

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE, CALIFORNIA, ESTABLISHING RULES OF PROCEDURE AND ORDER OF BUSINESS FOR THE CITY COUNCIL OF THE CITY OF RIVERSIDE AND RELATED FUNCTIONS AND ACTIVITIES AND RESCINDING ALL PRIOR ACTIONS TAKEN THERETO, AND REPEALING RESOLUTION NO. 24348.

WHEREAS, it is the intent and desire of the City Council to conduct its business in an orderly and fair manner; and

WHEREAS, there are certain basic rights of due process and opportunity to address issues with equity, fairness, and equal protection of the law; and

WHEREAS, certain parliamentary procedures have been found to be useful in order to assure that the communication and process of government are fair, reasonable, and just; and

WHEREAS, the City has a duty to proceed with the business of government in an efficient and orderly fashion; and

WHEREAS, the City Council desires to establish uniform norms and procedures in order to accomplish these goals.

BE IT RESOLVED by the City Council of the City of Riverside as follows:

That the following shall be the Rules of Procedure and Order of Business of the City Council and shall govern all proceedings of the City Council therein described, subject to the exceptions and deviations provided for in these rules.

Violation of these rules shall not be construed as a penal offense, excepting that breach of the peace or willful failure to comply with the lawful orders of the City Council or its presiding officer shall be punishable as misdemeanors under applicable law. The City Council retains the authority to take appropriate action to enforce these rules amongst its members including, but not limited to, the inherent power of censure.

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I. AUTHORITY

The Charter of the City of Riverside, Section 412, provides that the City Council may establish, and uniformly apply rules for the conduct of its proceeds. By accordance with said authority, and when not in conflict with the Charter of the City of Riverside and the Constitution and laws of the State of California, the following set of rules shall be in effect upon adoption by the City Council and until such time as they are amended or new rules adopted in the manner hereinafter provided and shall prevail to govern the conduct of the proceedings and order of business of the City Council of the City of Riverside. The City Attorney, or designee, shall serve in an advisory capacity to procedural rules for the City. Final rulings on parliamentary procedures shall be made by the Presiding Officer and may be appealed to the City Council with a supermajority of at least five affirmative votes.

II. ACT IN THE PUBLIC INTEREST

- A. The City Council and staff shall recognize that stewardship of the public interest must be the primary concern.
- B. The City Council will work for the common good of the people of Riverside.
- C. The City Council will assure fair and equal treatment of all persons, claims and transactions coming before the City Council and Boards and Commissions.

III. ADVOCACY

- A. The City Council shall represent the official policies or positions of the City Council when designated as delegates for this purpose.
- B. When representing their individual opinions and positions, City Council members shall explicitly state they do not represent the City Council of the City, nor will they allow the inference that they do.

IV. DUTIES

A. DUTIES OF MAYOR; MAYOR PRO TEMPORE

The Mayor shall be the presiding officer at all meetings of the City Council and shall have a voice in all its proceedings but shall not vote except for appointments to City Boards &

1 Commissions or to break a City Council tie-vote which exists for any cause. The Mayor shall be
2 the official head of the City for all ceremonial purposes. The Mayor shall have the primary but not
3 exclusive responsibility for interpreting the policies, programs and needs of the city government to
4 the people, and of informing the people of any major change in policy or program. The Mayor
5 shall advise the City Council on all matters of policy and public relations and perform such other
6 duties as may be prescribed by the City Charter. At any time before the adjournment of a meeting,
7 the Mayor may, by public declaration spread upon the minutes of the meeting, veto any formal
8 action taken by vote of the City Council including any ordinance or resolution, except an emergency
9 ordinance, the annual budget or an ordinance proposed by initiative petition. Thereupon, pending
10 the vote to override the veto as herein provided, such ordinance, resolution or action shall be
11 deemed neither approved nor adopted. The Mayor shall, no more than twenty days following the
12 veto, provide to Council members, in writing, reasons for the Mayor's veto. If the Mayor fails to
13 provide a written veto message within the time allotted, the original action of the City Council shall
14 stand. At any regular or adjourned meeting held not less than thirty days, nor more than sixty days
15 after veto the City Council shall reconsider such ordinance, resolution or action and vote on the
16 question of overriding the veto. Five affirmative votes shall be required for its adoption or approval.
17 The Mayor shall have no right to veto the veto override of any ordinance, resolution or action.

18 In the absence of the Mayor, the Mayor Pro Tempore shall assume the duties of the Mayor.
19 The Mayor Pro Tempore shall be appointed from members of the City Council on the following
20 ward rotational basis with each member serving for a term of six months: Ward 7, Ward 6, Ward
21 5, Ward 4, Ward 3, Ward 2, and Ward 1 or as otherwise determined by the City Council. In the
22 event the Mayor and Mayor Pro Tempore are absent, the Councilmember last serving as Mayor Pro
23 Tempore shall be assigned said role. The Mayor Pro Tempore shall conduct the City Council
24 meetings and shall vote only as a member of the City Council, not as Mayor Pro Tempore. In the
25 event of a tie-vote, the Mayor Pro Tempore shall not have a tie-breaking vote and the City Council
26 vote shall be recorded as a negative or "nay" vote. The Mayor Pro Tempore shall not have the
27 power to veto acts of the City Council.

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1 In addition to the duties enumerated above, the Mayor Pro Tempore shall be responsible for
2 the coordination of any special or annual evaluation of the City Manager, City Attorney or the City
3 Clerk. Said responsibility may include but not be limited to the distribution, collection and
4 tabulation of any written evaluations; and the calendaring of any closed session during which time
5 the evaluations shall be conducted.

6 The Mayor Pro Tempore shall also use their best efforts to participate in the agenda- setting
7 meeting, as set forth in Article IX(D) below, preceding each City Council meeting.

8 B. DUTIES OF MAYOR AND COUNCIL MEMBERS

9 Promptly at the hour set by law on the date of each regular meeting, the Mayor and
10 Councilmembers shall take their regular stations in the Art Pick Council Chamber and the business
11 of the City Council shall be taken up for consideration and disposition.

12 C. MOTIONS TO BE STATED BY PRESIDING OFFICER

13 When a motion is made, it shall be stated by the presiding officer or the City Clerk before
14 debate.

15 D. DECORUM

16 1. While the City Council is in session, the members must preserve order and decorum, and a
17 member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of
18 the City Council nor disturb any member while speaking, nor refuse to obey the orders of the City
19 Council, or the presiding officer, except as otherwise herein provided.

20 2. During City Council and Standing Committee meetings noticed and open to the public
21 pursuant to the Brown Act, the use of Electronic Communication System Devices by members is
22 discouraged with limited access.

23 3. During City Council and Standing Committee meetings, members are expected to adhere to
24 the City's Human Resources Policy IV-2 entitled Standards for Dress and Appearance.

25 E. VOTES REQUIRED TO TAKE ACTION

26 Unless a higher vote is required by provisions of the City Charter, the affirmative votes of
27 at least four members of the City Council shall be required in order for the City Council to act on

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1 an item of business or the adoption of any ordinance or resolution, or for the making or approving
2 of any order for the payment of money.

3 Any ordinance declared by the City Council to be necessary as an emergency measure as
4 hereinafter defined may be introduced and adopted at one and the same meeting if passed by at least
5 five affirmative votes.

6 At any meeting after the adoption of the City's budget, the City Council may amend or
7 supplement the budget by motion adopted by the affirmative votes of at least five members so as to
8 authorize the transfer of unused balances appropriated for one purpose to another purpose or to
9 appropriate available funds not included in the budget.

10 F. VOTING DISQUALIFICATION

11 Neither the Mayor nor any Council member who is disqualified shall vote upon the matter
12 on which the member is disqualified. Any member shall openly state that they are recusing
13 themselves because of a disqualifying financial or other conflict of interest. The Mayor or any
14 councilmember who is disqualified due to a financial interest shall publicly identify the financial
15 interest in detail sufficient to be understood by the public except that disclosure of the exact street
16 address of a residence is not required. As to any other conflict of interest, the member's
17 determination may be accompanied by an oral or written disclosure of such conflict of interest. A
18 member who is disqualified by a conflict of interest in any matter shall not remain in the member's
19 chair during the discussion and vote on such matter unless the matter has been placed on the consent
20 agenda.

21 G. PARTICIPATION ON NON-PROFIT BOARDS OF DIRECTORS AND CONFLICTS
22 OF INTEREST.

23 It shall be the policy of this Council that the Mayor and members of the City Council should
24 not serve as members of the board of directors of a non-profit corporation which is receiving or will
25 be reasonably likely in the future to seek and/or receive funding from the City of Riverside so as to
26 avoid any appearance of a conflict of interest.

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1 In the event that the Mayor and/or a member of the City Council serves as a non-
2 compensated member of the board of directors of a non-profit corporation, then a contract may be
3 made between the City of Riverside and the non-profit corporation provided that:

- 4 • The public official discloses his/her participation on the non-profit corporation's
5 board of directors to the City Council at the time the City Council is considering the contract with
6 the non-profit corporation;
- 7 • The public official's interest as a member of the non-profit corporation's board of
8 directors is noted in the official minutes of the City Council meeting; and
- 9 • The public official disqualifies themselves from any vote, deliberation or influence
10 on the matter before the City Council.

11 Furthermore, if it is determined based upon a factual analysis that the Mayor or a City
12 Council member serves as a non-compensated member of the board of director of a non-profit
13 corporation, and that the non-profit supports functions of the City as one of its primary purposes,
14 then the public official is determined to have a "non-interest" and may therefore participate in the
15 deliberation and vote on the matter before it. However, the public official's interest as a member
16 of the non-profit corporation's board of directors must be noted in the official minutes of the City
17 Council meeting.

18 Further, the City Manager, City Attorney and City Clerk shall not serve as a member of the
19 board of directors of a non-profit corporation which is receiving or will be reasonably likely in the
20 future to seek and/or receive funding from the City of Riverside so as to avoid any appearance of a
21 conflict of interest.

22 H. MAYOR AND COUNCIL MEMBERS TO AVOID IMPROPER CONSIDERATION
23 OF PENDING OR CONTEMPLATED MATTERS

24 Open Mind. The Mayor and Councilmembers will make every effort not to pledge or
25 promise to vote in any particular manner on any matter pending before it.

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V. ROLE OF THE MAYOR AND CITY COUNCIL

A. MAYOR AND CITY COUNCIL CONDUCT IN GENERAL

1. The Mayor and Councilmembers shall treat everyone with courtesy.
2. Inappropriate behavior is derogatory and damages the perception of the City.
3. While the City Council is in session the Mayor, Councilmembers and City staff shall preserve strict order and decorum. Neither the Mayor nor any Councilmember shall delay or interrupt the proceedings of the City Council or interrupt any member while speaking.
4. Councilmembers should use the speaker sequencing system to indicate to the presiding officer that they want to speak. The presiding officer will acknowledge them before they begin speaking.
5. Any Councilmember shall have the right to express dissent from, or protest to, or comment upon, any action of the City Council.
6. Once a vote is taken on an issue, Councilmembers will support the law made by the City Council. If a Councilmember wants an issue to be reconsidered, he/she will make a motion to reconsider as provided for in Section XII of these Rules of Procedure. When possible, the City Council should attempt to reach consensus on an issue. When this is not possible, the majority vote shall prevail. However, the City Council shall respect the opinion of the minority.
7. The Mayor and City Council shall publicly share substantive information, which they may have received from sources outside the public decision-making process that is relevant to a matter under consideration by the City Council.
8. Allow for everyone’s opinion to be heard and respected, even if they do not win the vote or prevail on the issue. Strive for a win-win situation by respecting diverse opinions.
9. Councilmembers will allow room for dialogue. When discussing an agenda item, the City Council will allow the opportunity to dialogue with each other to build consensus on an item.

1 10. Any member of the City Council may move to require the presiding officer to
2 enforce the rules and an affirmative vote of a majority of Council members present shall be required
3 to do so.

4 B. MAYOR AND CITY COUNCIL CONDUCT WITH ONE ANOTHER

- 5 1. The Mayor and City Council will value each other's time.
6 2. All Councilmembers have the opportunity to speak and agree to disagree.
7 3. The City Council will avoid negative comments that could offend other
8 Councilmembers during public meetings, in the press, or any other time.
9 4. The City Council will practice civility and decorum in discussions and debate.
10 5. The presiding officer has an affirmative duty to maintain order. The City Council
11 will honor the role of the presiding officer in maintaining order.

12 C. MAYOR, CITY COUNCIL AND CITY MANAGER CONDUCT WITH STAFF

- 13 1. Mayor and Councilmembers should always feel free to speak directly with the City
14 Manager on matters of interest or concern to them.
15 2. The Mayor, City Council, City Manager and City Staff shall respect and adhere to
16 the City's form of government, which is a Charter City operating under a Council-Manager form
17 of government, with the City Council acting as the legislative body of the City. The City Council
18 is the visionary policy maker and the staff is responsible for implementation of City Council
19 policies.
20 3. The City Council directs the City Manager to implement City Council policy
21 decisions through the administrative functions of the City.
22 4. The Mayor and City Council shall treat staff professionally.
23 5. When possible, the Mayor and City Council should attempt to seek answers to
24 questions on an item on the agenda, from the City Manager, City Attorney, City Clerk or
25 Department/Division Head prior to the meeting.
26 6. The Mayor and Councilmembers will not get involved in personnel issues except
27 during a closed session where personnel issues may be discussed or as otherwise appropriate
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1 concerning the City Manager, City Attorney, City Clerk or other staff appointed by the City
2 Council. This includes hiring, firing, promoting, disciplining, and all other forms of personnel
3 matters.

4 7. If a Councilmember is unhappy about a department or an employee he/she may
5 discuss the situation with the City Manager, Assistant City Manager, or the City Attorney or City
6 Clerk as appropriate.

7 D. MAYOR AND CITY COUNCIL CONDUCT WITH THE PUBLIC

8 1. The Mayor and City Council will make the public feel welcome.

9 2. The Mayor and City Council shall not be partial, prejudiced or disrespectful toward
10 the public.

11 3. The Mayor and City Council should not make snappy, sarcastic comments to the
12 public or to each other.

13 4. The Mayor and City Council shall treat members of the public equally.

14 5. The Mayor and City Council members shall make no promises to the public on
15 behalf of the City Council.

16 6. The Mayor and City Council shall not argue with members of the public.

17 7. The Mayor and City Council shall listen courteously and attentively to all public
18 comments before the City Council.

19 E. MAYOR AND CITY COUNCIL CONDUCT WITH OTHER AGENCIES

20 1. The Mayor and City Council shall be clear about representing the City or personal
21 interests to members of other agencies.

22 2. The Mayor and City Council shall project a positive image of the City when dealing
23 with other agencies.

24 3. The Mayor and individual Councilmembers can lobby or discuss with other
25 legislators, government officials or developers issues that have been adopted by the City Council
26 or are City Council policy; they should not represent themselves as the City if it is only an individual
27 issue.

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1 4. The Mayor and City Council shall show tolerance and respect for other agencies’
2 opinions and issues and agree to disagree with them when necessary.

3 F. MAYOR AND CITY COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

4 1. The Mayor and City Council work through the board/commission chairs.

5 2. The Mayor and City Council shall treat all members of Boards and Commissions
6 with appreciation and respect.

7 3. It has been the practice of the Mayor and City Council not to participate in Board
8 and Commission meetings for the purpose of, and to avoid perception of, influencing the outcome
9 of said meetings.

10 G. COUNCIL CONDUCT WITH STANDING CITY COUNCIL COMMITTEES

11 1. *Government Code* section 54952.2 defines a meeting of the legislative body of the
12 City of Riverside and provides certain limitations on the attendance of its members.

13 2. A member of the City Council, who is not a member of the standing committee, may
14 attend an open and noticed meeting of the standing committee of the City Council, provided that
15 they attend only as observers and do not participate in any discussion.

16 H. MAYOR AND CITY COUNCIL CONDUCT WITH THE MEDIA

17 1. The Mayor and City Council shall never go “off the record”, discuss information
18 pertaining to closed sessions, personnel, litigation or acquisition of property items, when dealing
19 with the media. Providing background information is acceptable.

20 I. OBTAINING THE FLOOR

21 1. Any member of the City Council wishing to speak must further obtain the floor by
22 being recognized by the presiding officer. The presiding officer must recognize any
23 Councilmember who seeks the floor when appropriately entitled to do so.

24 2. With the concurrence of the presiding officer, a Councilmember holding the floor
25 may address a question to another Councilmember and that Councilmember may respond while the
26 floor is still held by the Councilmember asking the question. A Councilmember may opt not to
27 answer a question while another Councilmember has the floor.

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1 **VI. ROLE OF CITY STAFF**

2 A. City staff will provide written analysis and information on all agenda items prior to the
3 meetings. Additionally, a copy of the materials, including technical reports will be available to the
4 public.

5 B. Staff will be available to answer questions of the City Council prior to and during City
6 Council meetings.

7 C. Staff will respond to questions from the public during City Council meetings when
8 requested to do so by the Mayor, City Council, or City Manager.

9 D. Staff will not argue with the public or the City Council.

10 E. During City Council meetings staff shall turn off or switch any electronic equipment such
11 as pagers and cellular telephones to a silent mode.

12 F. Councilmembers and staff who participate in meetings with outsiders should be apprised of
13 any follow-up correspondence to that party, particularly if there is some controversy; the City
14 Manager and all Councilmembers should get copied on all correspondence.

15 G. Staff will remain objective on issues. Staff should not be an advocate for issues unless so
16 directed by the City Council. Rather, they should promote or assist the efforts of the City Council.

17 H. Staff will inform the City Council as soon as possible of upcoming issues, particularly issues
18 that will impact the City significantly and may be coming before City Council on short notice.

19 I. Staff will provide each Councilmember with written notification of any meetings or
20 discussions relative to any development project in the Councilmember's respective ward. Each
21 Councilmember may, at their option, follow up with staff regarding the details of the project and
22 any policy issues that may be coming before the City Council.

23 J. If only one or two Councilmembers feel something is controversial or a "hot" issue and it
24 may be coming before the City Council, the City Manager will inform the Mayor and the
25 Councilmembers whose ward the issue concerns.

26 K. The City Manager will advise management to become aware of and sensitive to potentially
27 political or controversial issues coming before the City Council.

1 L. City staff will implement all City Council policies as directed by the City Manager; staff
2 will not implement any actions for the City without prior approval of the City Council and City
3 Manager.

4 **VII. ROLE OF THE PUBLIC**

5 A. Members of the public attending the City Council meetings are requested to observe the
6 same rules and decorum applicable to the City Council and staff.

7 B. All speakers must approach the podium when recognized by the presiding officer. Members
8 of the public shall only speak from the podium.

9 C. Members of the public shall turn off or switch any electronic equipment such as pagers and
10 cellular telephones to a silent mode while attending a City Council meeting.

11 D. If a member of the public desires to provide written correspondence (11 copies
12 recommended) to the City Council, all such materials shall be given directly to the City Clerk prior
13 to the meeting, or if during the course of the meeting, the materials shall be given to the City staff
14 on the dais. At no time shall the public enter the well to provide the materials directly to members
15 of the City Council.

16 **VIII. MEETINGS**

17 A. **CALL TO ORDER - PRESIDING OFFICER**

18 The Mayor, or in the Mayor's absence the Mayor Pro Tempore, shall take the chair at the
19 hour appointed for the meeting and shall immediately call the City Council to order. Upon the
20 arrival of the Mayor, the Mayor Pro Tempore shall immediately relinquish the chair at the
21 conclusion of the business presently before the City Council.

22 B. **MEETING ATTENDANCE**

23 Before the City Council proceeds with the business before it, the City Clerk shall enter into
24 the minutes the names of the Mayor and those Councilmembers present. The later arrival of any
25 absentee shall also be entered into the minutes.

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1 C. QUORUM CALL

2 During the course of the meeting, should the presiding officer note a City Council quorum
3 is lacking, the presiding officer shall call this fact to the attention of the City Clerk. The presiding
4 officer shall issue a quorum call. If a quorum has not been restored within two minutes of a quorum
5 call, the Chair may declare a recess for a reasonable period of time in order to reestablish a quorum
6 or the meeting shall be deemed automatically adjourned.

7 D. CITY COUNCIL MEETING SCHEDULE

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

13 For the months of July and August, meetings shall occur on the second and fourth Tuesdays
14 of the month.

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

19 The appointed hours noted herein are set forth for the convenience of the City Council and
20 are subject to change by the Mayor with the concurrence of the Mayor Pro Tem.

21 E. ADJOURNED MEETINGS

22 The City Council may adjourn any regular, adjourned regular, special or adjourned special
23 meeting to a time and place specified in the order of adjournment as permitted by law and in
24 compliance with Chapter 4.05 of the Riverside Municipal Code.

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1 F. SPECIAL MEETINGS

2 The Mayor or a majority of the City Council may call a special meeting by providing notice
3 five (5) days in advance of the meeting to the Mayor, all members of the City Council, to all media
4 outlets, and to persons having requested notification pursuant to State law.

5 G. CLOSED SESSIONS

6 The City Clerk or his/her designee shall attend each closed session of the City Council and
7 keep and enter in a minute log a record of topics discussed and decisions made at the meeting. In
8 the event of a closed session concerning personnel matters conducted in conformance with
9 *California Government Code* section 54957, the Mayor Pro Tempore or his/her designee shall enter
10 in a minute log a record of the topics discussed and decisions made at the meeting. The minute log
11 is not a public record subject to inspection pursuant to the California Public Records Act (*California*
12 *Government Code* section 6250 *et seq.*), and shall be kept confidential. The minute log/audio shall
13 be available only to members of the legislative body or, if a violation of *California Government*
14 *Code* sections 54950 through 54962 is alleged to have occurred at a closed session, to a court of
15 general jurisdiction wherein the local agency lies.

16 All proper matters discussed during closed sessions shall be private and confidential, and
17 the disclosure by any person of the topics or details of such matters is expressly prohibited. If a
18 Councilmember feels it is necessary, then preliminary notes may be taken which should not be kept
19 as the Councilmembers permanent records. All closed session information, verbal or written, is
20 confidential and private.

21 H. EMERGENCY MEETINGS

22 In the case of an emergency situation involving matters upon which prompt action is
23 necessary due to the disruption or threatened disruption of public facilities, the City Council may
24 hold an emergency meeting without complying with either the 24-hour notice requirement or the
25 24-hour posting requirement of *Section 54956* or both of the notice and posting requirement.

26 Each local newspaper of general circulation and radio or television station that has requested
27 notice of special meetings pursuant to *Section 54956* shall be notified by the presiding officer of

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1 the legislative body, or designee thereof, one hour prior to the emergency meeting, or, in the case
2 of a dire emergency, at or near the time that the presiding officer or designee notifies the members
3 of the City Council of the emergency meeting. This notice shall be given by telephone and all
4 telephone numbers provided in the most recent request of a newspaper or station for notification of
5 special meetings shall be exhausted. In the event that telephone services are not functioning, the
6 notice requirements of this section shall be deemed waived, and the legislative body, or designee
7 of the legislative body, shall notify those newspapers, radio stations, or television stations of the
8 fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at
9 the meeting as soon after the meeting as possible.

10 During an emergency meeting, the City Council may meet in closed session pursuant to
11 *Section 54957* if agreed to by a two-thirds vote of the members of the City Council present, or, if
12 less than two-thirds of the members are present, by an unanimous vote of the members present.

13 All special meeting requirements, as prescribed in *Section 54956* shall be applicable to an
14 emergency meeting, with the exception of the 24-hour notice requirement.

15 The minutes of an emergency meeting, a list of persons who the presiding officer of the City
16 Council, or designee of the City Council, notified or attempted to notify, a copy of the roll call vote,
17 and any actions taken at the meeting shall be posted for a minimum of ten days in a public place as
18 soon after the meeting as possible.

19 I. TELECONFERENCED MEETINGS

20 The City Council may elect to use teleconferencing for meetings pursuant to *Government*
21 *Code section 54953*.

22 **IX. AGENDA**

23 A. DECLARATION OF POLICY

24 No ordinance, resolution, or item of business shall be introduced or acted upon before the
25 City Council at its meeting without it having been published on the agenda of the meeting and
26 posted in accordance with Riverside Municipal Code Title 4 and *California Government Code*
27 section 54954.2(a) as the same now exist or hereafter amended. Exceptions to this rule are limited
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1 to those provided by State law and matters of business remaining uncompleted from a regular
2 meeting.

3 B. DEFINITIONS

4 For purposes of this section, the terms listed herein shall be defined as follows:

5 1. "Agenda Item" means an item placed on the agenda irrespective of location (save
6 and except for matters raised under Public Comment) to be transacted or discussed by the City
7 Council. For purposes of this Section, any quasi-judicial appeals shall be considered action items
8 in accordance with *California Government Code* section 54952.6 as the same now exists or
9 hereafter may be amended.

10 Each agenda item shall contain a brief general description of each item of business to be
11 transacted or discussed at the meeting in accordance with *California Government Code* section
12 54954.2 as the same now exists or hereafter may be amended, whether the matter is to be presented
13 in Closed Session, on the Consent Calendar, the Discussion Calendar, the Public Hearing Calendar,
14 or such other time as may be scheduled.

15 Each agenda item shall be supported by all relevant documentation, which may include but
16 not be limited to the following as applicable:

- 17 a. The need therefore and the department or departments involved or affected
18 thereby;
- 19 b. Recommendation of the City Manager, if applicable;
- 20 c. Comments of the City Attorney, if the item involves legal issues;
- 21 d. Past City Council actions or practices, if any, relating to such matter;
- 22 e. Past legislative history or hearings, if any;
- 23 f. Financial benefits or costs which would accrue to the City as a result of the
24 recommended action;
- 25 g. For awards of contracts, the contracts shall be prepared and presented;
- 26 h. If funds are requested, the budgetary source of funds;
- 27 i. Person or persons to contact for further information;
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1 j. Estimated balances shall be included for appropriations from General Fund
2 Contingency Reserve and supplemental appropriations from fund balance.

3 2. "Agenda" means the compilation of the descriptive titles of agenda items submitted
4 to the City Clerk, arranged in the sequence established in Section IX.E. hereof.

5 3. "Packet" means the Agenda and all supporting documentation.

6 4. "Emergency Situation" means both of the following:

7 a. An emergency, which shall be defined as a work stoppage, crippling activity,
8 or other activity that severely impairs public health, safety, or both, as determined by a majority of
9 the members of the City Council.

10 b. A dire emergency, which shall be defined as a crippling disaster, mass
11 destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant
12 that requiring a legislative body to provide one-hour notice before holding an emergency meeting
13 may endanger the public health, safety, or both, as determined by a majority of the members of the
14 City Council.

15 5. "Continued Items" means items uncompleted from a prior agenda of a City Council
16 meeting.

17 C. PROCEDURE FOR BRINGING MATTERS BEFORE CITY COUNCIL

18 1. Persons Who May Place Matters On The Agenda

19 Except for matters pending before any committee, commission or other advisory body of
20 the City or the City Council, matters pertinent to and within the jurisdiction of the City may be
21 placed on the agenda by the Mayor, any Councilmember, the City Manager, City Attorney or City
22 Clerk.

23 2. Scheduling Public Hearings Mandated By State, Federal or Local Statute

24 The City Clerk may schedule a public hearing at any available time and date in those cases
25 where State, Federal or local statute mandates the City Council hold a public hearing.

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3. Submission of Agenda Items

Except for Continued Items, as a condition to placing an item on the Council’s agenda, by the Mayor, any Councilmember, the City Manager, the City Attorney or the City Clerk, a City Council report should be prepared and submitted to the City Clerk not later than 12:00 p.m. of the fifteenth (15th) day prior to each regular City Council meeting at which the item shall be heard.

4. Preparation of the Packet

Not later than twelve (12) days prior to each regular City Council meeting, the City Clerk shall prepare the packet. No item shall be considered by the City Council if not included in the packet, except as provided in section 4.05.050 of the Riverside Municipal Code.

5. Posting of Agenda

The City Clerk shall post the agenda of each City Council Regular or Adjourned Regular Meeting at least twelve (12) days in advance of said meeting in a location that is freely accessible to members of the public. The City Clerk shall maintain an affidavit indicating the location, date and time of posting each agenda.

6. Distribution of the Packet

Not later than noon eleven (11) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the Mayor, each member of the City Council, the City Manager and the City Attorney. Eleven (11) days prior to each regular City Council meeting, the City Clerk shall distribute the paper packet to the designated department directors, and such other persons or institutions as the City Clerk shall deem necessary or appropriate. Paper or electronic copies of the packet shall be made for the news media and such other organizations, agencies, institutions or persons as may wish to subscribe to receipt thereof, and the City Clerk will make the packet available electronically on the City’s webpage.

7. Failure to Meet Deadlines

Refer to Title 4 of the Riverside Municipal Code.

1 D. AGENDA-SETTING MEETING

2 1. The City Council agenda-setting meeting normally takes place on Wednesdays, and
3 sets the following two City Council agendas, but can be rescheduled, if necessary.

4 2. The members include the Mayor, Mayor Pro Tem, City Manager, City Attorney,
5 City Clerk, and Assistant City Managers. In the event that any of these representatives cannot
6 attend the meeting, they may send a representative in their place.

7 3. The City Clerk, as the City official who manages and publishes the agenda, shall
8 serve as the chairperson.

9 4. The role of the Mayor and Mayor Pro Tem, in addition to collaborating as team
10 members with executive management to set the agenda, is to track City Councilmembers' referred
11 items and ensure they are placed on the agenda. If an item is not addressed in the timeframe noted,
12 the Mayor Pro Tem will provide written notification to the City Councilmember(s) who made the
13 referral. The City Clerk's Master Meeting Calendar will be used as the tracking tool.

14 5. When a City Councilmember refers an item to be placed on the agenda, a timeframe
15 must be included. It will include the Councilmember's name, and the specific type of item
16 requested (action vs. discussion). City Council items should always be considered a priority for
17 scheduling.

18 6. Any City Councilmember may attend at the invitation of the Mayor Pro Tem
19 (provided it does not violate quorum rules).

20 7. During the agenda setting meeting, the Mayor, with the concurrence of the Mayor
21 Pro Tem, may adjust the agenda sequence and order of business, provided for in section F of this
22 Article, for any agenda that has not yet been published.

23 E. CONSENT CALENDAR

24 There shall be a consent calendar on all regular meeting agendas on which shall be included
25 those matters which the Mayor, Councilmembers, and City Manager deem to be routine in nature
26 and not likely to be subject to debate or inquiry.

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1 All items for presentation on the consent calendar shall conform to the format, guidelines
2 and deadlines set out in Section B, above. On any matter not requiring immediate action,
3 Councilmembers are encouraged to utilize a Motion to Postpone to a Time/Date Certain, as opposed
4 to a Motion to Table the matter, in order to have substantive issues addressed further.

5 It is the policy of the City Council that Councilmembers wishing to ask questions
6 concerning consent calendar items should ask questions of the City Manager or staff person who
7 submitted the report prior to the City Council meeting so that the need for discussion of consent
8 calendar items can be minimized.

9 F. AGENDA SEQUENCE AND ORDER OF BUSINESS

10 1. The City Council agenda is to be arranged in the following order and sections:

11 a. Public Comments from the audience regarding consent calendar items or
12 matters within the jurisdiction of the City. Public comment for afternoon sessions starting at 1:00
13 p.m. may occur at any time after 1:00 p.m. Public comment for afternoon sessions starting at 3:00
14 p.m. may occur at any time after 3:00 p.m. Public Comment during an evening session may
15 commence at any time after 6:15 p.m. To the extent the agenda states a specific time for public
16 comment, the times are approximate and may be adjusted by the presiding officer to ensure an
17 effective and efficient business meeting of the City Council. Public Comment may be provided in-
18 person/telephonically or prior to the meeting by email/e-comment and shall conform to the
19 provisions of Article X of this Resolution.

20 b. Brief reports on conferences, seminars and regional events; Ward updates;
21 Council comments; and announcements of upcoming events.

22 c. Ceremonial Matters shall be limited to no more than three presentations
23 during a City Council meeting.

24 d. Workshops or Discussion Calendar.

25 e. Joint session of the City Council and all other related agencies meeting to
26 receive public comment from the public regarding closed session agenda items, or matters within
27 the jurisdiction of any such governing bodies.

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- 1 f. Legislative report.
- 2 g. Closed Sessions.
- 3 h. Public Hearings/Land Use Appeals.
- 4 i. Consent Calendar.

5 Removal of items from the Consent Calendar, shall be followed by one motion for action
6 on uncontested Consent Calendar Items. Removed consent items will be discussed immediately
7 after the Discussion Calendar.

- 8 j. Discussion Calendar.
- 9 k. Pulled consent calendar items, if any.
- 10 l. Mayor/Councilmember Communications.
- 11 m. Adjournment.

12 2. The sequence set forth in this section is subject to change as provided in section D
13 of this Article.

14 **X. CONDUCT OF MEETING**

15 **A. ORDER OF DISCUSSION**

16 The order of discussion after introduction of an item by the presiding officer will be as
17 follows:

- 18 1. Generally
 - 19 a. Staff comments, information and reports, followed by questions from the
20 Mayor and Councilmembers.
 - 21 b. Public comments and information followed by questions from the Mayor and
22 Councilmembers.
 - 23 c. City Council discussion, motion and action.
- 24 2. Public Hearings
 - 25 a. Staff comments, information and reports, followed by questions from the
26 Mayor and Councilmembers.

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b. Public comments and information followed by questions from the Mayor and Councilmembers.

c. Closure of public hearing.

d. Mayor and Council discussion, motion and action.

3. Appeals/Quasi-Judicial Hearings

a. Staff comments, information and reports followed by questions from the Mayor and Councilmembers.

b. Appellant/proponent comments, information and reports followed by questions from the Mayor and Councilmembers.

c. Public comments, information and reports from others wishing to speak on the item followed by questions from the Mayor and Councilmembers.

d. Closing statements by appellant/proponent limited to addressing comments made in opposition.

e. Closure of public testimony.

f. Mayor and City Council discussion, motion and action.

Once the agenda item is placed before the City Council for discussion, motion and action, no staff member nor member of the public shall be allowed to address the City Council without the consent of the City Council.

B. CONSENT CALENDAR ITEMS CALLED UP FOR DISCUSSION

The Mayor, any Councilmember, or the City Manager may request that any matter be removed from the Consent Calendar. If a matter placed on a Consent Calendar at a regular business meeting is removed, it will be discussed immediately after adoption of the Discussion Calendar. All matters remaining on the Consent Calendar and which have not been removed shall be approved by a single action, such single action to have the legal effect of individual action on each matter. The presiding officer or City Clerk shall read into the record each item on the Consent Calendar which has been removed.

1 C. COMMUNICATIONS FROM THE AUDIENCE / PUBLIC COMMENT

2 A portion of each agenda of a regular meeting of the City Council shall provide an
3 opportunity to members of the public to address the City Council on any issue concerning City
4 business, including closed session, consent calendar items, or item of interest that is within the
5 subject matter jurisdiction of the City (“Public Comment”).

6 The Mayor and members of the City Council may:

- 7 1. Briefly respond to statements made or questions posed by members of the public.
- 8 2. Ask questions for clarification.
- 9 3. Provide a reference to staff or other resources for factual information.
- 10 4. Request staff to report back to the City Council at a subsequent meeting on any
11 matter.
- 12 5. Take action to direct staff to place a matter of business on a future agenda.

13 Public Comment shall follow the procedures detailed in Section F of this Article.

14 D. PUBLIC HEARINGS

15 The City Council or City Clerk shall set the time and place for each public hearing. In
16 the conduct of the public hearing, the presiding officer will direct those making presentations to
17 avoid repetition in order to permit maximum information to be provided the City Council within
18 the time allotted to the hearing. Presentations and public testimony at public hearings will
19 otherwise follow the procedures detailed in section F of this Article.

20 E. PUBLIC DISCUSSION

21 The City Council may, from time to time, schedule a matter for a public meeting. At the
22 scheduled time for public discussion, the City Council may state the amount of time to be allotted
23 for testimony from the public. Public testimony shall follow the procedures detailed in section
24 F of this Article.

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1 F. CONDUCT OF PUBLIC TESTIMONY AT PUBLIC COMMENT, PUBLIC
2 HEARINGS, AND PUBLIC DISCUSSION

3 1. Each person desiring to address the City Council during Public Comment, City
4 Council Discussion Items, Workshops, or Public Hearings is strongly encouraged to fill out and file
5 a form provided by the City Clerk. Requests to be heard may be submitted to the City Clerk any
6 time prior to the conclusion of public comment on the agenda item.

7 2. Each person addressing the City Council shall step up before the City Council and
8 may give their name and neighborhood in an audible tone of voice for the record. All remarks shall
9 be addressed to the City Council as a body and not to any Councilmember, Mayor or staff member
10 thereof.

11 3. Allotted Time. The City Council may limit the total amount of time of testimony
12 on particular issues and for each individual speaker. Unless otherwise provided herein, each person
13 speaking shall limit his/her remarks to three (3) minutes. Speakers may not concede any part of
14 their allotted time to another speaker.

15 The presiding officer may exercise discretion in curtailing the duration of all speakers'
16 comments based upon factors including, but not limited to, the length of the agenda or the number
17 of public comment speaker cards submitted.

18 Presentations for other than quasi-judicial hearings, are to be limited to no more than one 3-
19 minute presentation. More or less time may be authorized by a majority of the City Council. For
20 quasi-judicial hearings, presentations are to be limited as follows: an appellant or applicant may be
21 allowed one ten minute presentation and an additional five (5) minutes for surrebuttal. A designated
22 representative of an organization in opposition thereof may be allowed a ten (10) minute
23 presentation.

24 For each and every public speaker, the presiding officer shall be required to utilize the
25 timing system which provides them with notice of their remaining time to complete their
26 presentations. A green light on the timing system will be activated at the start of a presentation; a
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1 yellow light will be activated as a warning that one minute remains; when the red light is activated,
2 the speaker shall cease speaking.

3 In the further interest of time, speakers will be asked to limit their comments to new
4 materials and not repeat what a prior speaker said. Organized groups may choose a single
5 spokesperson who may speak for the group. Speakers may not concede any part of their allotted
6 time to another speaker.

7 3. Public Hearings. Interested persons or their authorized representatives may address
8 the City Council by reading protests, petitions, or communications relating to matters then under
9 consideration, subject to the time limitations imposed by the City Council.

10 4. Public Comment. Interested persons may address the City Council on any issue
11 concerning City business during the period assigned to Public Comment, except that comments
12 relating to appeals before the City Council where the City Council must make its decision based on
13 the written record or set the matter for public hearing must be made when the appeal is heard in
14 order to be included as part of the administrative record.

15 5. Use Of Audio Video Technology By The Public. Members of the public are
16 prohibited from using any technology to amplify sound or project/display still or moving images
17 during public comments. Members of the public may use the available projector to enlarge printed
18 materials used during their allotted time to speak. These restrictions do not apply to presentations
19 by project applicants and appellants relevant to an application or appeal.

20 **XI. FACILITIES**

21 A. COUNCIL CHAMBER CAPACITY

22 Council Chamber attendance shall be limited to the posted seating capacity thereof.
23 Entrance to the Council Chamber will be appropriately regulated by the City Manager on occasions
24 when the Council Chamber capacity is likely to be exceeded. While the City Council is in session,
25 members of the public shall not remain standing in the seating area or aisles of the Council Chamber
26 except to address the City Council, and sitting on the floor shall not be permitted.

1 B. ALTERNATE FACILITIES FOR CITY COUNCIL MEETINGS

2 If the City Manager has reason to anticipate that the attendance for a meeting will be
3 substantially greater than the capacity of the City Council Chamber and insufficient time exists to
4 secure the approval of the City Council to hold the meeting at an alternate facility, the City Manager,
5 or his or her designee, shall make arrangements for the use of a suitable alternate facility to which
6 such meeting may be moved.

7 Furthermore, if, because of fire, flood, earthquake or other emergency, it would be unsafe
8 to meet in the customary location, the meetings may be held for the duration of the emergency at
9 some other place specified by the City Manager or his or her designee. The change of meeting site
10 shall be announced, by the most rapid means of communication available at the time, in a notice to
11 media organizations who have requested written notice of meetings.

12 **XII. PROCEDURAL MATTERS**

13 A. PERSONS AUTHORIZED TO SIT AT TABLES

14 No person, except officials, officers, employees and agents of the City shall be permitted to
15 sit at the tables in front of the City Council without the consent of the City Council.

16 B. DECORUM

17 It is the policy of the City Council that the right to express one's views at a City Council
18 meeting is fundamental to a free society; however, it is not absolute and is subject to valid
19 regulations. The public has a right to address the City Council at any meeting on any subject that
20 is within the City Council's subject matter jurisdiction and further, the public has the right to express
21 its criticism of the policies, procedures, programs or services of the City or its acts or omissions.
22 We must balance the right of the public to address the City Council with the need to ensure that
23 public comment does not hinder the smooth and efficient legislative function of the City Council.

24 No member of the public shall approach the speaker's podium while the City Council is in
25 session, unless specifically requested to do so by the presiding officer. Unruly conduct, such as
26 undue noise, hissing, profanity, insult or physical disturbance which disrupts, disturbs or otherwise
27 impedes the orderly conduct of the Council meeting shall not be permitted. Any person making

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1 personal, impertinent, slanderous or profane remarks to any member of the Council, staff or general
2 public which disrupts, disturbs, or otherwise impedes the orderly conduct of any Council meeting
3 shall, at the discretion of the presiding officer or a majority of the Council, be barred from further
4 audience before the City Council at said meeting, unless permission to continue be granted by a
5 majority vote of the Council.

6 C. ENFORCEMENT OF DECORUM

7 Any law enforcement or security officers on duty or whose services are commanded by the
8 presiding officer shall be Sergeant-at-Arms of the City Council meetings. The Sergeant-at-Arms
9 shall carry out all orders and instructions given by the presiding officer for the purpose of
10 maintaining order and decorum at the City Council's meetings. Upon instructions of the presiding
11 officer, it shall be the duty of the Sergeant-of-Arms, or any of them present, to place any person
12 who violates the order and decorum of the meeting under arrest, and cause the person to be
13 prosecuted under the provisions of applicable law, the complaint to be signed by the presiding
14 officer.

15 D. PRECEDENCE OF MOTIONS

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

17 1. Motion To Adjourn

18 A motion to adjourn requires a second and is not debatable except to set the date and time
19 to which the meeting is adjourned to consider the unfinished business. The purpose of a motion to
20 adjourn is to terminate the meeting forthwith, notwithstanding that the business on the agenda has
21 not been completed, and notwithstanding a time fixed for adjournment has not yet arrived. A
22 motion to adjourn shall be in order at any time, except as follows: (i) When repeated without
23 intervening business or discussion; (ii) when made as an interruption of a Councilmember while
24 speaking; (iii) when the previous question has been moved; and (iv) while a vote is being taken.

25 2. Motion To Lay On The Table

26 The purpose of the motion is to terminate further consideration of the subject being
27 discussed, without qualification. The effect of the motion, if approved, is to not only end discussion
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1 on any other motion being considered, but to preclude any other motion being made. A motion to
2 table requires a second, is not amendable, and is not debatable. The foregoing shall not preclude
3 any Councilmember from placing the subject on an agenda for a later City Council meeting.

4 3. Motion to Call for The Question (Close Debate)

5 The Councilmember moving any item before the City Council, including, the adoption of
6 an ordinance or resolution, or the Mayor Pro Tem, shall have the privilege of moving to close the
7 debate and at once to take the vote on the immediately pending question. Such a motion requires a
8 second and is not debatable, and is not amendable, and shall require a two-thirds vote of
9 Councilmembers present and voting for adoption. Such a motion also requires that each
10 Councilmember be afforded at least one opportunity to speak on the item before closing the debate.
11 The making of the motion shall not constitute a violation of Section V of these rules.

12 4. Motion To Postpone To A Certain Time/Day

13 A motion to postpone to a time certain is amendable and is debatable as to the propriety of
14 postponement and as to time set in the motion. The purpose of the motion is to postpone the subject
15 under discussion to another specified time.

16 5. Motion to Substitute

17 A motion to substitute the motion under consideration with another motion requires a
18 second, is not amendable and is debatable. A motion to substitute must be germane to the subject
19 and compatible with the underlying purpose of the motion under consideration; and if passed, the
20 substitute motion will, by its own action, eliminate the necessity to vote on the motion being
21 substituted. If the substitute motion fails to pass, debate will resume on the motion previously being
22 contested. Only two substitute motions shall be on the floor at any time.

23 6. Motion to Amend

24 A motion to amend the motion under consideration requires a second, but the proposed
25 amendment must be germane, or related, to the main motion, and is debatable. A motion to amend
26 is defined as amending a motion that is on the floor and has been seconded, by inserting or adding,
27 striking out, or striking out and inserting words within the main motion. The proposed amendment

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1 is voted on first, and if adopted, there is a vote on the main motion as amended. If the motion fails,
2 debate will resume on the main motion.

3 7. Motion To Reconsider

4 A motion to reconsider any action taken by the City Council must be made not later than
5 the third succeeding official regular meeting of the City Council. Such a motion can only be made
6 by a member who voted with the majority. The motion to reconsider must be specifically agendized
7 as a motion for reconsideration and cannot be acted upon under Future Agenda Items. However, if
8 the motion to reconsider is made at the same Council meeting when the motion was originally
9 adopted, it does not have to be included on the agenda. At the time such reconsideration is heard
10 by the City Council, testimony shall be limited to debate in support of the motion. No question
11 shall be twice reconsidered, except by unanimous consent of the City Council, except that action
12 relating to any contract may be reconsidered at any time before the final execution thereof.

13 These motions shall have precedence in the order indicated. Any such motion, except to
14 adjourn, amend, or substitute, shall be put to a vote without discussion.

15 E. RULES OF DISCUSSION

16 1. Presiding Officer May Debate

17 The presiding officer may debate from the chair, subject only to such limitations of debate
18 as are by these rules imposed on all members, and shall not be deprived of any of the rights and
19 privileges as a member of the City Council by reason of acting as the presiding officer.

20 2. Getting the Floor

21 Improper References to be Avoided: Every member desiring to speak shall utilize the
22 electronic call device to gain the attention and priority of the presiding officer, and upon recognition
23 by the presiding officer, shall confine him/herself to the question under debate, avoiding all
24 personalities and indecorous language.

25 3. Interruptions

26 A Councilmember, once recognized, shall not be interrupted when speaking unless it be to
27 call the person to order, or as herein otherwise provided. If a Councilmember, while speaking, be

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1 called to order, the Councilmember shall cease speaking until the question of order is determined,
2 and, if in order, shall be permitted to proceed.

3 4. Allotted Time for Debate

4 Unless waived by a majority of the City Council, each member may speak on an item for
5 up to fifteen (15) minutes as provided in this paragraph. The first time a member is recognized to
6 speak on an item, the member shall limit his/her remarks to ten (10) minutes. Subsequent
7 opportunities to speak shall be no more than five (5) minutes. The presiding officer shall be
8 responsible for tracking time and shall utilize the timing system for this purpose.

9 5. Division of Question

10 If the question contains two or more divisional propositions, each of which is capable of
11 standing as a complete proposition if the others are removed, the presiding officer may, and upon
12 request of a Councilmember shall (unless appealed), divide the question.

13 6. Withdrawal of Motion

14 A motion may not be withdrawn by the mover without the consent of the Councilmember
15 seconding it.

16 7. Voting

17 On the passage of every motion, the vote shall be taken by electronic voting device and
18 entered in full upon the record. If the device is inoperable, the vote shall be taken by roll call voice
19 vote recorded by the City Clerk. The presiding officer or City Clerk shall announce the result of
20 the vote. No Councilmember shall be excused from voting except on matters involving the
21 consideration of the Councilmembers' own official conduct, or where a conflict of interest exists.
22 Abstaining votes consent with the majority. An explanation of the reason for abstentions is
23 encouraged.

24 F. ADDRESSING THE CITY COUNCIL

25 Any person desiring to address the City Council shall first secure the permission of the
26 presiding officer to do so. Under the following headings of business, unless the presiding officer
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1 rules otherwise, any interested person shall have the right to address the City Council in accordance
2 with the following conditions and upon obtaining recognition by the presiding officer:

3 1. Speakers.

4 Any person desiring to provide public comment or public testimony, shall do so in
5 accordance with Article X.

6 2. Written Communications. Interested parties or their authorized representatives may
7 address the City Council by written communications in regard to matters of concern to them.
8 Communications received by the City Clerk prior to close of business on the day prior to a City
9 Council meeting shall be submitted to the City Council at the meeting if related to an item which is
10 on the agenda for that meeting.

11 G. ADDRESSING THE CITY COUNCIL AFTER MOTION MADE

12 When a motion is pending before the City Council, no person other than a Councilmember
13 shall address the City Council without first securing the permission of the presiding officer or City
14 Council to do so.

15 **XIII. CITY COUNCIL STANDING COMMITTEES AND REGIONAL**
16 **ORGANIZATION REPRESENTATION**

17 A. STANDING COMMITTEE NUMBER, NAMES, COMPOSITION, AND
18 APPOINTMENTS AND REGIONAL ORGANIZATION APPOINTMENTS

19 1. There shall be eight Standing Committees of the City Council entitled Economic
20 Development, Finance, Housing and Homelessness, Governmental Processes, Mayor’s Nominating
21 and Screening, Mobility and Infrastructure, and Safety, Wellness, and Youth.

22 2. Regional organizations are external organizations where the City Council directly
23 appoints a person to represent the City’s interests in that organization. The provisions of this section
24 shall not apply to organizations where the City Council is not the appointing authority. When
25 possible, appointments to regional organizations should be limited to elected officials.

26 3. Following each election and/or appointment to fill a City Council vacancy,
27 reorganization of City Council Standing Committee and regional organizational assignments shall
28

1 be considered by the Mayor’s Nominating and Screening Committee for a recommendation to the
2 City Council.

3 4. Each Standing Committee shall be comprised of three members. Each
4 Councilmember shall serve as Chair, Vice-Chair, and Member of three Committees, respectively.

5 5. The Mayor’s Nominating and Screening Committee shall be comprised of the
6 Mayor who shall serve as Chair and the members of the Governmental Processes Committee. The
7 Mayor’s Nominating and Screening Committee shall assist in the board/commission appointment
8 process as provided in Section XIV of this resolution, recommend to the City Council (a) nominees
9 for the annual City Spirit Award, (b) structure and/or appointments to ad hoc resident committees
10 as requested by the City Council, and (c) any other matters referred by the City Council or
11 board/commission.

12 6. For Standing Committee and regional organization appointments, preferences of
13 senior elected officials shall be honored. However, with five (5) affirmative votes, the City Council
14 may appoint a non-senior member. The Mayor and Councilmembers shall forward preferences on
15 Standing Committee assignments to the City Clerk to be shared at the Mayor’s Nominating and
16 Screening Committee Meeting.

17 7. Initially, each elected official shall be limited to two (2) regional organizational
18 appointments. Remaining vacant positions and any appointment declined by an elected official
19 shall be filled by seniority of elected officials desiring such appointments. There shall be no
20 limitation to the number of appointments as “Alternate” to regional organizations. “Seniority” shall
21 be honored as to the elected office currently held.

22 B. REFERRAL OF MATTERS TO CITY COUNCIL STANDING COMMITTEES

23 1. Generally, items agendized for City Council Standing Committees shall first be
24 referred by the City Council for review and a recommendation to the City Council within 120 days,
25 subject to the exceptions set forth below or as otherwise modified by the City Council.

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1 2. The Annual Year-End Finance Report by the Public Utilities Department is
2 automatically referred directly to the Finance Committee for review and a recommendation to the
3 City Council within 120 days.

4 3. All Successor Agency to the Redevelopment Agency matters are automatically
5 referred to the Economic Development Committee for review and a recommendation to the
6 Successor Agency to the Redevelopment Agency Board within 120 days.

7 4. All requests for comments on projects within the City’s sphere of influence are
8 automatically referred to the Land Use Committee for review and submission of comments to the
9 County of Riverside or as a recommendation to the City Council as time permits.

10 5. With the concurrence of the Committee Chairperson and the City Manager, an item
11 may be sent directly to a Council committee without City Council referral. If a matter is so referred
12 to a Council committee, the committee agenda will note such fact on the face of the agenda. Such
13 referrals are not required to be forwarded to the City Council for action following committee
14 review. The below guidelines shall be considered for such referrals.

Standing Committee	Types of Items Referred to the Committee
Economic Development	Economic Development, Placemaking, and Branding/Marketing
Finance	City budget, Measure Z, performance measures, audits, and other financial matters.
Housing and Homelessness	Housing and homelessness solutions
Governmental Processes	City board and commission structures, ethics, and other policy matters

1 2	Land Use	Land use, planning, development, sustainability and resilience
3 4 5 6	Mayor's Nominating and Screening Committee	Nominations for City Spirit Award; and following each election and/or appointment to fill a City Council vacancy, reorganization of City Council Standing Committees and Regional Organization assignments.
7 8	Mobility and Infrastructure	Transportation, sewer, airport, utilities, and public works
9 10 11	Safety, Wellness and Youth	Public Safety, wellness programs, food sources and agriculture, recreation, disabilities, seniors, libraries, museum, and youth activities.

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13 8. Board and Commissions, by majority vote, may forward matters to any City Council
14 Standing Committee, as appropriate.

15 C. REFERRAL OF MATTERS FROM CITY COUNCIL TO BOARDS OR
16 COMMISSIONS

17 When deemed appropriate the City Council or Councilmember, may refer matters to boards
18 and commissions for review. Referrals may return to City Council Standing Committees if not time
19 sensitive.

20 **XIV. BOARDS, COMMISSIONS, AND COMMITTEES**

21 A. For Citywide vacancies on any boards and commissions, the Mayor shall nominate an
22 applicant for appointment by the Mayor and City Council. For Ward-specific seats, the
23 Councilmember for the Ward shall nominate an applicant for appointment by the Mayor and City
24 Council. Neither the Mayor nor the Councilmember shall nominate any applicant for such
25 appointment who has a pending lawsuit against the City. **For class action lawsuits, “pending**
26 **lawsuit” shall mean a pending lawsuit to which the applicant is a class representative party,**
27

1 **proponent or plaintiff, but shall not include a lawsuit to which the applicant is solely a class**
2 **member.**

3 B. For appointments to City Council resident ad hoc committees, the City Council shall
4 affirmatively select one of the following options:

5 1. Option 1: The Mayor's Nominating and Screening Committee shall review the
6 applications submitted and identify applicants for interview with the Mayor and City Council. The
7 City Clerk shall notify the City Council of those selected for interview. The Mayor and each
8 member of the City Council may add one additional applicant for interview, if desired. The Mayor
9 and City Council shall interview, make the appointments, and select the Chair; or

10 2. Option 2: By formal motion, the City Council shall authorize each member of the
11 City Council to select a member from their Ward and the Mayor to select two at-large members.
12 The ad hoc committee shall elect a Chair from among its members; or

13 3. Option 3: By formal motion, any other method of appointment as desired by the
14 City Council.

15 C. Board/commission members shall make every effort to notify the Chairperson or his/her
16 designee no later than 24 hours prior to any regular meeting of his/her intent not to attend said
17 meeting. A member's inability to provide 24 hours advance notice shall not preclude the
18 board/commission from exercising its discretion to excuse said absence as outlined in Section 805
19 of the City Charter. If a member of a board or commission absents himself/herself from three
20 consecutive regular meetings of such board or commission, unless by permission of such board or
21 commission expressed in its official minutes, or is convicted of a crime of moral turpitude, or
22 ceases to be a qualified elector of the City, the office shall become vacant and shall be so declared
23 by the City Council.

24 D. The City Clerk shall provide quarterly attendance reports to the Mayor and City Council.

25 E. The City Clerk shall notify the Mayor for Citywide seats and the appropriate
26 Councilmember for Ward specific seats for direction to be taken in the event of either of the
27 following conditions: (a) a board/commission member is absent and unexcused from three

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1 consecutive regular meetings of the board/commission; or (b) a board/commission member is
2 absent, whether excused or unexcused, from more than one-third of the regularly scheduled
3 meetings in any calendar year.

4 F. Resignations from City boards and commissions shall be effective immediately upon
5 receipt by the City Clerk, who shall then forward a received resignation to the City Council for
6 filing. Future effective dates noted in writing and submitted as part of, or with any resignation,
7 shall be honored to the extent the resignee remains eligible. Withdrawal of a resignation for
8 desired continued service must be submitted to the City Clerk in writing and must include the
9 reason for withdrawing. The City Clerk shall forward any withdrawal to the Mayor and City
10 Council, who may consider and approve the withdrawal. A resignation shall remain in effect
11 notwithstanding the submission of a withdrawal, unless and until the Mayor and City Council
12 approve the withdrawal.

13 G. A term of more than two years and one day shall be considered a full term. Residents
14 appointed mid-year to boards and commissions shall serve full terms of up to and not-to-exceed
15 four year, expiring on March 1st of the corresponding year.

16 **XV. COUNCIL REQUESTS**

17 A. All Council requests dealing with policy issues and those requests which may be construed
18 as direction, go through the City Manager, except for general inquiries or questions in which case
19 the City Council may go to the Department Heads or key staff in the City Manager's Office.
20 Councilmembers may also deal directly with the City Attorney, City Clerk or other staff appointed
21 by the City Council.

22 B. Any request from the City Council requiring funding must go through the City Manager.
23 The City Manager shall respond in a timely manner.

24 **XVI. ADMINISTRATION**

25 A. The City Council will review and revise the City Council norms and procedures as needed
26 or every two (2) years.

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1 B. During City Council discussions, deliberations, and proceedings, the Mayor has been
2 designated with the primary responsibility to ensure that the City Council, staff and members of the
3 public adhere to the Council's norms and procedures.

4 BE IT FURTHER RESOLVED that Resolution No. 24348 is hereby repealed.

5 ADOPTED by the City Council this ____ day of _____, 2026.

6

7

PATRICIA LOCK DAWSON
Mayor of the City of Riverside

8

9

ATTEST:

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11

DONESIA GAUSE
City Clerk of the City of Riverside

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13

14

I, Donesia Gause, City Clerk of the City of Riverside, California, hereby certify that the
foregoing resolution was duly and regularly adopted at a meeting of the City Council of said City
at its meeting held on the ____ day of _____, 2026, by the following vote, to wit:

15

16

Ayes:

17

Noes:

18

Abstain:

19

Absent:

20

IN WITNESS WHEREOF I have hereunto set my hand and affixed the official seal of the
City of Riverside, California, this _____ day of _____, 2026.

21

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23

DONESIA GAUSE
City Clerk of the City of Riverside

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