day, month or year that has significance to the City of San Dimas and acknowledges the acts of service, accomplishment, or impact such individual, organization, business, or event has on City residents or the community. The type of recognition (plaque, proclamation, certificate, etc.) can be determined by City Council, City Manager or City Clerk or as otherwise provided in Section 6.8.

1. When any member of the City Council would like to request a recognition be presented on behalf of the entire City Council, they will make such a request at a City Council meeting and would require the support of one other Councilmember.

2. When an organization, business, or individuals desires or requests a recognition, the request must be received in the City Clerk's office and contain the information listed in Section 7.

The request will be emailed to the City Council and approval of such recognition will follow the same process as a City Council requested recognition. Nothing will require or presume approval of such recognition, and any requestor is encouraged to submit such request with sufficient time for the City Council members to consider.

3. There are regular and reoccurring recognitions that the City Council has previously approved. Recognitions that have been approved by the City Council as reoccurring recognitions for regional or statewide events such as Red Ribbon Week, National Night Out,

Fire Safety Week, Earthquake Preparedness Month, etc. will be authorized to be agendized and/or presented with no further action by the City Council.

The City Council can designate such recognitions as ongoing or the City Manager or City Clerk may classify such recognition as ongoing on the basis of how the City has previously acted on such events.

4. When a club, organization or agency gives recognition to local individuals and organizations or recognize local, regular and special events and such recognition is of significant note or of pride for the City and community, the recognition may be acknowledged by the City Council under "RECOGNITIONS" at a City Council meeting and at the discretion of the Mayor or upon request of two members of the City Council, presented by the Mayor or his designee to the individual, or a representative of the individual or organization requesting the recognition.

In a case where the City Council desires such recognition to be presented more formally at a future City Council meeting, the same process as a City Council requested recognition will apply.

5. When the Chamber of Commerce desires to recognize the grand opening, re-opening, tenure, or achievement of a City of San Dimas located business, the City Council recognizes the importance of demonstrated support for such businesses and authorizes upon request of the Chamber of Commerce to acknowledge such through a Proclamation or other recognition on behalf of the City Council without requiring presentation and/or previous approval at a City Council meeting.

In the case of these Chamber of Commerce recognitions, a notification will go to the City Council either through City staff or the Chamber of Commerce of such recognition and the date and time of any event to present the recognition to allow the opportunity for the City Council to attend.

6. There may be limited occasions not contemplated in this policy that by intent are in keeping with the intent of this overall policy and Section 6.1 through 6.5 but due to a City staff oversight, the nature of the type of recognition, or for other reasonable inability to comply with the requirements of these policies, the City would not be able to comply with the letter of the policy, the Mayor may authorize a recognition with concurrence of the City Manager and City Clerk that such oversight, nature or reasonable inability exists, but such recognition would list the recognition as being from the Mayor.

7. Individual City Councilmembers may issue congratulatory letters on City letterhead for an individual, an organization, a business, cover a special event, or a special day, month or year that has significance to the City of San Dimas and acknowledges the acts of service, accomplishment, or impact such individual, organization, business, or event has on City residents or the community. Such recognition would not invoke a recognition as being from the City nor the City Council but just from the individual.

In the case of a hardcopy letter being mailed, it will be the responsibility of the individual City Councilmember to draft and prepare such letters and envelopes. In the case such letter is hardcopy, no more than 25 such letters per annum will be authorized per Councilmember at City expense. If such letter is electronic, the Councilmember may issue such letters in compliance with any law or regulation. Additionally, any such recognition must be provided to the City Clerk for filing and retention as a communication.

8. For the recognitions described in Section 6.1 through 6.6, the recognitions may be mailed to the individual or organization requesting the recognition without presentation before the City Council unless such presentation is requested by the Mayor or City Council, or on the basis of the type of recognition (i.e. reoccurring, etc.), brought forth to the City Council by the City Clerk.

9. Requests for recognitions at public community events or gatherings must be sent to the City Clerk's office three weeks prior to the event and include all details listed in Section 7.

10. City staff and the Mayor will determine which recognitions should be acknowledged at a City Council meeting and/or a planned community event and the best form of such recognition unless otherwise specified by the City Council when considering such recognition.

7.0 PROCEDURES FOR PREPARATION:

1. Except as requested during the City Council meetings by members of the City Council, requests for recognitions must be provided to the City Clerk's Office at least three weeks prior to the requested City Council meeting date or presentation date. The request shall include either a sample language to be used as a guide, preferably in electronic form, or shall provide sufficient information to assist the City Clerk staff in any preparation of the recognition. In the case the type of recognition requires a longer lead time for preparation, the requestor will provide such recognition request with sufficient time to prepare the recognition.

The request should include the following name, telephone number, and mailing address of the individual or organization making the request, along with:

a. Contact information for individual and/or organization making the request, including name of individual, name of organization, telephone number, and mailing address.
b. The name(s) of the individual(s) to be recognized.
c. The organization to which the individual belongs, if applicable.
d. The reason the individual(s) is/are being recognized.
e. If applicable, a brief bio of the individual, event, and description of project, organization, or activity being recognized.
f. The date, time, and place for presentation.

2. **What is the process to decide if the City will decline the preparation of a recognition:** If staff is unsure of the routine nature or appropriateness of the request, it will be referred to the Mayor and/or City Manager for direction on whether or not to accommodate the request.

3. **Policy for a proclamation not on the agenda:** Proclamations considered routine and/or within the policy may be prepared and presented outside of a City Council meeting if necessary. A copy of such proclamation will be provided to the City Council for their reference by the City Clerk.

4. City Clerk staff will finalize the proclamation for the Mayor's signature.

Policy 7.3.20 Council Recognition of Dignitaries, Individuals, Organizations and/or Events

POLICY PURPOSE:

This policy is designed to establish consistent criteria and procedures for official Council recognition of individuals, organizations, and/or events and to recognize the contributions and donations to the City from individuals, groups and organizations.

POLICY STATEMENT:

It is the policy of the City to recognize noteworthy contributions, donations and achievements of individuals and organizations through resolutions, proclamations, certificates, letters, and/or plaques in accordance with the criteria contained in this policy, and at the discretion of the Mayor or the City Council where noted. These forms of recognition are not intended for partisan, commercial or narrow individual purposes, as such purposes are inconsistent with the overall policies of the City Council.

1. Formal Resolutions. A formal Resolution of recognition or appreciation is the highest Council honor reserved for individuals and organizations that have made extraordinary, lasting, and significant contributions to the community.

   All requests for Resolutions should be directed to the Mayor's office for review. Formal resolutions are approved only by action of the City Council at a Council meeting in the following manner: In the form of a motion, the City Council will direct the City Attorney to prepare a formal Resolution. Approved Resolutions will be numbered, logged, signed by the Mayor and the City Clerk, with a copy maintained in the City Clerk's records.

   At the discretion of the Mayor and Council, the Resolution may be prepared for signature by all members of the City Council for presentation to the honored individual or organization. The Mayor shall determine whether the presentation should be made at a Council meeting. If presented at a Council meeting, the Mayor and/or their designee shall make the presentation under "Special Orders of the Day."

2. Proclamations (Ceremonial Resolutions). Proclamations are also reserved for accomplishments and/or events of significant importance to the Sunnyvale community. Proclamations (Ceremonial Resolutions) are less formal than official Resolutions of the City Council. They do not require formal vote or action by the Council at a Council meeting, are prepared by the Executive Assistant to Council, not by the City Attorney, and are not numbered and filed by the City Clerk. Proclamations are used for various forms of recognition, including:

   A. Recognition of individuals and organizations whose contributions and achievements have community-wide significance;

B. To call public attention to a significant community event, service or program;

C. To highlight a special period of observance, celebration, or recognition for community, regional, state, or national occasions.

All requests for Proclamations or Resolutions should be directed to the Mayor's office for review. Proclamations will be issued at the discretion of the Mayor, but may be requested by individual Councilmembers through the Mayor. A copy of each Proclamation is maintained by the Executive Assistant to Council.

The Mayor shall determine whether or not it is appropriate to present the proclamation at a Council meeting or other venue. If presented at a Council meeting, the Mayor and/or their designee shall make the presentation under "Special Orders of the Day." If no venue is designated, a Proclamation may be mailed to the recipient.

3. Certificates of Recognition. A Certificate of Recognition is similar in appearance to a proclamation, but is less formal. Certificates of Recognition are used to acknowledge individual or group achievement or contributions to the community, or to recognize a noteworthy event or occasion. Certificates of Recognition also are prepared for outgoing members of City Boards and Commissions, and for Sunnyvale residents on the occasion of their 90th ,95th and 100th birthdays. All certificates are signed by the Mayor.

Certificates of Recognition on behalf of the entire Council do not require Council approval and are issued at the discretion of the Mayor. Individual Councilmembers may request through the Mayor that Certificates be prepared and issued. Certificates will be prepared and filed by the Executive Assistant to Council, with the following exception: Certificates of Recognition for outgoing members of City Boards and Commissions are prepared and filed by the City Clerk.

At the discretion of the Mayor, Mayoral letters of commendation, appreciation, congratulation, recognition, support, or greeting may be prepared on behalf of the entire Council as an alternative to Certificates of Recognition. Such letters may be used for inclusion in community event programs such as sports tournaments, service club or business organization events, and conferences held in the community. Letters shall be signed by the Mayor only, and the Mayor shall determine whether it is appropriate to present a Certificate of Recognition at a Council meeting or other venue. (Nothing in this policy shall prohibit individual Councilmembers from preparing individual notes of appreciation or congratulations to others. In this case, however, no staff support shall be provided and no presentation shall be made at a Council meeting). If presented at a Council meeting, the Mayor and/or their designee shall make the presentation under

"Special Orders of the Day." If no venue is designated, the Certificate may be mailed to the recipient.

4. Letters of Memoriam. A Letter of Memoriam is a short personal note approved by the Mayor, prepared by the City Clerk, and signed by the full City Council in memoriam of an individual who has made a significant contribution to the Sunnyvale community. The Mayor shall determine whether it is appropriate to present a Letter of Memoriam at a Council meeting. It is customary that Council meetings closed in honor of deceased community members be accompanied by letters of memoriam. Following the Council meeting, the letter of memoriam is delivered to family surviving the deceased community member, and a copy is filed with the Clerk's Office.

5. Recognition Plaques. Frequently, requests are made to have plaques placed on buildings, sidewalks, benches, trees, or other public places for various reasons (e.g., in memoriam). City policy is to recognize donations of items and contributions to the Community by individuals or groups with a plaque or other appropriate permanent identification based on the following tiered approach:

Donation	Award
$1 — $5,000 Donation	A letter from the City Department Director in receipt of the donated gift.
$5,001 — $10,000 Donation	A certificate of appreciation from the Mayor recognizing the donation to the City.
$10,001 — $20,000 Donation	A plaque (approximately 8x10 inches in size) from the City to the donor recognizing the donation.
Donations of $20,001 and above, and significant contributions of volunteer time to the Community	The citizen or group offering a donation of more than $20,000; and the significant contribution of volunteer time by an individual, group or organization will be recognized with a plaque or other suitable recognition in an appropriate location, if desired.

In addition to the above, the City Manager has the discretion to publicly recognize smaller donations (such as park benches) with an appropriately sized and located plaque. This would be for cases where there is a discrete item donated that lends itself to a small plaque or marker. In these cases, the plaque or marker would be no larger than 3x5 inches and would simply include the name, occasion and date. The Library's program in which bookplates are inserted into books donated in honor or memory of people in the community is an example of this policy. The full cost of any such recognition is to be borne by the donor.

For those donations ($20,001 and above), and other significant contributions to the Community qualifying for plaques or recognition staff would present a report to the Council suggesting the size, placement and wording of any commemorative plaque, with input from the relevant board or commission. The donor and/or requesting organization or group would be consulted as part of the staff recommendation. It is possible that something other than a simple plaque, such as a donor wall, could be an appropriate recognition. A "donor wall" would be a way to recognize multiple contributions of more than $20,000 for a related donation on one plaque or display.

If the item donated and/or the recognition of an individual's or group's contributions to the Community does not fall within the jurisdiction of a board or commission, staff would make a recommendation straight to the Council. The City Council has the final authority on all plaques or permanent recognition on public property valued at more than $20,000.

The cost for designing, producing, installing and maintaining a plaque or other recognition qualifying at the $20,001 and above level, including the recognition of an individual's or group's contributions to the Community would be the responsibility of the beneficiary department. If a plaque or recognition is for something that is no longer in use (for example, a bench that has been destroyed or a building demolished), the department would not be responsible for replacing or maintaining the recognition item in perpetuity. Council will have the discretion to give additional appropriate recognition for extraordinarily large or serial donations.

6. Facility Naming. Naming Facilities or Components of Facilities in Recognition of the Contributions of an Individual, Group or Organization shall be the responsibility of the City Council as provided by Council policy addressing the naming/renaming of Parks and Recreation facilities.

7. Dignitaries, Gifts and Official City Souvenirs

A. Visiting Dignitaries: The City Council recognizes that gifts to visiting dignitaries are an appropriate method of commemorating certain occasions. At the discretion of the Mayor or City Manager, visiting dignitaries will be presented with an official City souvenir and/or gift appropriate to the occasion.

B. Councilmembers Visiting Other Jurisdictions: Mayors and Councilmembers who visit dignitaries in other cities and countries on official City business may, at their discretion, present an official City souvenir to the dignitary visited. Appropriateness of these gifts will be determined by the Office of the City Manager.

C. Visiting delegates or tour groups may be presented with official City souvenirs, at the discretion of the Office of the City Manager. Councilmembers with requests for souvenirs for specific visiting groups should coordinate such requests through the Office of the City Manager.

D. Requests for Souvenirs: All requests, both internal and external, for official City souvenirs will be handled through the Office of the City Manager, and souvenirs will be provided as appropriate.

[Section 1-4: Adopted: RTC 91-111 (3/19/1991); (Clerical/clarity update, Policy Update Project 10/2005)]

[Section 5: Adopted: RTC 85-362 (7/16/1985); Amended: RTC 00-142 (5/16/2000); (Clerical/clarity update, Policy Update Project (7/2005); (Amended: RTC 06-259 (8/8/2006) – incorporated from Council Policy 7.3.22)]

[Section 6: Adopted: RTC 06-259 (8/8/2006)]

(Amended RTC 25-1114 (12/9/2025)

Lead Department: Office of the City Manager

Council Rules Study Session

Wednesday, July 15, 2026

Prepared By: Nikima S. Newsome,
Chief City Clerk

City of SOUTH PASADENA

Recommendation

It is recommended that the City Council:

1. Conduct a study session on the development of comprehensive Council Rules of Procedure and Governance Policies;
2. Provide policy direction regarding meeting procedures, public participation, agenda management, Council communications, ceremonial recognitions, committee assignments, and other governance matters; and
3. Direct staff to prepare draft policies incorporating Council feedback for future review and adoption.

Background

- Existing Council practices have developed over many years.
- Some procedures are codified, while others exist only through custom or practice.
- Several policies are outdated or dispersed among multiple documents.
- A comprehensive governance manual will improve consistency and institutional knowledge.

Purpose

The proposed Council Rules and Governance Policies are intended to:

- Promote transparency, consistency, efficiency, and effective governance.
- Establish clear expectations for Council operations.
- Improve public understanding of meeting procedures.
- Create standardized practices across legislative bodies, where appropriate.

Rules of Procedure

Staff Recommendation:

Develop formal Rules of Procedure addressing topics including:

- Rules of Decorum and Debate
- Parliamentary Procedure Guidelines
- Regular Meeting Schedule
- Quorum and Voting Requirements
- Agenda Preparation, Structure, and Posting Locations
- Consent Calendar Procedures
- Public Hearing Procedures
- Public Comment Procedures
- Remote Participation Rules for Members of the Public
- Minutes Preparation and Standards
- Accessibility Accommodations
- Council Seating Arrangements

Governance and Operational Policies

Staff Recommendation:

Develop governance policies addressing:

- Mayor and Mayor Pro Tem Selection
- Powers and Responsibilities of the Presiding Officer
- Remote Attendance Notification Procedures
- Ceremonial Recognition Policy
- Proclamation Policy
- Commissioner Appointment Procedures
- Role of Council Liaison Serving on City Advisory Bodies
- Regional Body Appointments, Reporting and Attendance Expectations

Mayor/MPT Selection Process

Council Policy Discussion

Should the City formally establish a Mayor and Mayor Pro Tem selection process?

Potential Options:

Option 1

Annual election by majority vote of the City Council.

Option 2

Annual rotation based on Council seniority beginning with the 2026 election cycle.

Option 3

District-based rotation.

Powers and Responsibilities of Presiding Officer

Purpose

Establish the roles and responsibilities of the Mayor, or other presiding officer, in conducting City Council meetings to promote orderly, efficient, impartial, and effective meetings while preserving the collective policymaking authority of the City Council.

Staff Recommendation

Formally define the powers and responsibilities of the presiding officer to include:

- Preside over City Council meetings in accordance with the Brown Act, Municipal Code, and Council Rules of Procedure.
- Preserve order and decorum and ensure meetings are conducted in a fair, respectful, and impartial manner.
- Recognize speakers and Councilmembers, facilitate discussion, and ensure all members have a reasonable opportunity to participate.
- Rule on procedural questions, subject to appeal by the City Council.
- Maintain the orderly progression of the agenda and meeting schedule.
- Call recesses or brief adjournments when necessary to maintain order or address administrative matters.
- Execute ceremonial duties and represent the City at official functions, as appropriate.
- Perform other duties assigned by law, the Municipal Code, or the City Council.

Remote Attendance Notification Procedures

Purpose

Establish clear notification procedures for City Councilmembers who intend to participate remotely in a City Council meeting when permitted by applicable law, ensuring compliance with the Brown Act, facilitating meeting preparation, and providing transparency to the public.

Staff Recommendation

- Require Councilmembers who anticipate participating remotely to:
- Notify the City Clerk as soon as practicable upon becoming aware of the need to participate remotely.
- Provide any information or documentation required to determine eligibility for remote participation under applicable law.
- Coordinate with the City Clerk to ensure all legal, technical, and agenda requirements can be met prior to the meeting.
- Participate remotely only when authorized by the Brown Act and the Council's adopted Remote Participation Policy.
- Recognize that advance notice is requested to facilitate compliance with legal requirements but that unforeseen emergencies may necessitate shorter notice when permitted by law.

Ceremonial Recognition Policy

Purpose

Establish a consistent process for recognizing individuals, organizations, and community events while ensuring equitable treatment and efficient use of Council meeting time.

Staff Recommendation

Councilmembers may request recognitions subject to established eligibility criteria and scheduling procedures. Residents and stakeholders may also submit a request to the City Clerk with administrative approval from the City Clerk.

Proclamation Policy

Purpose

Establish a consistent policy governing the issuance of City proclamations to recognize annual observances, public awareness campaigns, and events of civic, cultural, historical, or educational significance that promote community awareness and reflect the values of the City.

Staff Recommendation

Staff recommends adopting a formal Proclamation Policy that:

- Establishes objective eligibility criteria.
- Creates a standardized request and review process.
- Focuses proclamations on recognized civic observances and community awareness initiatives.
- Provides flexibility for the City Council to recognize significant events while ensuring consistency, transparency, and equitable treatment of requests.

Commissioner Appointment Process

Purpose

Establish a transparent and consistent appointment process for Boards and Commissions.

Staff Recommendation

Maintain the Mayor's appointment authority while formalizing:

- Recruitment schedule
- Application procedures
- Appointment timelines
- Reappointment procedures
- Vacancy procedures

Role of Council Liaisons on City Advisory Bodies

Purpose

Establish a clear and consistent role for Councilmembers serving as liaisons to City Boards, Commissions, and Committees to promote effective communication while preserving the independence of advisory bodies.

Staff Recommendation

Maintain Council liaison assignments while formally defining the liaison role to include:

- Serve as a communication link between the City Council and the advisory body.
- Attend meetings when appropriate to observe, listen, and provide information on City Council priorities.
- Encourage communication and collaboration without directing or influencing the advisory body's recommendations.
- Refrain from participating in Commission deliberations unless specifically invited by the Chair for informational purposes.
- Report significant commission activities, recommendations, and emerging issues to the City Council through Councilmember Communications, when appropriate.
- Recognize that the Council liaison serves in an advisory and informational capacity only and is not a voting member of the advisory body unless otherwise authorized by law.

Regional Body Appointments, Report Out, & Attendance Expectations

Purpose

Clarify expectations for Councilmembers serving on regional organizations.

Staff Recommendation

Councilmembers provide a concise verbal report during Councilmember Communications, supplemented by written materials when appropriate.

Questions

Thank you for your consideration