



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

City Clerk's Office & City Attorney's Office

City Council

October 21, 2025

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BACKGROUND

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



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BACKGROUND

1. On June 5, 2025, and August 6, 2025, the Governmental Processes Committee (GPC) reviewed potential changes to the City Council Rules and Procedures and Order of Business Resolution
2. GPC made several recommendations for changes and directed the item be forwarded to the City Council for review



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MEETING SCHEDULES

GPC Recommendation	Resolution Revision
<u>Meeting Schedules</u>	<u>Revisions in Art. VIII.D:</u>
1. Amend summer schedule to remove September and July and August meetings to be on second and fourth Tuesdays.	1. For the months of July, and August and September , meetings shall occur on the second first and fourth third Tuesdays of the month.
2. Remove sentence in section VIII.D regarding meetings in April, June, and October.	2. For the months of April, June, and October, meetings shall occur the second, third, and fourth Tuesdays of the month.



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MEETING SCHEDULES

GPC Recommendation	Resolution Revision
<u>Meeting Schedules</u> 3. Add language to VIII.D providing for changes to meeting times by Mayor with concurrence of the Mayor Pro Tem. The GPC further recommends that at least one City Council meeting per month be scheduled for an evening session, but did not feel that a revision to the resolution on this point was necessary.	<u>Revisions in Art. VIII.D:</u> 3. The appointed hours noted herein are set forth for the convenience of the City Council and are subject to change <u>by the Mayor with the concurrence of the Mayor Pro Tem.</u>



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AGENDA SEQUENCE

GPC Recommendation	Resolution Revision
<u>Agenda Sequence</u> 4. Language in section IX authorizing Mayor with the concurrence of the Mayor Pro Tem to adjust agenda sequence during the agenda setting meeting. 5. Sequence Council reports/ ward updates first on agenda and encourage comments to be limited to 3 minutes each.	<u>Revisions in Art. IX.D</u> 4. <u>During the agenda setting meeting, the Mayor with the concurrence of the Mayor Pro Tem, may adjust the agenda sequence and order of business, provided for in section F of this Article, for any agenda that has not yet been published.</u> <u>Revisions in Art. IX.F</u> 5. Agenda sequence to move Public Comments, Announcements and Ceremonial items as first three items. Added language for Announcements: <u>Members of the City Council speaking on this item will make reasonable efforts to deliver their comments within three minutes.</u>



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AGENDA SEQUENCE

GPC Recommendation

6. No vote or abstention on consent calendar items without an explanation, results in the item automatically pulled from consent for discussion.

Resolution Revision

Revisions in Art. X.B

6. **Any member desiring to abstain or vote no on a consent calendar item, should provide an explanation therefore. If no explanation is given, the item shall be removed from the Consent Calendar. The presiding officer will announce which items have been removed from the Consent Calendar.**



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PUBLIC COMMENT

GPC Recommendation

Public Comment

7. Revise speaker card language to encourage or recommend speakers to fill out card.

Resolution Revision

Revisions in Art. X.F

7. Each person desiring to address the City Council during Public Comment, City Council Discussion Items, Workshops, or Public Hearings is **strongly encouraged** to fill out and file a form provided by the City Clerk.



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PUBLIC COMMENT CONT.

<u>GPC Recommendation</u>	<u>Resolution Revision</u>
8. Revise language giving discretion to curtail public comment time for all speakers to the presiding officer.	<u>Revisions in Art. X.F</u> 8. <u>The presiding officer may exercise discretion in curtailing the duration of all speakers' comments based upon factors including, but not limited to, the length of the agenda or the number of public comment speaker cards submitted.</u>
9. Consolidation of public comment provisions into one place in the resolution.	9. Public Comment provisions were consolidated into Art. X Section F and were removed from other areas of the Resolution.



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OTHER CONSIDERATIONS

<u>GPC Recommendation</u>	<u>Resolution Revision</u>
<u>Other Considerations</u> 10. Recommended attire for members of the City Council to match City's HR dress code policy.	<u>Revisions in Art. IV.D</u> 10. <u>During City Council and Standing Committee meetings, members are expected to adhere to the City's Human Resources Policy IV-2 entitled Standards for Dress and Appearance.</u>



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OTHER CONSIDERATIONS CONT.

<u>GPC Recommendation</u>	<u>Resolution Revision</u>
11. Allotted time for members to debate an item with the presiding officer to keep time.	<p>Revisions in XII.E</p> <p><u>11. Allotted Time for Debate. Unless waived by a majority of the City Council, each member may speak on an item for up to fifteen (15) minutes as provided in this paragraph. The first time a member is recognized to speak on an item, the member shall limit his/her remarks to ten (10) minutes. Subsequent opportunities to speak shall be no more than five (5) minutes. The presiding officer shall be responsible for tracking time and shall utilize the timing system for this purpose.</u></p>



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OTHER CONSIDERATIONS CONT.

<u>GPC Recommendation</u>	<u>Resolution Revision</u>
12. Additional research was determined necessary regarding appointments to Regional Organizations. The GPC requested research from City departments to determine the potential number of regional boards in which the City participates.	<p>12. Eligibility for appointment to a regional organization board is based on the law or agreement governing each organization. Appointments are made in accordance with each organization's applicable law. Based on this research the following revision was made to Article XIII, Section A: <u>"Regional organizations are external organizations where the City Council directly appoints a person to represent the City's interests in that organization.</u> The provisions of this section shall not apply to organizations where the City Council is not the appointing authority. <u>When possible, appointments to regional organizations should be limited to elected officials."</u></p>
13. Appointments and terms for Boards and Commissions will be referred to the next Charter Review Committee.	



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RECOMMENDATIONS

That the City Council:

1. Review Committee recommendations to the City Council Rules of Procedure and Order of Business as documented in Resolution No. 24255; and
2. Adopt a resolution to revise the City Council Rules of Procedure and Order of Business.



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