



REVIEW OF THE CITY COUNCIL RULES OF PROCEDURE AND ORDER OF BUSINESS RESOLUTION

City Attorney & City Clerk

Governmental Processes Committee

June 4, 2025

BACKGROUND

1. City Council processes are set out in Resolution 24255
2. City Council is to review and revise as needed or every two years. (Art. XVI., Sec. A – Administration)
3. City Charter section 412 authorizes the City Council to establish, and uniformly apply rules for the conduct of proceedings



DISCUSSION – ART. I AUTHORITY

1. Rules are adopted by City Council
2. Final rulings on parliamentary procedures shall be made by the Presiding Officer and may be appealed to the City Council with at least 5 affirmative votes
3. City Attorney acts in advisory capacity to procedural rules and makes no policy recommendations as to revisions to the rules



IV. DUTIES

1. Sets out the duties of the Mayor, Mayor Pro Tempore, and City Council members
2. Mayor is designated as the presiding officer
3. Restates Charter provisions for Mayoral tie-vote and veto procedures
4. Section D. sets out Decorum expectations



VIII. MEETINGS

1. City Council Meeting Schedule

- a. First four Tuesdays of each month
- b. Meetings following Monday holidays, week of Thanksgiving and week of Christmas are canceled
- c. July, August, and September – first and third Tuesdays
- d. April, June, and October – second, third, and fourth Tuesdays



IX. AGENDA / AGENDA SEQUENCE

1. Workshops/ Discussion
2. Joint session of the City Council
3. Legislative report
4. Closed Sessions
5. Public Hearings/ Land Use Appeals
6. Reports on conferences; Ward updates and announcements
7. Ceremonial Matters
8. Public Comments regarding consent calendar and general City matters
9. Consent Calendar
10. Discussion Calendar
11. Pulled consent calendar items
12. Mayor/Council member Communications
13. Adjournment



X. CONDUCT OF MEETINGS

1. Sets the order of discussion for after introduction of the item by the presiding officer
2. Provides procedures for public comment



XII. PROCEDURAL MATTERS

1. Section D. Precedence of Motions

- a. Motion to Adjourn
- b. Motion to Lay on the Table
- c. Motion to Call for the Question (Close Debate)
- d. Motion to Postpone To A Certain Time/Day
- e. Motion to Substitute
- f. Motion to Amend
- g. Motion to Reconsider

2. Section E. provides Rules of Discussion



1. XIII. Committees and Regional Organizations
2. XIV Boards and Commissions
3. XV. Council Requests
4. XVI. Administration



PROCEDURAL OPTIONS TO CONSIDER



DECORUM



MEETING SCHEDULES



CONSENT CALENDAR



AGENDA SEQUENCE



PUBLIC COMMENT



PROCEDURAL MATTERS



STANDING COMMITTEES
AND REGIONAL
REPRESENTATION



BOARDS AND
COMMISSIONS

SECTION IV. D - DECORUM



- Decorum is essential for orderly discussions
- Discourage use of Electronic Communication
- **Dress code considerations may enhance professionalism**
- Enforcement

SECTION VIII. D – MEETING SCHEDULES

1. Consider changes to the summer meeting schedule for efficiency
2. Revise meeting schedule to accommodate holidays and summer breaks
3. Clarify presiding officer's authority to adjust meeting times

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D. CITY COUNCIL MEETING SCHEDULE

Regular meetings of the City Council shall be held in the Art Pick Council Chamber, 3900 Main Street, Riverside, California, on the first four Tuesdays of each month. There shall be no meeting on the fifth Tuesday of the month. As general policy, the City Council will cancel any meetings the Tuesday following a legal Monday holiday, the week of Thanksgiving, and the week of Christmas through the first of the year.

For the months of July, August and September, meetings shall occur on the first and third Tuesdays of the month. ~~For the months of April, June, and October, meetings shall occur the second, third, and fourth Tuesday of the month.~~ **second and fourth.**

Regular meetings of the City Council are held in an afternoon session and/or evening session. Afternoon sessions may commence at approximately 1:00 p.m. or 3 p.m. Evening sessions shall begin at approximately 6:15 p.m. One meeting each month shall be reserved for City Council workshops. City Council meetings may be canceled for lack of agenda items.

The appointed hours noted herein are set forth for the convenience of the City Council and are subject to change. **by the presiding officer.**

Uttrance
e, Suite 250

SECTION IX. E – CONSENT CALENDAR

- The consent calendar includes routine items deemed non-controversial
- It aims to minimize discussion and approve items in a single action
- Council members can request to remove items for discussion
- Different cities have varying practices regarding consent items
- Public comments are allowed on removed consent items

➤ **GPC Consideration:** Review the section to revise guidelines for removing items from consent and determine when they will be addressed



SECTION IX. F & I – AGENDA SEQUENCE

1 P.M.

MAYOR CALLS MEETING TO ORDER

PUBLIC COMMENT

Audience participation is encouraged. Public comments are limited to 3 minutes.

- 1 To comment on Closed Sessions and any matters within the jurisdiction of the City Council, you are invited to participate in person or call at (951) 826-8686 and follow the prompts to access your language of preference. Press *9 to be placed in the queue to speak. Individuals in the queue will be prompted to unmute by pressing *6 when you are ready to speak.

To participate via ZOOM, use the following link: <https://zoom.us/j/92696991265>. Select the "raise hand" function to request to speak. An on-screen message will prompt you to "unmute" and speak.

City of Riverside

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4. Presiding officer, the authority to adjust agenda sequence as necessary

5. Sequence 'Brief Reports' first after public comment

City Council

Agenda - Revised

May 20, 2025

MAYOR/COUNCILMEMBER COMMUNICATIONS

- 2 Brief reports on conferences, seminars, and regional meetings attended by Mayor and City Council, Ward updates, and announcements of upcoming events

Announcement of Committee meetings:

Economic Development Committee at 3 p.m., on Thursday, May 22, 2025, Art Pick Council Chamber

Governmental Processes Committee at 9 a.m., on Wednesday, June 4, 2025, Art Pick Council Chamber

COMMUNICATIONS



SECTIONS IX, X, & XII – PUBLIC COMMENT

6. Remove the term "shall" and replace with 'may' for participants to complete a speaker card during public comment
7. Revise language in all relevant sections granting the Presiding Officer/Chair the discretion to set time limits on public comment
8. Consider consolidating all public comment provisions into a single section of the resolution



SECTION XII – PROCEDURAL MATTERS

- **GPC Consideration:** Provide direction to staff as committee deems necessary



SEVEN KEY PROCEDURAL MOTIONS



MOTIONS TYPICALLY REQUIRE FOUR
VOTES TO PASS – TIE VOTE RULE



TIME LIMITATIONS

SECTION XIII – STANDING COMMITTEES AND REGIONAL BOARDS



- SC Monthly Meetings
 - City staff and community members often fill some Regional Board seats
- **GPC Consideration:** Provide direction to staff as committee deems necessary

SECTION XIV – BOARDS AND COMMISSIONS

- Members are appointed by City Charter guidelines
- Appointment Terms - four years, limited to two terms
- Each board must have at least one member from every council ward
- Filling vacancies can be challenging in certain wards



➤ **GPC Consideration:** Refer Board and Commission amendments to the Charter Review Committee



PROCEDURAL OPTION WRAP-UP

Meeting Schedules:

1. Amend summer schedule for months of July, August, and September from the 1st and 3rd Tuesday of the month to the 2nd and 4th Tuesday of the month.
2. Remove sentence in section VIII. D that reads, *'For the months of April, June, and October, the meeting shall occur the second, third, and fourth Tuesday of the month.'*
3. Amend Section VIII.D - Adding language *'by the presiding officer'* at the end of the sentence.

Agenda Sequence:

4. Draft language in Section IX that gives Chair the authority to adjust the sequence during the agenda-setting meeting before publishing the agenda at their discretion.
5. Sequence City Council brief reports, ward updates, and announcements first on the agenda after public comment.

Public Comment:

6. Remove the term "shall" and replace with 'may' for participants to complete a speaker card during public comment.
7. Revise language in all relevant sections granting the Presiding Officer/Chair the discretion to set time limits on public comment.
8. Consider consolidating all public comment provisions into a single section of the resolution.

Other Considerations:

9. Decorum
10. Procedural Matters
11. Standing Committee/Regional Organizational Representation
12. Boards and Commissions



STRATEGIC PLAN ALIGNMENT

STRATEGIC PRIORITY:

- HIGH PERFORMING GOVERNMENT 5.2

Cross-Cutting Threads



Community Trust



Equity



Fiscal Responsibility



Innovation



Sustainability & Resiliency

RECOMMENDATIONS

That the Governmental Processes Committee:

1. Review the City Council Rules of Procedure and Order of Business documented in Resolution No. 24255; and
2. Request staff to bring forth any specific change recommendations made by the Committee, along with a corresponding Resolution, to the full City Council for discussion.

