



CITY COUNCIL

MANUAL OF PROCEDURES AND PROTOCOLS

Revised September 22, 2015
By Resolution No.

Revised July 30, 2013
by Resolution No. 28317

Revised August 9, 2005
By Motion

Revised April 19, 2005
by Resolution No. 26241

Revised September 9, 1999
by Resolution No. 24119

Adopted May 25, 1999
by Resolution No. 23989

E. Meetings to be Public

All regular, adjourned, and special meetings of the City Council shall be open and public and held in accordance with the Ralph M. Brown Act (Government Code sections 54950, et seq.); provided, however, the City Council may hold closed sessions from which the public may be excluded as allowed by law.

F. Attendance

Councilmembers are expected to attend all meetings of the City Council. If a Councilmember is absent without Council permission from all regular City Council meetings for thirty (30) days consecutively from the last regular meeting he/she attends, his/her office becomes vacant and shall be filled as any other vacancy.

G. Quorum

The Council consists of seven members, one of whom is the Mayor. Four members of the Council shall constitute a quorum and shall be sufficient to transact business. If less than four (4) Councilmembers appear at a regular meeting, the members attending may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. In the alternative, the City Manager may adjourn the meeting to a stated day and hour

II. AGENDA

A. Preparation of Agenda

An agenda shall be prepared for each regular meeting containing the time of commencement of the meeting, the specific items of business to be transacted and the order thereof. The Mayor shall meet with the City Manager, the City Attorney, and additional staff as deemed appropriate to establish those items appearing on the agenda. Whenever feasible, each item on the agenda shall contain a staff recommendation and the specific action requested to be taken by the Council. Regular meeting agendas shall be prepared and posted in accordance with City Council Policy 000-35, Early Council Agenda Policy.

B. Placement of Items on Agenda

Councilmembers wishing to have items placed on a future agenda ~~shall contact the Mayor directly or through the City Manager. In the alternative, any Councilmember~~ may make a request during "Mayor's/Councilmembers' Reports" to add an item to a subsequent meeting agenda. ~~The purpose of the City Council discussion on such a request will only be to determine whether it will be placed on a subsequent agenda for deliberation and action.~~ A concurrence of one other Councilmember will be sufficient to place the item on a subsequent agenda in accordance with City Council Policy 000-35, Early Council Agenda Policy. The purpose of the City Council discussion on such a request will only be to determine

whether it will be placed on a future agenda for deliberation and action.

C. Teleconferencing

Any Councilmember who wishes to participate by teleconference shall be required to advise the City Clerk at least ten calendar days prior to the City Council meeting in order to properly agendaize participation by teleconference as required by Government Code section 54953. Any location at which a Councilmember wishes to teleconference must be open to the public. The Councilmember shall take all necessary steps to comply with the provisions of the Ralph M. Brown Act related to teleconferencing as instructed by the City Clerk and/or City Attorney or the Councilmember shall not be allowed to participate in such meeting.

D. Order of Business

At the time set for each regular meeting, the Mayor shall call the meeting to order and the business of the Council shall be taken up for consideration and disposition in the order set forth in Section ~~CE~~ below except that with consent of a majority of the Councilmembers present, items may be taken up out of order.

E. Agenda Contents

The agenda shall contain the title headings and shall be conducted in the order and manner as set forth below:

Call to Order and Roll Call

The City Clerk or his/her designee shall call the roll of the Councilmembers and the names of those present and absent shall be accordingly entered in the minutes.

Closed Session(s)

The City Council may meet in closed session as authorized under the Ralph M. Brown Act. Council may reconvene to Closed Session at the end of the regular meeting to complete discussion of any closed session items that were not concluded during the time allotted at the beginning of the meeting or if additional closed session items are required to be added and are authorized to be added to the agenda under the Ralph M. Brown Act.

Study Session(s)

Study sessions are items for in-depth discussion and possible direction to staff. No action shall be taken on a study session item.

Announcement of Roll Call (if location of meeting has changed from Study or Closed Sessions)

Report on Study Session(s) and Closed Session(s)

Proclamations/Presentations

Public Comments on Agenda Items

Public comment will be allowed on all agenda items at the time each item is called. Citizens wishing to speak are requested to fill out a speaker card identifying the agenda item about which they wish to address the Council and submit the card to the City Clerk. Each speaker may address the Council for up to three minutes regarding each action item that is a part of an agenda, except public hearings. The Mayor shall have the authority to limit public comments on an agenda item to less than three minutes based on the number of speakers wishing to address the council on a particular item. Speakers will be called in the order cards are submitted unless otherwise determined by the Mayor. The City Clerk will monitor the time for public comments and inform the speakers when the time limitation has been reached.

Staff Briefings

This time is reserved for City staff to brief the Council on departmental issues of interest. No action will be taken on these matters except to place a particular item on a future agenda for consideration by the Council.

~~Approval of Minutes~~

City Manager's/City Attorney's Reports

The City Manager and City Attorney may, from time to time, give reports regarding matters of general interest to the Council. Council may take action as appropriate and as permitted by law.

~~Statements of Abstentions~~

Mayor's/Councilmembers' Reports

The Mayor and Councilmembers may, from time to time, give reports regarding matters of general interest to the Council brief one another on committees or boards on which Councilmembers serve and seek direction on items that they may be required to act upon as the City's representative, to share pertinent information, or to request future agenda items as permitted under section II.B above. Council may take action as appropriate and as permitted by law.

~~City Manager's/City Attorney's Reports~~

~~The City Manager and City Attorney may, from time to time, give reports regarding matters of general interest to the Council. Council may take action as appropriate and as permitted by law.~~

Approval of Minutes

Consent Items

Items that are routine in nature or have been previously reviewed by the Council and require little or no further discussion by the Council, public, or applicant, are

considered as Consent Items. The Council may act on these items in one motion for each type of action shown on the agenda.

Public Comments on Non-agenda Matters (First Public Comment Period)

Any person desiring to address the Council on matters not listed on the agenda which are within the subject matter jurisdiction of the City may do so under Public Comments on Non-agenda Matters. The first public comment period will begin no earlier than 5:00 p.m. and will be limited to ten speakers selected randomly by the Mayor. Speakers who do not have an opportunity to speak during the first public comment period will be allowed to make public comment under the second public comment period.

Those wishing to speak are requested to fill out a speaker card and submit the card to the City Clerk. Each speaker may address the Council for up to three minutes at each Council meeting. The Mayor shall have the authority to limit public comments on non-agenda matters to less than three minutes based on the number of speakers wishing to address the Council. Speakers will be called in the order cards are submitted unless otherwise determined by the Mayor. The City Clerk will monitor the time for public comments and inform the speakers when the time limitation has been reached. The Council may not take immediate action on items presented under Public Comments on Non-agenda Matters but can refer the matter to staff or request its placement on a future meeting agenda.

Report Items

The Council shall consider items of City business and the introduction and adoption of ordinances and the adoption of resolutions or motions, as appropriate.

Public Hearings

The Council shall conduct all public hearings in accordance with the provisions of Sections X.A through X.G.

Written Communications

The Council shall consider all listed written communications from the public or other agencies. The agenda shall list all written communications requiring Council action.

Public Comments on Non-agenda Matters (Second Public Comment Period)

~~Any person desiring to address the Council on matters not listed on the agenda which are within the subject matter jurisdiction of the City may do so under Public Comments on Non-agenda Matters. Those wishing to speak are requested to fill out a speaker card and submit the card to the City Clerk. Each speaker may address the Council for up to three minutes at each Council meeting. The Mayor shall have the authority to limit public comments on non-agenda matters to less than three minutes based on the number of speakers wishing to address the Council. Speakers will be called in the order cards are submitted unless otherwise determined by the Mayor. The City Clerk will monitor the time for public~~

~~comments and inform the speakers when the time limitation has been reached. The Council may not take immediate action on items presented under Public Comments on Non-agenda Matters but can refer the matter to staff or request its placement on a future meeting agenda.~~

Adjournment of Meeting

III. PRESIDING OFFICER

A. Mayor to Preside

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 Manager shall call the Council to order, whereupon a temporary Presiding Officer shall be elected by the Councilmembers present to serve until the arrival of the Mayor or until adjournment.

B. Powers and Duties of Presiding Officer

1. Participation

The Presiding Officer may, upon passing the gavel, move or second from the Chair. He/she shall not be deprived of any of the rights and privileges of a Councilmember by reason of his/her acting as Presiding Officer.

2. Questions to be Stated

The Presiding Officer, or such member of the City staff as he/she may designate, may verbally restate each question immediately prior to calling for the vote. Following the vote, the Presiding Officer, in his/her discretion, may publicly explain the effect of a vote for the audience, or he/she may direct a member of the City staff to do so, before proceeding to the next item of business.

3. Maintaining Order and Decorum

The Presiding Officer shall be responsible for the maintenance of order and decorum at all meetings. Any decision or ruling of the Presiding Officer may be appealed by request of any Councilmember. The Presiding Officer shall call for roll call to see if the Chair shall be upheld. If the roll call loses, the Presiding Officer is reversed.

4. Signing of Documents

The Presiding Officer shall sign all ordinances, resolutions, contracts, and other documents necessitating his/her signature, which were adopted in his/her presence, unless he/she is unavailable, in which case an alternate Presiding Officer may sign such documents.

IV. ADDRESSING THE COUNCIL

the hearing. Said recording, together with all documents, maps, exhibits, and displays admitted into evidence, shall be retained by the City Clerk for a period of one year from the date of the close of the hearing. In lieu of retaining said recording, the City Clerk may prepare a typewritten transcript thereof which shall be retained for the same period of time.

XI. DECISION MAKING

- A.** Council members are expected to read staff reports and supporting information in their weekly agenda packets and get necessary clarification on issues prior to the meetings.
- B.** Study sessions are held frequently to help educate the Council and for staff to receive comments and direction to bring items back on a later agenda for possible action.
- C.** In order to reach the best possible solutions, information is shared freely between Council members during Council meetings.
- D.** Council members treat each other, the public, and staff with respect at all times.
- E.** There is a respect for differing opinions.
- F.** The Council will deal with issues and not personalities.
- G.** The Council, overall, strives for consensus.
- H.** There are individual interests and areas of expertise of Council members – allowing the Council to rely on one another for information and positive action.
- I.** Council looks to boards, commissions, and committees for independent advice and possible legislative actions.

XII. MAYOR AND VICE MAYOR: ELECTION/RESPONSIBILITY

- A.** The Mayor is elected for a two-year term immediately following the installation of newly-elected Councilmembers. In accordance with the City Charter, a Councilmember may not serve consecutive terms as Mayor. If a Mayor fails to complete a full term, the Council member elected to fill out the remainder of the unexpired term shall not be barred from serving a consecutive term as Mayor thereafter if the remaining term filled was one year or less.
- B.** The Vice Mayor is elected annually for a one-year term. The Council, at the time it selects a Mayor and during each November in odd numbered years, shall choose one of their number Vice-Mayor, who shall serve as Mayor in the absence, sickness, or other disability of the Mayor. The Vice Mayor is not a natural

ascendancy to Mayor and there is no rotation system for selecting the Mayor or the Vice Mayor. Nominations for and election of the Vice Mayor shall follow the procedures set forth in paragraph C below.

C. ELECTION OF MAYOR AND VICE MAYOR

1. Presiding Officer for Election of Mayor

The officer presiding over the election process shall serve as Mayor Pro Tempore and preside over Council meetings until a Mayor is elected. The individual functioning as Presiding Officer for the election of Mayor shall be in the following order:

- a. The incumbent Mayor if still on the Council.
- b. The incumbent Vice Mayor if still on the Council.
- c. The Councilmember with the longest period of continuous service. Should there be two or more Councilmembers of equal length of service, the Councilmember who received the highest number of votes in the election shall function as the Presiding Officer.

2. Nominations

At the same meeting and immediately following the installation of newly-elected Councilmembers, the ~~Mayor~~ Presiding Officer shall call for nominations from the floor for Mayor. The nomination must receive a second and be accepted by the nominee prior to a vote on the nomination. ~~Nominations will be voted upon in the order made. Once a nomination receives a majority vote of Councilmembers present, no further action will be taken on subsequent nominations.~~

3. Voting

If only one Councilmember has been nominated, the Presiding Officer shall declare that individual to be elected Mayor by unanimous consent. If two or more Councilmembers have been nominated, election of the Mayor will be by process of elimination. Each Councilmember shall vote by ballot for a number of nominees that equals one less than the total number of nominees. Those nominees receiving one vote or less shall be eliminated. Subsequent votes shall be taken by ballot with each Councilmember voting for one less nominee than voted for in the previous round. Only nominees not eliminated may be voted upon. Once a single nominee receives a majority vote, the Presiding Officer shall declare that individual to be elected Mayor. The ~~Mayor~~ Presiding Officer shall then pass the gavel to the newly-elected Mayor, who shall assume the role of Presiding Officer. Immediately following election of the Mayor and during each November in odd numbered years, the same procedure shall be followed for election of the Vice Mayor.

- D.** Following the election of the Mayor and Vice Mayor, and at such other times as the Mayor deems it necessary, the Mayor shall establish the dais seating

Council.

- F.** The City Manager and City Attorney are active participants in the goal setting process. Other staff may also participate in goal setting at the direction of the City Council.
- G.** Staff will take steps to distribute Council goals to staff and the public.
- H.** The City Council will review progress on the goals quarterly.

XIV. COMMUNICATIONS

- A.** The City Manager handles all correspondence for the Council. Copies of appropriate correspondence are disseminated to the entire City Council.
- B.** All written informational material requested by an individual Councilmembers shall be distributed by staff to all Councilmembers with a notation indicating which Councilmember requested the information.
- C.** Mail that is addressed to the Mayor and City Council shall be included in each Councilmember's weekly packet. Any communication requiring Council action shall be placed on the agenda. All correspondence requiring a response shall be answered or acknowledged as soon as practicable.
- D.** Correspondence directed to the City Council and/or the City Manager relating to Council business is available to the public.
- E.** In an effort to increase communications with the community, every effort will be made to notify residents of issues that will affect their neighborhood that will be coming before the Council or any of the City's boards, commissions, and advisory committees.

XV. COUNCIL/STAFF RELATIONS

- A.** City staff shall acknowledge the Council as the policy makers, and the City Council shall acknowledge staff as administering the Council's policies.
- B.** The City Manager and the City Attorney are the only officials directly appointed by the City Council. All department heads (except for the City Attorney), Assistant City Manager, Deputy City Manager and their subordinates are supervised by the City Manager.
- C.** Council relies on staff for technical work and reports.
- D.** Staff handles all labor negotiations.