



**RANCHO PALOS VERDES
CITY COUNCIL
RULES OF PROCEDURE**

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RULES OF PROCEDURE

1. AUTHORITY

As provided by Government Code Section 36813, the City Council hereby establishes these Rules of Procedure for the conduct of City Council meetings. These Rules shall be in effect upon the adoption by City Council and until such time as they are amended or new rules are adopted in the manner provided by these Rules.

2. GENERAL RULES

2.1 Quorum

Three members of the Council shall constitute a quorum necessary to transact business. In the event a quorum is not in attendance, the City Clerk will adjourn the meeting to a later set time.

2.2 Vacancy by Unexcused Absence

If a City Council member is absent without permission from all regular City Council meetings for 60 days consecutively from the last regular meeting s/he attended, his/her office becomes vacant and shall be filled as any other vacancy, as provided by Government Code Section 36513.

2.3 Minutes of Proceedings

An account of all public proceedings of the City Council shall be recorded by the City Clerk or his/her designee and entered into the official minute books of the Council. The minutes shall be prepared as expeditiously as possible and should be presented within 60 days of the meeting. Draft Minutes will be available to the public prior to approval by the Council.

2.4 Right of Floor

Any Councilmember desiring to speak shall first be recognized by the Mayor and shall confine any remarks to the subject under consideration.

2.5 Rules of Order

In all matters and things not otherwise provided for herein, the proceedings of the Council shall be governed by "Rosenberg's Rules of Order." If a particular issue is not addressed by "Rosenberg's Rules of Order," "Robert's Rules of Order" will be utilized instead; however, no ordinance, resolution, proceedings or other action of the City Council will be invalidated, or the legality thereof affected, by the failure or omission to observe or follow said Rules. In the event of a conflict between the City's Municipal Code and/or these Rules of Procedure with Rosenberg's or Robert's Rules of Order, the provisions of the City's Municipal Code, which is paramount, and/or these Rules, as applicable, shall govern.

2.6 City Manager

The City Manager reports to and serves at the pleasure of the City Council. The City Manager shall attend all meetings of the Council unless excused, and in his/her absence, the Deputy City Manager or Acting City Manager shall substitute. The City Manager may make recommendations and shall have the right to take part in all discussions of the Council, but shall have no vote.

The duties of the City Manager are set forth in Chapter 2.08 of the Rancho Palos Verdes Municipal Code. The City Manager shall ensure that staff maintains and implements the policies and direction of the Council in an open and transparent manner.

2.7 City Attorney

The City Attorney reports to and serves at the pleasure of the City Council. The City Attorney shall attend all meetings of the Council unless excused, and in his/her absence, the City Attorney shall make arrangements for a qualified substitute attorney. The City Attorney, upon request, shall give opinions, either written or oral, on questions of law and shall act as the Council's parliamentarian.

2.8 City Clerk

The City Clerk or his/her designee shall attend all meetings of the Council unless excused by the City Manager, and in her/his absence, the Deputy City Clerk shall substitute. The City Clerk shall record, prepare and maintain the official record of the Council and perform other related duties as prescribed by the Council and/or City Manager.

2.9 Deputy City Manager/Department Heads/Employees

The Deputy City Manager, Department Heads and other city employees, as directed by the City Manager, shall attend Council meetings.

3. TYPES OF MEETINGS

3.1 Public Meetings

All meetings (except closed sessions as provided by State law) of the Council shall be open to the public.

3.2 Regular Meetings – Municipal Code Section (MC §) 2.04.020

The City Council shall meet in the City Council Chambers located at Fred Hesse Community Park, 29301 Hawthorne Boulevard, for all regular meetings. Regular meetings of the City Council shall be held on the first and third Tuesday of each month at the hour of 6:00 p.m. in the Council Chambers except as follows:

1. When a Rancho Palos Verdes municipal election is conducted in the City on the first or third Tuesday of any month, the meeting shall be held on the next succeeding day that is not a holiday.
2. When an official City holiday falls on the first or third Tuesday of any month, the meeting shall be held on the next succeeding day that is not a holiday. Only closed sessions and study sessions may be held between 6:00 p.m. and 7:00 p.m., unless a regular meeting is adjourned to, or a special meeting is called for, such time. No study session or closed session will be held during such hours.

unless the agenda is posted at least seventy-two hours prior to the meeting as required by Government Code Section 54954.2.

The City Council will adjourn its meetings on or before 11:00 p.m. and will not consider new business items after 10:15 p.m., unless the majority of the Council members who are present affirmatively vote either to extend the meeting after 11:00 p.m. or to consider new business after 10:15 p.m. If the meeting ends before all of the items listed on the agenda are completed, any unfinished business will be continued to the next succeeding day that is not a holiday, at a location to be determined. The City Clerk, or his or her deputy, will post notice of any continued hearing or other unfinished business, as required by law, and promptly also post such continuation on the City's website.

3.3 Adjourned Meetings - MC § 2.04.030

Any meeting of the City Council may be adjourned to a later date, place and time, provided no adjournment is for a longer period than the next regularly scheduled meeting.

3.4 Special Meetings - MC § 2.04.040

Special meetings may be called by the Mayor or by a majority of the Council members. The notice for a special meeting must specify the subject(s) to be considered. In accordance with Government Code Section 54956, twenty-four hours notice must be given prior to the meeting; only the matters specified in the notice may be discussed at special meetings.

3.5 Closed Session Meetings – MC § 2.04.050

Closed (or executive) sessions may be held in accordance with the provisions of the Brown Act. The City Attorney shall attend all closed sessions either in person or telephonically, unless his or her performance is being reviewed. Closed sessions shall be presided over by the Mayor, or the Mayor Pro Tem in the Mayor's absence, with the presentation of information by the City Attorney and/or City Manager and City Staff with discussion and decisions by the City Council, in accordance with the provisions of the Brown Act.

3.6 Study Sessions

The City Council shall hold a regularly scheduled and agendaized Study Session between 6:00 pm and 7:00 pm at the second regularly scheduled monthly City Council meeting. The Council also may meet for special Study Sessions called by the Mayor or the majority of the Council members. Study Sessions are open to the public, are considered "meetings" for the purposes of the Brown Act and will be video recorded and posted on the City's website. The primary purpose of the Study Session is to provide an opportunity for the Council members to interact freely and informally, ask questions and discuss policy items that are listed on the agenda for that specific Study Session. The City Council will also provide direction to Staff regarding upcoming agenda items and tentative agendas, including prioritization of agenda items that are listed on the agenda for that specific study session. No action shall be taken during any Study Session unless the agenda so provides.

If a Council member wishes to have the City Council prioritize an agenda item that he or she has raised previously as a future agenda item, then the Council member shall submit to the City Manager a one to

two page memorandum briefly describing the proposed agenda item, including the requested action and the rationale and facts supporting the agenda item by the deadline when items are to be submitted for inclusion in the agenda packet for the Study Session. Once that memorandum is submitted to the City Council, the City Council will prioritize the item for placement on a future agenda, in accordance with the procedure discussed above.

3.7 Media Attendance

Except for closed sessions, all meetings of the City Council and City Boards, Committees and Commissions shall be open to the media, and may be recorded by tape, radio, television, or photography, provided such recordings do not interfere with the orderly conduct of the meetings. All City Council meetings, except for closed sessions, shall be televised and broadcast live during the meeting whenever possible and in accordance with the City's contract with the company providing broadcast services; a replay shall be broadcast on the governmental access channel at least one time during the seven (7) day period following the meeting. Archived recordings of Council meetings shall be maintained by the City Clerk's office for a period of not less than 30 years.

3.8 Recess

Once every hour and one-half, or as Council business permits, the Council shall recess for a period of time specified by the Mayor.

3.9 Redevelopment Successor Agency and Improvement Authority Business

Unless otherwise directed by the City Council, upon adjournment of the City Council meeting held on the first Tuesday of each month, the City Council will meet as the Successor Agency to the Rancho Palos Verdes Redevelopment Agency and then as the Rancho Palos Verdes Improvement Authority.

3.10 Civic and Other Events

If a quorum or more of the Members of the City Council will attend an event where City business will be discussed, Council Members shall notify the City Attorney and either the City Clerk or City Manager so that the event can be noticed as a City Council meeting, in accordance with the provisions of the Brown Act, if required under the Brown Act as determined by the City Attorney. This Section is not intended to expand the application of the Brown Act to social, ceremonial or other occasions that are set forth in Government Code Section 54952.2. City expenditure for other invited guests (as permitted by State law) must be approved by the City Council at a regularly scheduled City Council meeting that is held in advance of the event.

4. DUTIES OF THE MAYOR

4.1 Election of the Mayor

The Mayor is a member of the City Council and is annually elected by majority vote of the City Council at the first regular meeting in December or, in the case of an election year, upon certification of the election results. The Mayor serves as Mayor at the pleasure of the City Council. As a member of the City Council, the Mayor shall have all the powers of a member.

4.2 Mayor Pro Tem

The Mayor Pro Tem shall be selected by a Council majority vote. The Mayor Pro Tem serves as Mayor Pro Tem at the pleasure of the City Council.

4.3 Presiding Officer

The Mayor, if physically present, shall preside. In the Mayor's absence, the Mayor Pro Tem shall preside. In the absence of both, the Council members present shall elect a Presiding Officer.

4.4 Call to Order

The Mayor or Mayor Pro Tem shall call the meeting to order at the hour appointed. In the absence of both, the meeting shall be called to order by the City Clerk and those Council members present shall proceed to elect a temporary Presiding Officer.

4.5 Preservation of Order

The Mayor shall preserve strict order and decorum, shall prevent disruptive verbal attacks by or on Council members, staff and/or citizens, shall confine debate to the item under discussion, and shall discourage debate between Council members and persons addressing the Council.

4.6 Point of Order

The Mayor shall determine all points of order, subject to the right of any member to appeal. If an appeal is taken, the question shall be, "Shall the decision of the Mayor be sustained?"

5. ORDER AND PREPARATION OF AGENDA

Pursuant to the direction of the City Council from a prior Study Session held in accordance with Rule 3.6 or at another duly noticed City Council meeting, the City Manager prepares the agenda, including the order and priority of agenda items. The City Manager will be responsible for providing an estimate of the time that should be required for the City Council to review, consider and take action regarding each agenda item. Care must be exercised so that the items that will be addressed on each Council agenda can be completed within the designated four-hour time limit for City Council meetings pursuant to Section 3.2.

The City Manager shall advise Council members of the status of tentative agendas for upcoming meetings on a weekly basis, including the need, if any, to move an item to another agenda or to add a new agenda item due to time constraints, deadlines or other circumstances that were not anticipated at the time of the last directive from the City Council.

All agenda items shall be accompanied by a staff report, including any recommendations from Committees and Commissions on a particular item. To enable the City Council to make informed decisions, the City Manager is responsible for providing staff reports to the City Council with sound, professional recommendations supported by thorough and impartial analysis that include pertinent facts and the pros and cons of the recommended course of action. Should occasions arise where that is not possible, the City Manager will so advise the City Council. Should a Council member choose to prepare a report for an agenda item that he or she has requested, it shall be submitted to the City Manager by the same deadline that the other agenda reports are to be submitted for inclusion in the agenda packet.

When an individual Council member wishes to place an item on a future agenda, he or she first must raise the issue at a City Council meeting during the agenda section entitled “Future Agenda Items.” No vote is required to place an item on the agenda. However, if the City Council deems an item to be urgent, the City Council may direct that the item be placed on the next agenda rather than having it prioritized during an upcoming Study Session pursuant to Rule 3.6.

The City Clerk shall keep a list of “Future Agenda Items” that have been raised by City Council Members. If a City Council Member does not prepare a report to place the item on an agenda after one year, then the City Clerk shall remove the item from the list and shall advise the City Council that the item has been removed from the list of “Future Agenda Items.” The removal of an item from the list of “Future Agenda Items” shall not prevent a Council Member from raising the Future Agenda item again at another City Council meeting so that the item will be reinstated on the list of “Future Agenda Items” or prevent it from being prioritized by the City Council for placement on a future agenda.

5.1 Order of Business

1. Call to Order, Roll Call, Pledge of Allegiance
2. Ceremonial
3. Mayor’s Announcements
4. Recycling Drawing
5. Approval of Agenda
6. Public Comments
7. City Manager Reports
8. Consent Calendar
9. Public Hearings
10. Regular Business
11. Future Agenda Items
12. City Council Oral Reports
13. Closed Session Report
14. Adjournment

5.2 Agenda Distribution

The Agenda shall be delivered to the Mayor and Council members as soon as practicable on the Thursday preceding the Tuesday meeting when that agenda will be considered. The agenda shall be posted on the bulletin board at City Hall and on the City’s website at the same time that it is distributed to Council members. The full agenda packet, including staff reports, shall be made available to the public, in accordance with the provisions of the Brown Act and by posting it on the City’s website within 24 hours of delivery of the packets to Council members. Agenda packets shall be delivered to Council members not later than seventy-two hours prior to the regularly scheduled meeting.

5.3 Agenda Posting

The City Clerk shall post, in a location that is freely accessible to members of the public and on the City’s website, an agenda at least 72 hours before a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed.

5.4 Minutes

Unless requested by Council, minutes may be approved without reading if the City Clerk previously furnished a copy to each member.

5.5 Public Comments - (see Citizens' Rights in Section 6)

During Public Comments any person may address the Council, provided that the item is within the subject matter jurisdiction of the Council and is not otherwise on the agenda.

5.6 Public Hearings

Items requiring a Public Hearing will be published and/or mailed to property owners as required by law.

5.7 Consent Calendar

Items listed under the Consent Calendar are those items staff believes will not require Council discussion and are considered ministerial, routine, and/or of a periodic or recurring nature. The Consent Calendar may contain resolutions confirming prior Council action; however, the Consent Calendar is not for new policies that have not been discussed previously by the City Council. Such items, or any item that is anticipated to require discussion by the City Council, should be placed under the business item entitled Regular Business.

Any member of the Council may remove an item for discussion or clarification. Items removed from the Consent Calendar will be heard after the Regular Business section of the agenda, unless otherwise directed by the City Council. If an item has been removed from the Consent Calendar, and a member of the public has requested to speak to that item, the item shall be heard immediately after the Consent Calendar.

5.8 City Council Oral Reports

City Council Oral Reports are short summaries of matters a Councilmember has attended as an elected official of the City. The Mayor may, with the consent of the City Council, limit the time for such reports or defer them to a future meeting, provided that the Councilmember's legal reporting obligations are met. Council members are required to provide a brief oral report on their attendance at any meetings where City funds have been expended. Detailed reports should be made in writing. Written reports will be posted on the City's website. Reports should omit functions that are purely of a social or personal nature.

5.9 Actions Limited to Posted Agenda

The City Council shall not take action on any item not appearing on the posted agenda except under the conditions permitted by Government Code Section 54954.2 (Brown Act).

6. CITIZENS' RIGHTS

6.1 Addressing the Council

1. Any person may address the Council on the following portions of the agenda:

- (a) Public Comments as provided in Section 5.5.
 - (b) Public Hearings as provided in Section 8.
 - (c) All other portions of the agenda prior to the vote, if any, being taken.
2. The following shall apply:
- (a) Each person addressing the Council shall step to the podium and is requested to give-his/her name for the record.
 - (b) Each speaker is limited to three minutes on Public Comments as provided in Section 5.5. All remarks shall be directed to the Mayor and Council as a body and not to any particular member.
 - (c) No person, other than members of the Council and the person having the floor, shall be permitted to enter into the discussion.
 - (d) No question shall be asked of Council members or staff except through the Mayor.
 - (e) These guidelines will generally apply to special meetings as well, but the City Council reserves the right to otherwise limit or preclude Public Comments during special meetings to items listed on the agenda of the special meeting.
 - (f) The City Council may limit the public input on any item based on the number of people requesting to speak, the length of the agenda, or the business of the Council.

6.2 Conduct of Members of the Public

No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening, profane or abusive language, personal, impertinent or slanderous remarks, whistling, stamping of feet, booing or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Council meeting. Applause will be permitted, as deemed acceptable by the Mayor, except during public hearing items.

Any person who conducts himself or herself in the aforementioned manner shall, at the discretion of the Mayor or by a majority of the Council, pursuant to a point of order requested pursuant to Section 4.6 of these Rules of Procedure, be barred from further audience before the Council during the meeting.

The Mayor shall request that a person who is breaching these rules of conduct be orderly and silent. If, after receiving a warning from the Mayor, a person persists in disturbing the meeting, the Mayor shall order the person to leave the Council meeting. If such person does not immediately remove himself or herself, the Mayor may order any law enforcement officer who is on duty at the meeting as sergeant-at-arms of the Council to remove the person from the Council Chambers. Alternatively, the Mayor may recess the meeting until a law enforcement officer is able to arrive and remove the person.

6.3 Enforcement of Decorum

After issuing a verbal warning, the Mayor shall order removed from the Council Chambers any person or persons who commit the following acts in respect to a regular or special meeting of the City Council:

- 1. Disorderly, contemptuous or insolent behavior toward the Council or any member thereof, tending to interrupt the due and orderly course of said meeting.

2. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting.
3. Disobedience of any lawful order of the Mayor which shall include an order to be seated or to refrain from disrupting the meeting by addressing the Council from the audience.
4. Any other unlawful interference with the due and orderly course of the meeting.

6.4 Reading of Protests

Interested persons or their representatives may address the Council for the reading of protests, petitions or communications relating to the matter under consideration if a majority of the Council agrees that the person should be heard. Such presentation shall be subject to the time limits that have been established for addressing the City Council.

6.5 Written Communications

Any person(s) may submit written comments to the Council either directly or through the City Clerk or City Manager's office and request that Council receive copies in the agenda packet provided such written comments are received in sufficient time to include them in the agenda packet. Written communications may consist of letters, facsimiles or messages received by electronic mail. Written communications that are submitted after the agenda has been distributed to the City Council will be distributed to the City Council as late correspondence.

7. ORDINANCES, RESOLUTIONS AND CONTRACTS

7.1 Document Preparation

The content and form of all ordinances and resolutions shall be approved by the City Attorney. No ordinance shall be prepared for presentation to the Council unless ordered by a majority vote of the Council or prepared by the City Attorney on his/her own initiative.

7.2 Document Approval

All ordinances, resolutions, and contracts shall, before being placed on the agenda, be approved as to form and legality by the City Attorney. All documents shall be reviewed by the City Manager.

7.3 Ordinance Introduction/Adoption

A proposed ordinance will be read by title only unless a Council member disagrees that the ordinance can be read by title only and requests a full reading. Ordinances introduced by first reading shall not be adopted within five days of the introduction nor at other than a regular or an adjourned regular Council meeting. If the ordinance carries an urgency clause, introduction and adoption may occur at the same meeting. After an ordinance has been introduced for first reading, it can be placed on the Consent Calendar for adoption at a subsequent meeting.

7.4 Majority Vote Required

Resolutions, orders for the payment of money, and all ordinances require a recorded majority vote of the total membership of the City Council, pursuant to Government Code Section 36936. An urgency ordinance must be adopted by at least a four-fifths vote of the City Council, pursuant to Government Code Section 36937. (NOTE: Motions and any other matters not involving any of the above actions may be adopted by a majority vote of the Council Members who are present.)

7.5 Ordinance Preservation

Following adoption of an ordinance, the City Clerk will assign it a number and post it according to state law. All ordinances are filed and preserved in the City Clerk's Office.

8. PROCEDURES REGARDING PUBLIC HEARINGS

8.1 Introduction

The Mayor announces the subject of the public hearing and declares the public hearing open.

8.2 Staff and Written Material Presentation

1. Staff summary report, which shall include the findings and determinations that the City Council is required to make, included in the agenda packet is received and filed. Written comments (e.g. protests, etc.) are noted for the record.
2. Written material not in the agenda packet, if any, is received and filed.
3. Oral staff report, if any, is presented by a staff member, unless waived by the Council.
4. Staff responds to Councilmember questions.
5. Prior to hearing public testimony or comments, Council members are encouraged to raise questions or identify issues of concern that they may have, which may assist members of the public to focus their comments upon those questions or issues. However, Council members shall refrain from stating their final position or how they intend to vote on the issue until all public testimony has been received.

8.3 Public Testimony

1. The purpose of this section is to provide an opportunity to members of the public who wish to testify in support of or opposition to the matter being heard.
2. The Mayor's instructions to the audience will vary and will depend upon the issue being discussed. Generally, the instructions will follow these general guidelines:
 - (a) Participants must speak from the podium;
 - (b) The normal time limit for each speaker is three minutes;
 - (c) Repetition should be avoided; and,
 - (d) Speakers will be discouraged from reading a submission that has been copied and is contained in the agenda materials.

3. Although the normal time limit is three minutes for each speaker, the Mayor may grant additional time to a representative speaking for an entire group. However, this should not discourage anyone from addressing the City Council individually. The Mayor also may adjust the time limit for individual speakers depending upon the number of speakers who intend to speak.
4. The appellant or their representative speaks first and will generally be allowed ten minutes. If the applicant is different from the appellant, the applicant or their representative will speak following the appellant and will also be allowed ten minutes to make a presentation. Other public speakers will follow the presentation by the appellant and the applicant. Normally, the applicants and appellants will be limited to a three minute rebuttal (if requested).
5. At the Mayor's discretion, staff and/or Council will answer questions posed by speakers after the completion of the speaker's testimony.
6. Council will generally reserve questioning of individual speakers until after the completion of the speaker's comments.

8.4 Council Deliberations

1. After the Mayor has determined that there is no more public testimony, the Council will then deliberate on the matter.
2. The Council may ask additional questions of speakers and/or staff for clarification.
3. The Council will then debate and/or make motions on the matter.
4. During Council deliberations, the Mayor will allow each Councilmember to speak once prior to allowing another Councilmember to speak again. Council members should strive to avoid repetition. Council members may be permitted to ask questions of each other or debate relevant issues as part of their deliberations.

8.5 Council Action

1. Council may, at this point, continue the open public hearing.
 - (a) This should be done if any additional information is requested (e.g. a staff report), or if additional facts or issues have been raised by Council members that were not raised by the public speakers or addressed in the staff report and that have a bearing on the item. Members of the public shall be given additional opportunity to comment on such new facts, information and issues at the continued public hearing.
 - (b) Continuing a public hearing to a specific date does not require additional notice.
2. The Council may:
 - (a) Close the public hearing and vote on the item;
 - (b) Offer amendments or substitute motions allowing additional public comment; or

- (c) Close the public hearing and continue the matter to a later date for a decision. (NOTE: No additional reports or testimony may be received, after the public hearing has been closed.)

9. BOARDS, COMMISSIONS, COMMITTEES AND SUBCOMMITTEES

9.1 Mayor / City Council Committee

At the first or second meeting in January of each year, the Mayor shall appoint Council members to serve on various committees that require a Council representative.

9.2 Citizen Boards, Commissions, and Committees

1. Creation

The City Council may create boards, commissions or committees to act in an advisory capacity to the Council.

2. Appointments

The City Council shall make appointments to citizen City boards, commissions and committees. All committee and commission applicants will be interviewed by the City Council at a public meeting and be appointed by a majority of the City Council to serve the term of office specified by the City Council. Members of City boards, commissions and committees shall continue to hold their respective appointed offices until replaced by a different individual who is appointed by a majority vote of the City Council. At any time, on a case by case basis, the City Council may reconsider any appointment at a public meeting.

3. Duties

Other than the Planning Commission, whose duties are specified in the Municipal Code and the California Government Code, the primary purpose of City Boards, Commissions and Committees is to act in an advisory capacity to the City Council.

The City Council shall provide specific direction to each commission or committee as to what tasks or projects the City Council desires the commission or committee to accomplish in the form of an annual workplan that is approved by the City Council, which may be amended and revised as desired by the Council during the year. It will also define the method for said commissions or committees to report back to the City Council on their respective accomplishments. The City Manager shall assign a staff member to assist each commission or committee and to provide necessary support. Should the City Manager believe that requests of staff time and City resources are either inappropriate or excessive, the City Manager may request direction/action from the City Council for resolution.

4. Dissolution

Except as provided by the City's Municipal Code, the City Council may dissolve an existing board, commission, or committee if the City Council finds that the purpose of the advisory board, committee or commission is no longer necessary or required.

9.3 City Council Subcommittees

City Council Ad-Hoc and Standing Subcommittees may be created by the City Council from time to time to gather information and report back to the full City Council. The City Manager shall provide staff support as deemed appropriate by the City Council in achieving the specified goals.

City Council Subcommittees shall be composed of two City Council members.

Timely Subcommittee Reports shall be conveyed to the full City Council during the Council Oral Reports section of the Council agenda. The City Council Ad-Hoc and Standing Subcommittees will strive to keep all Council members and the public apprised of Council Ad-Hoc and Standing Subcommittees' actions and accomplishments.

10. SUSPENSION AND AMENDMENT OF THESE RULES

10.1 Suspension

Except as required by State law, any provision of these Rules not already governed by the City's Municipal Code or the California Government Code may be temporarily suspended by a two-thirds vote.

10.2 Amendment

These Rules may be amended by additions or deletions or new rules adopted by a majority vote of the Council, provided the proposed amendment or new rules are placed on an agenda as a Regular Business item at a duly noticed City Council meeting and the public is afforded the opportunity to comment thereon.

11. MISCELLANEOUS RULES

11.1 Motion to be Stated

The City Clerk shall state all motions submitted for a vote and announce the result.

11.2 Roll Call Votes

Roll call votes shall be required for adoption of ordinances, adoption of resolutions, approval of agreements and actions involving the payment of money. Upon demand by a Councilmember, a roll call vote shall be taken on any motion before the Council. The Mayor Pro Tem's name shall be called second to last, and the Mayor's name shall be called last with other members' names called at random by the City Clerk. Members shall not be required to give explanations of their vote during roll call.

11.3 Silence

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

11.4 Continuance of an Item

1. Continuance by a Council member

Any Councilmember may make a motion to continue an item (not subject to a deadline) to the next agreed upon meeting. This continuance may only be approved or denied by a majority vote of the Council.

2. Continuances Requested by Someone Not a Council member

Anyone may request a continuance of an item and the Council, by a majority vote, may grant such a continuance. A request for a subsequent continuance may be granted by a majority vote of the Council only if it finds that:

- (a) The need for the continuance was beyond the control of the person requesting it;
- (b) The need for the continuance arose after: (1) the date of the notice of public hearing was published if the item is subject to a public hearing or; (2) the time of the Council agenda was posted for items not subject to a public hearing; or,
- (c) The continuance does not adversely affect the City, any of the affected parties, or the welfare of the City's residents.

11.5 Personal Privilege

The right of a Councilmember to address the Council on a question of personal privilege shall be limited to cases in which the integrity, character, or motives of the Councilmember is in question, or where the welfare of the Council is concerned.

11.6 Motion to Reconsider

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

1. The motion must be made by a member of the prevailing side, although it may be seconded by any Council member.
2. The motion must be made prior to the adjournment of the meeting at which the original action was taken.
3. The motion is debatable and has precedence over a pending motion.

12. RULES OF DEBATE

12.1 Mayor as Presiding Officer

The Mayor may move, second, and debate from the Chair, and shall not be deprived of any rights and privileges of a Councilmember.

12.2 Appeal

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

12.3 Precedence of Motions

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

1. Motion to Amend

A motion to amend is debatable only as it relates to the amendment. An amendment that modifies the motion is in order; however, a substitute motion is in order if the intent is changed.

Amendments are voted on first; main motion vote is last. A motion may be amended more than once with each amendment being voted on separately. There shall only be one amending motion on the floor at any one time.

2. Motion to Postpone

A motion to postpone indefinitely is debatable. If such a motion is adopted, the principal question is lost. A motion to postpone to a definite time is subject to debate and amendment as it relates to propriety of the postponement and time set.

3. Motion to Table

A motion to table is not debatable and is not subject to amendment. The purpose of a motion to table is to temporarily bypass the item. If a motion to table is adopted, the item may be taken from the table at any time prior to the adjournment of the next regular meeting. If the item is not taken from the table in the time specified, the business of the item is killed.

4. Motion to Call the Question

A motion to Call the Question must get a second and is not debatable. A vote on the motion is taken immediately by roll call. If the motion to Call the Question passes, a vote on the motion on the floor is taken by roll call. If the motion to Call the Question fails, discussion on the motion on the floor continues.

5. Motion to Rescind

A motion to Rescind must get a second and is debatable. The motion may be adopted by a majority vote of the entire City Council (3 votes).

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