



Staff Report

Date: November 29, 2016

To: City Council

From: Valerie J. Barone, City Manager

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Subject: **Consideration of Revisions to City Council Meeting Procedures.**

Report in Brief

In accordance with direction from the Committee on Policy Development and Internal Operations (Hoffmeister/Leone) (PDIO Committee), staff has drafted changes to the City Council Meeting Procedures (Concord Policy and Procedure Number 2, "Procedures") to change the Vice-Mayoral term to two years, address Mayor and Vice Mayor rotation, and revise other meeting process and conduct matters identified below and in Attachment 1 hereto.

Recommended Action

The Policy Development and Internal Operations Committee recommends that the Council consider the proposed changes, but did not make a specific recommendation as to the nature and/or scope of the proposed changes.

Background

At its January 26, 2016 meeting, the City Council referred certain Council procedural matters to the PDIO Committee. At its April 14, 2016 meeting, the Committee directed staff to amend the Procedures to provide a formal process to select presiding officers. On July 21, 2016, staff presented those and additional amendments for the Committee's consideration, and the Committee asked that staff forward these changes to Council for consideration but did not make a recommendation on the changes. A potential change from Robert's Rules of Order to a modified version of Rosenberg's Rules of Order was also discussed. Staff is working to incorporate the changes recommended by the Committee and will bring this item forward at a later date.

Analysis

Proposed Procedures Changes

Substantive changes included in the proposed changes to the Procedures are summarized below and shown in redline format in Attachment 1.

1. Mayor and Vice Mayor Rotation (Section 8.2). The rotation schedule for the Mayor and Vice Mayor positions would be formalized under the revised Procedure (Section 8). The Mayoral term would remain at 2 years, and the Vice Mayor's term would expand from one year to two years. The Vice Mayor in place when the Mayor's term expires would automatically succeed to the Mayor's position. Whoever has been on the Council for the most consecutive years without being Mayor becomes the Vice Mayor. If there is a seniority tie, the Councilmember who received the most votes during the previous election will be the Vice Mayor. If all Councilmembers have already served as Mayor, then the Councilmember who has not been Mayor for the longest time span will automatically become Vice Mayor. The City Council could depart from this rotation policy by a 4/5 vote.
2. Delete Mayor Pro Tem Title (Section 4.5). Currently, the Procedures provide for a Mayor, Vice Mayor and Mayor Pro Tem. The Government Code refers to a Mayor and Mayor pro tem. Most cities simply refer to the Vice Mayor instead of Mayor Pro Tem. The revisions therefore delete the Mayor Pro Tem position, so that Concord will have a Mayor and Vice Mayor only.
3. Public Comment (Section 4.7). The section on public comment has been slightly rewritten to clarify different processes for public comment on agendized and non-agendized items.
4. Speaker Decorum (Section 4.42). California law provides that the City cannot prohibit remarks or conduct at its meetings unless those remarks or conduct actually disrupt the meeting. The section on "Decorum" has been amended to clarify this distinction.
5. Process to Set Public Hearing (Sections 5.3 and 5.4.). The City Council will no longer have to take an action to set a public hearing date at least two weeks in the future for the consideration of an ordinance or consideration of a public hearing. This voluntary procedure creates unnecessary delay in agendizing public hearing items and does not add significant advance notice to the public. California law already requires that -- a least ten days before the public hearing -- public hearing notices be advertised in a newspaper of general circulation and mailed to affected property owners and persons who have requested notice.

6. Public Records.

- a. Plans (Section 5.72). The Procedures would indicate that reduced-sized plans submitted for consideration by a decision-making body or attached to a staff report would be subject to disclosure under the Public Records Act; similar language would be added to application forms. Plans are generally protected from disclosure under the Business and Professions Code absent architect approval. However, applicants often submit reduced sized plans for review and consideration by decision makers in a public meeting, and those are published as part of the agenda packet. The proposed language would put project applicants and their architects on notice such documents will be treated as public records; the City would still follow the required approval process in other instances.
- b. Speaker Cards (Section 4.3). New wording would advise that all information on the speaker card is a public record subject to disclosure under the Public Records Act. Thus, if a member of the public chooses to fill out his or her address, phone number or email, the policy decreases their expectation of privacy and so decreases potential liability for disclosing those cards in response to a Public Records Act request.

7. Ex Parte Communications and Information (Section 4.93). In order to reduce the likelihood of due process violations or allegations of improper Councilmember bias with respect to quasi-judicial matters, a new paragraph requiring disclosure of ex parte communications and information has been inserted.

While redlined changes not discussed above are generally cleanup or administrative matters, staff will be available to answer related questions.

Financial Impact

None.

Public Contact

The City Council Agenda was posted.

Attachments

1. Redlined Procedures



CITY OF CONCORD

Number:	2
Authority:	Council Motion
Effective:	12-07-70 ₂
Revised:	10-1-13; <u>11-29-16</u>
Initiating Dept.:	CM

CITY COUNCIL MEETING PROCEDURES

1. PURPOSE

To provide a procedural guide for the conduct of City Council meetings, including the preparation of agendas and minutes.

2. BACKGROUND

The City Council convenes regular and special meetings to conduct its business in accordance with California's open meeting law (the Brown Act, Government Code Section 54950 et seq.). A range of business matters come regularly before the City Council, including items requiring public discussion or a public hearing, routine items requiring formal action, and information items. To further the public interest, the City Council determines that it must focus its time and attention on the consideration of policy items, delegating to City staff those matters of an administrative nature. The City Council therefore sets forth herein a methodology for the expeditious and proper handling of City Council meetings, and for preparation of agendas and minutes. In the event of any conflict between these local procedures and State law, the provisions of State law shall govern. Except when prohibited by law or by a specific provision of this policy requiring a supermajority vote, the City Council by majority vote may waive or modify any of the procedural rules contained herein.

3. CITY COUNCIL MEETINGS

All meetings of the City Council shall be open to the public, except as provided by law.

- 3.1 **Regular Meetings.** Pursuant to Concord Municipal Code Section ~~2.05.0102-31 of the Concord Municipal Code~~, regular meetings of the City Council shall be held in the Farrel A. Stewart Civic Center, 1950 Parkside Drive, Concord, California unless the meeting agenda identifies another location. Regular meetings shall be held on the first, second and fourth Tuesday of each month and shall convene at or around 5:00 p.m. The Council agenda shall reserve around 5:00 p.m. to 6:30 p.m. for non-hearing items, including closed sessions and study sessions. No public hearing shall commence before 6:30 p.m. No public hearing shall commence after 10:00 p.m. without a majority vote of the City Council. The City Clerk shall post an agenda, as required by Government Code Section 54954.2, ~~identifying-specifying the time and the room(s) within the Civic Center location where-of the meeting will be conducted and the time(s) those portions of the meeting will convene.~~
- 3.2 **Special Meetings.** The ~~Mayor-presiding officer~~ or a majority of the City Council may call a special meeting at any time in accordance with Government Code Section 54956.
- 3.3 **Study Sessions.** Study sessions may be conducted as part of a regular or special meeting. Study sessions may be scheduled as deemed necessary or desirable for exchanging information and providing direction to City staff prior to final action by the City Council.
- 3.4 **Closed Sessions.** The City Council may, from time to time, meet in closed session, not open to the public or the news media, to discuss litigation, real estate negotiations, personnel matters, labor relations, and other matters authorized by the Brown Act. ~~Closed sessions may be held separately or in conjunction with other business items to be considered at a regular or special meeting.~~ The City Attorney shall prepare, ~~post, and distribute an~~ the agenda description for each closed session item.
- 3.5 **Emergency Meetings.** Emergency meetings may be called ~~by the Mayor or a majority of the City Council~~

without complying with the 24-hour notice requirement. ~~Emergency situations requiring expeditious action by the City Council and notice provisions are set forth in accordance with Government Code Section 54956.5 of the Government Code.~~

4. MEETING CONDUCT

At the time scheduled for each regular or special meeting, the members of the City Council, the City Manager, the City Clerk, the City Attorney, and such Department Heads or others as have been requested to be present, shall meet in the Council Chamber or other meeting location as designated in the posted agenda. The business of the City Council shall be conducted in substantially the manner herein provided. In situations not expressly governed either by State law or these procedural rules, the City Council may proceed in accordance with the parliamentary rules set forth in Robert's Rules of Order (revised).

4.1 **Quorum and Voting.** Three members of the City Council shall constitute a quorum for the transaction of business. When there is no quorum, the Mayor shall adjourn the meeting, or if no member of the City Council is or will be present, the City Clerk shall adjourn the meeting. Notice of adjournment shall be posted as required by Government Code Section 54955. For the purpose of considering any item subject to vote of the City Council, when any member of the City Council is disqualified due to a conflict of interest, his/her presence shall not be considered in determining the existence of a quorum. Consideration of such items shall be deferred until a quorum of disinterested Councilmembers is present to discuss and vote on the items unless otherwise authorized by the Political Reform Act (Government Code Section 87100 et seq.) and the Fair Political Practices Commission Regulations. Except as otherwise provided by law, a majority of the Councilmembers present and voting shall be sufficient to approve an action, provided, however, that at least three votes are required for the passage of any ordinance, resolution, or orders for the payment of money pursuant to Government Code Section 36936.

4.2 Rules of Debate

4.21 **Recognition.** Every member of the City Council desiring to speak shall address the Mayor and, upon recognition by the Mayor, shall confine him/herself to the question under debate.

4.22 **Rights of Mayor.** The Mayor may move, second, and debate any item before the City Council subject only to such limitations of debate as are imposed by these rules on all members of the City Council and shall not be deprived of any of the rights or privileges of a member of the City Council, including the right to vote on all motions and other actions of the City Council.

4.23 **Interruptions.** No member of the City Council, once recognized, shall be interrupted when speaking unless it is to call him/her to order or as otherwise provided herein. If a member of the City Council is called to order while speaking, s/he shall cease speaking until the question of order is determined and, if in order, shall be permitted to proceed.

4.24 **Motion to Reconsider.** A motion to reconsider any action taken by the City Council may be made only by a member of the Council who was on the prevailing side of the vote, but may be seconded by any member of the City Council and requires a majority vote of the City Council for approval. No matter shall be reconsidered more than once. Any action of the Council which cannot be reversed cannot be reconsidered.

4.241 **Timing of Motion.** A motion to reconsider may be made at any time during the meeting at which the action was taken, or any adjournment or continuance of that meeting. If the motion is not made at the above-referenced meeting, then any member of the City Council who was on the prevailing side of the vote may move for reconsideration either at the next regular City Council meeting or at any intervening special meeting of the City Council. If a request for reconsideration is communicated to the City Clerk by any member of the City Council who was on the prevailing side of the vote prior to the State law deadline for posting the City Council meeting agenda, then the request shall appear on the posted agenda. Otherwise, no City Council discussion or action on reconsideration may occur ~~at that meeting~~, except pursuant to Government Code Section 54954.2(b). ~~Page 5 of 12~~

~~that in response to a request for reconsideration made by a member of the public during the public comment period, a majority of the City Council may direct that the topic of reconsideration shall be placed on the agenda of the next City Council meeting.~~ Except as provided in the preceding sentence, any motion for reconsideration must be acted upon no later than the conclusion of the next regular City Council meeting or any intervening special meeting following the meeting at which the action was taken, or any adjournment or continuance thereof.

4.242 **Effect of Approval.** Upon approval of a motion to reconsider, the prior action shall be set aside in its entirety; and the underlying matter shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed pursuant to Concord Municipal Code Sections ~~2-52.05.050~~ or ~~2.05.050-53 of the Municipal Code~~ or other applicable laws.

4.243 **Rescission, Repeal or Amendment.** The reconsideration rules contained in this Policy & Procedure shall not limit the City Council's inherent authority to rescind, repeal, or amend its prior actions in situations where it is not precluded from doing so under applicable laws.

4.3 **Addressing the Council.** Each person wishing to address the City Council is requested to fill out and return to the City Clerk a speaker card containing the speaker's name, address and item on which he/she is interested in addressing the Council, and the speaker's position on the item to be addressed. All information on the speaker card is a public record and may be subject to disclosure under the California Public Records Act. The Mayor shall use the speaker's card to determine whether a time limit is necessary for the item to be discussed, to arrange the order of presentation of testimony before the City Council and to recognize speakers. The Mayor ~~may~~shall recognize anyone desiring to address the City Council even if a speaker card has not been filled out. After having received permission from the Mayor to address the City Council, each person shall come to the microphone and give his/her name for the record before speaking. All remarks shall be addressed to the City Council as a body. No person other than a member of the City Council and the person having the floor shall enter into any discussion without permission of the Mayor. Any person following this procedure shall have the right to be heard during the public comment period or at the time the City Council considers any items of business listed on the agenda.

4.31 **Spokesperson for a Group of Persons.** Whenever any group of persons wishes to address the City Council on the same subject matter, it shall be appropriate for the Mayor to request that a spokesperson be chosen by the group to address the Council, to specify a time limit, and in case additional matters are to be presented at that time by any other member of the group, to limit the number of speakers to avoid repetition.

4.4 **Decorum**

4.41 **Council.** Members of the City Council must preserve order and decorum and shall not, by conversation or otherwise, delay or interrupt the proceedings or peace of the City Council in any way, or disturb any other member of the City Council while speaking, or refuse to obey the orders of the City Council or the Mayor, except as otherwise herein provided.

4.42 **Other Persons.** No person addressing the City Council may make any unduly repetitive, irrelevant, personal, impertinent, slanderous, profane, loud, threatening, or abusive remark to any member of the City Council, City staff, or the general public, which actually disrupts, disturbs or otherwise impedes the orderly conduct of the meeting. No person may bring into the Council Chamber any device, sign or object that may cause disruption of the meeting, or obstruct others attending the meeting from participating in, hearing, or seeing the meeting proceedings. Any person who makes such remarks, or who engages in any other disorderly conduct which actually disrupts, disturbs, or otherwise impedes the orderly conduct of any City Council meeting may, at the discretion of the Mayor or the City Council majority, be barred from further comments during that meeting, or subjected to enforcement actions pursuant to Section 4.43.

4.43 **Enforcement.** The Chief of Police, or his/her authorized representative, shall be the ex-officio Sergeant-at-Arms of the Council. S/he shall carry out all orders and instructions of the Mayor for the purpose of maintaining order and decorum in the City Council meeting room. Upon instructions of the Mayor, it shall be the duty of any police officer present to remove from the City Council meeting room any person in the audience who engages in conduct prohibited pursuant to Section 4.42 at a City Council meeting, and to place under arrest any person who is violating the law.

4.5 **Duties of Mayor.** ~~The Mayor shall assume his/her place and duties immediately following his/her election by the City Council.~~

4.51 **Call to Order.** At the hour appointed for the meeting, the Mayor shall call the City Council to order. The Mayor shall serve as the presiding officer for all City Council meetings. In the Mayor's absence, the Vice Mayor shall serve as the presiding officer. In the absence of both the Mayor and Vice Mayor, the most senior Councilmember (in consecutive years served on the City Council) shall serve as the presiding officer; if there is a seniority tie, the Councilmember who received more votes during their latest elections shall serve as the presiding officer. Upon the arrival of the Mayor, the Vice Mayor shall relinquish the chair at the conclusion of the business item then before the City Council; u

4.51 ~~Upon the arrival of the Mayor or the Vice Mayor, the Mayor Pro Tempore presiding officer shall relinquish the chair at the conclusion of the business item then before the City Council.~~

4.52 **Changes to the Order of Business.** ~~The Mayor may change the order of business as shown on the meeting agenda at any time during the meeting as deemed necessary or convenient.~~

4.53 **Additional Duties.**

a. ~~Duties of Mayor. The Mayor shall assume his/her place and duties immediately following his/her election by the City Council. S/he~~The Mayor shall preserve strict order and decorum at all meetings, have the power to limit the time of any citizen speaking from the floor, state questions coming before the City Council, and announce the City Council's decision on all subjects.

b. The Mayor shall have the authority to rule on procedural matters relating to the conduct of City Council meetings. Any procedural rulings or other actions of the Mayor may be overruled by a majority vote of the City Council.

c. The Mayor shall sign all ordinances, contracts and other documents approved by the City Council, except if a conflict of interest exists or authority to execute documents has been delegated to the City Manager or another representative of the City.

d. The Mayor may, from time to time, announce appointments to *ad hoc* advisory committees composed solely of less than a majority of the members of the City Council. ~~T; the announcement of such appointments shall appear on the posted agenda, but shall not require City Council approval. The Mayor may also propose appointments to standing committees, subject to confirmation by a majority of the City Council. The Mayor may designate City Councilmembers to attend Council committee meetings when necessary due to the unavailability of a committee member. Any procedural rulings or other actions of the Mayor may be overruled by a majority vote of the City Council.~~

4.54 ~~**Changes to the Order of Business.** The Mayor may change the order of business as shown on the meeting agenda at any time during the meeting as deemed necessary or convenient.~~

4.6

4.6 **Roll Call.** Before proceeding with the business of the City Council, the City Clerk shall call the roll of the members of the City Council, and the names of those present shall be entered in the minutes.

4.7 **Public Comment Period.**

- 4.71 **Public Comment on Non-Agenda Items.** The agenda for every regular City Council meeting shall include a public comment period. Members of the public may address the City Council during this period on any subject that is within the jurisdiction of the City Council and not listed on the agenda. Individual public comments shall be limited to three minutes, and the total duration of the public comment period shall not exceed fifteen minutes, before items scheduled on the agenda are considered, unless an increase or decrease of time is ordered by the Mayor. If public comment of longer than fifteen minutes is to be conducted, it will be taken following conclusion of the consideration of scheduled items.
- 4.72 **Public Comment on Agenda Items.** The agenda for every regular or special City Council meeting shall include the opportunity for members of the public to address the City Council before or during the Council's consideration of any item on the agenda, including items on the Consent Calendar. Persons addressing the Council shall be limited to three minutes, unless an increase or decrease of time is ordered by the Mayor. The Mayor may allow extra time for the applicant, appellant, or other person or entity directly involved in the decision.
- 4.8 **Adoption of Consent Calendar.** Adoption of the Consent Calendar may be made by one motion of the City Council, provided that any Councilmember, individual or organization may request removal of an item from the Consent Calendar for separate consideration. If a request for removal of an item from the Consent Calendar has been timely received, the Mayor may defer action on the particular item and place the same on the regular agenda for consideration in any order s/he deems appropriate.
- 4.9 **Voting.**
- 4.91 **Roll Call Vote.** Any Councilmember may request a roll call vote to be taken and recorded on any motion. Whenever a roll call vote of the City Council is in order, the City Clerk shall call the roll as follows:
- 4.911 Maker of the motion.
- 4.912 Secunder of the motion.
- 4.913 The balance of the City Council in alphabetical order except that the Mayor is called last, unless the Mayor is the maker or secunder of the motion.
- 4.92 **Silence Constitutes Affirmative Vote.** In all voting, unless a member of the City Council states s/he is not voting, his/her silence shall be recorded as an affirmative vote.
- 4.93 **Ex Parte Communications.** Whenever the City Council is sitting in a quasi-judicial capacity to weigh facts and evidence on a permit application, appeal, or other quasi-judicial matter, each Councilmember shall, once the agenda item is called, disclose for the record any ex parte communications or site visits and information received outside of the meeting, so that all Councilmembers, parties and opponents have the same information received by the Councilmember, and an opportunity to consider and/or respond to such information.

5. AGENDA

- 5.1 **Preparation.** The City Manager shall prepare an agenda for each City Council meeting, except for Closed Session ~~per~~ pursuant to Section 3.4, and shall submit the draft agenda to the City Attorney for legal review. If after the regular agenda is prepared the City Manager determines that additional items should be placed thereon, a supplemental or revised agenda shall be ~~prepared for~~ posting in accordance with the provisions of Government Code Sections 54954.2 or 54956 as appropriate. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.
- 5.11 **Notice/Posting.** At least seventy-two (72) hours before a regular meeting of the City Council an agenda shall be posted and mailed as required by law ~~containing a brief general description of each~~ Page 8 of 12

~~item of business to be transacted or discussed at the meeting.~~ The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. including on the City website, pursuant to Government Code Section 54954.2.

5.12 **Non-Agenda Items.** No action or discussion shall be undertaken on any item not appearing on the posted agenda, except as expressly permitted pursuant to Government Code Section 54954.2. ~~Under that statute, City Councilmembers or staff may briefly respond to statements made or questions posed by persons speaking during the public comment period. In addition, on his/her own initiative or in response to questions posed by the public, a Councilmember or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her activities. Furthermore, the City Council or an individual Councilmember with the concurrence of the Council majority may provide a reference to staff or to other resources for factual information, request staff to report back to the City Council at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Finally, the City Council may take action on items of business not appearing on the posted agenda under any of the following conditions:~~

5.121 Upon a determination by a majority vote of the City Council that an emergency situation exists as defined in Government Code Section 54956.5.

5.122 Upon a determination by a two-thirds (2/3) vote of the ~~City~~ Councilmembers present at the meeting, or if less than two-thirds (2/3) of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need to take action came to the attention of the City subsequent to the agenda being posted. For a five person City Council, the 2/3 requirement means four of five, or three of four, Councilmembers.

5.123 The item was posted in accordance with this Policy & Procedure for a prior meeting of the City Council occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

5.13 **Special Meetings.** As required by Government Code Section 54956, a written ~~agenda for~~ notice of each special meeting shall be ~~prepared and mailed or personally~~ delivered to each member of the City Council, and to each local newspaper, radio, or television station that has a written request for notice on file with the City. The notice shall be delivered and posted in a location freely accessible to the public at least 24 hours before the time of the special meeting, and shall state the time and place of the special meeting and all items of business to be transacted or discussed. Only matters described in the agenda may be considered at the meeting.

5.2 **Consent Calendar.** Items which are not expected to require public discussion may be grouped together and listed under the Consent Calendar. Typically, these will consist of routine and non-controversial items.

5.3 **Ordinances.** Upon the item being called, the City Clerk or City Attorney shall read the title of the ordinance in full. Thereafter, any member of the City Council may move to waive further reading of the ordinance and either introduce or adopt the ordinance. ~~All non-urgency ordinances shall be set for public hearing. After the public hearing, each ordinance may be introduced by motion and read, unless reading is waived, in which event the title of the ordinance shall be read. Thereafter, each ordinance shall be adopted~~ pursuant to State law.

5.4 **Public Hearings and Consideration Items.**

5.4

5.4 ~~Those agenda items requiring a public hearing pursuant to law will appear on the consent calendar to be set for public hearing at least two weeks in advance of the public hearing.~~

5.4

5.4 Legal publication, posting, and mailing will be carried out pursuant to law.

5.5 Continuances.

5.51 The City Council may, in its discretion, continue any item of business to a subsequent meeting.

5.52 Items that are not continued to a date certain or are continued for further hearing or action for a period longer than thirty (30) days from the City Council meeting shall be renoticed at the applicant/appellant's expense.

5.6 **Urgency Ordinances.** The City Council may adopt an urgency ordinance as provided by State law. Non-planning urgencies are governed by Government Code Section 36937(b). Planning urgencies are governed by Government Code Section 65858. Urgency ordinances not requiring a public hearing may be placed on an agenda for City Council action in accordance with the provisions of Government Code Section 54954.2.

5.7 **Written Staff Reports.** Staff reports and/or resolutions shall be prepared if directed by the City Manager or otherwise required by law. Reports of a detailed nature on an item set forth on the agenda shall be made by memorandum to the City Council. In advance of the meeting, with copies of the final versions of any such staff report or resolution shall be made available to the City Council, the news media, and interested parties. persons who have requested advance copies thereof.

5.71 **Benched Documents.** Any public records provided to the City Council subsequent to the preparation of staff reports for posting of the agenda, and changes to the staff report, resolutions, contracts, and other City materials, shall be made available upon request as provided in Government Code Section 54957.5.

5.72 **Plans.** Plans provided by an applicant, appellant, and/or his/her/its representative to City staff or to the City Council in connection with an agenda item may be reduced in size and published together with or as part of such agenda item; reduced-sized plans use for such purpose shall become a public record subject to disclosure under the Public Records Act.

Staff reports shall be prepared in accordance with the direction of the City Manager.

6. AGENDA DISTRIBUTION

6.1 Agendas which have been copied and distributed to the City Council will be made available to the public at the same time and at City Council meetings.

6.2 Agendas of regular and special meetings will be mailed-provided to all individuals who subscribe to an annual mailing service.

6.3 Individuals or organizations whom the City believes may be affected by an agenda item may, as a courtesy, be mailed an agenda to advise when the item is scheduled to be considered by the City Council.

6.4 The agenda shall be posted in the display case located near the Parkside Drive entrance to the Civic Center and on the City's website not less than seventy-two (72) hours in advance of each regular meeting and not less than twenty-four (24) hours prior to each special meeting of the City Council. A log shall be maintained of the time and date each agenda is posted.

6.5 Within a reasonable time two business days after each City Council meeting, the City Clerk shall furnish each member of the City Council, the City Manager and the City Attorney with a copy of the annotated agenda for that meeting.

7. MINUTES

7.1 **Official Record.** The official minutes of the City Council shall be kept by the City Clerk in a minute book with a record of each particular item of business transacted. The City Clerk shall be required to make a record only of such business as was actually voted upon by the City Council and shall be required to

record any remarks of any member of the City Council or of any other person, except at the special request of a member of the City Council during that meeting. The City Clerk shall enter into the minutes a brief summary of the reasons for dissent from or protest against any action of the Council if any member of the City Council so requests it during that meeting. Names of persons addressing the City Council, the title of the subject matter to which their remarks related, and whether they spoke in support of or in opposition to such matter shall be entered in the minutes.

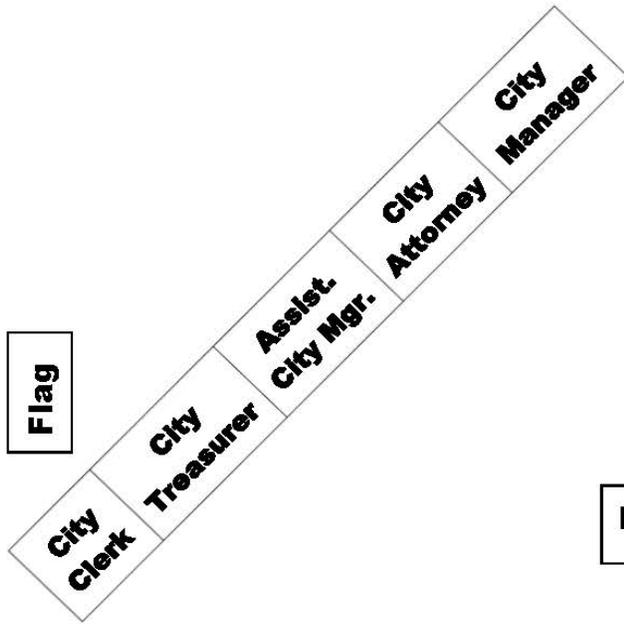
- 7.2 **Audio Recordings.** As an aid to the preparation of minutes, the City Clerk shall arrange to have ~~audio~~ recordings made of all regular and special City Council meetings, except for workshops and closed sessions. The City Clerk is not required to have recordings made for meetings when no recording is needed to assist in the preparation of minutes. The recordings may be destroyed after the City Council approval of minutes in accordance with the Records Retention Schedule, unless the City Attorney requests retention of a particular recording.
- 7.3 **Reading Approval of Minutes.** ~~Unless the reading of the minutes of a~~The City Clerk shall attach a copy of ~~the City Council meeting minutes to the agenda for the meeting at which the minutes are proposed to be approved. is requested by a member of~~the City Council may request minor clarification and corrections as necessary. ~~T~~he minutes may be approved without reading ~~if the City Clerk has previously furnished each member of the City Council with a copy thereof.~~

8. ORGANIZATION OF CITY COUNCIL

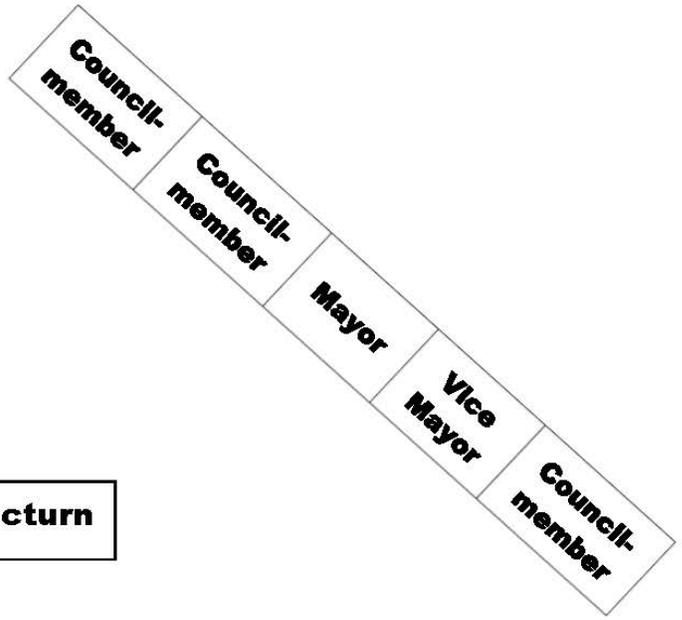
The City Council shall biannually reorganize, ~~s~~-choosing from amongst its members who should serve as Mayor and Vice Mayor for the coming two years.

- 8.1 **Term of Mayor and Vice Mayor.** The appointment of each the Mayor and Vice Mayor is for a two-year term, with public ~~af~~firmation of the continuation of the appointment at the beginning of the second year of the term.
- 8.1.1 If the initial appointment of the Mayor or Vice Mayor for a two-year term occurs at the same meeting in which the declaration of the election results for a general municipal election is made, no affirmation of the Mayor's or Vice Mayor's (as applicable) appointment shall be required at the commencement of the second year of their term.
- 8.2 **Selection of Mayor and Vice Mayor.** ~~The Vice Mayor in place when the Mayor's term expires shall succeed to the Mayor's position. The most senior Councilmember (in consecutive years) who has not yet been Mayor will automatically become the Vice Mayor. If there is a seniority tie, the Councilmember who received more votes during their latest elections shall become Vice Mayor. If all Councilmembers have already served as Mayor, then the Councilmember who has not been Mayor for the longest time span will automatically become Vice Mayor. The City Clerk shall maintain a list regarding rotation of the Mayor and Vice Mayor. The outgoing Mayor shall always drop to the bottom of the list. The City Council may depart from this rotation policy by a 4/5 vote."~~
- 8.3 **Term of Vice Mayor.** ~~The appointment of the Vice Mayor is for a one-year term.~~
- 8.3 **Seating.** For the purpose of consistency, seating at the dais will be ~~as~~-per the attached ~~d~~Diagram ~~"A"~~, or as agreed upon by the Councilmembers.
- Attachment

Flag



Lecturn



STAFF
Public
Public
Public

PRESS
Public
Public
Public