

CITY OF OAKLAND
AGENDA REPORT

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OFFICE OF THE CITY CLERK
OAKLAND

03 JAN -9 PM 2:06

TO: Members of the Rules Committee
FROM: Councilmember Danny Wan
DATE: January 8, 2003

RE: **PROPOSED AMENDMENTS TO CITY COUNCIL RULES AND
PROCEDURES TO INCREASE PUBLIC INPUT AND IMPROVE
MANAGEMENT OF COUNCIL AGENDAS**

BACKGROUND

Current City Council procedures require meetings of Council committees, closed session deliberations and a full council meeting every Tuesday. Numerous complicated and often controversial issues are debated, discussed and decided within the space of a 14 hour day. Committee meetings are held during daytime hours, when a majority of the public is unable to attend.

The City Council agenda is often packed with items, resulting in rushed discussions, little time for public comment (the 1-minute rule), and exhausted public members, staff and council members. Because timing of discussion on any particular item on the council agenda is uncertain, members of the public who wish to address items at the end of an agenda are forced to wait through procedural motions, ceremonies and other drawn-out discussions. Moreover, the entire menu of items in the minutes of every committee is subject to be "pulled" for discussion, often forcing staff members and concerned members of the public to attend the Council meeting just in case something is pulled. Because the choice of items "pulled" for discussion is unpredictable, staff is often unprepared to answer questions that have not been raised at any time prior to the Council meeting. The public is often caught unaware that an issue of concern may become a full-blown discussion at Council.

For example, during the December 17, 2002 Council meeting, the Council lasted from 7pm to 1am, after a 3-hour closed session. After one and one-half hours of ceremonial items, the council and the public discussed and approved a \$9 million public-safety information system, a \$1.2 million emergency-preparedness contract that was not discussed in committee, two bond issuances aggregating \$200 million, and the allocation of \$10 million of CDBG grants. The Council also took public comment and debated on the controversial Uptown Development, a contentious permitted-parking designation, the administration of Feather River Camp, the redistricting process, staff proposal to suspend certain provisions of the new eviction-control ordinance, and finally (at 1a.m.), public comments on the Patriot Act.

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The committee meetings of the Council are designed to provide the forum where Council members, staff and the public may have a more informal, but in-depth discussion of complicated issues, where questions and policy implications are identified and where areas of compromise are explored. Committee members develop specialized areas of knowledge in order to make recommendations to the full council to facilitate a better-focused discussion at the Council meetings. However, there is often little public participation at committee meetings because they are held in the daytime when most members of the public are at work. Therefore, public comments are skewed to those from people with economic interests in the items been discussed. Too often, there is little relationship between the focus of the committee discussion and the direction of the discussion on the same item at full Council since recommendations of the committee are often unclear or ignored by staff. Since the impact of committee recommendations on full Council discussion is unclear, committee members often defer any substantive discussion to full Council, adding to the clutter of issues that must already be addressed at full Council.

The Council's debate and decision process on the Living Wage Initiative and on the Civilian Police Review Board provide examples of the disconnect between committee discussions and the ultimate Council decision. Even though committees held hearings on these matters, the committees' recommendations were largely ignored or the committees simply deferred the decision to full Council. When there is no clear and well-considered recommendation coming from Committee, the debate becomes muddled and often results in last minute compromises proposed on the floor which get voted on without sufficient time for examination and reflection. The Council is then forced to make decisions based on incomplete information, often relying only on lobbying efforts of special-interest groups.

The proposed amendments to the City Council procedures and rules seek to increase public input, give more time for considered policy debate and provide better-managed council agendas by linking committee discussions and recommendation to the ultimate Council actions. Specifically, the amendments provide for:

1. Increased time for public comment and deliberation on agenda items at the committee and City Council meetings.
2. Opportunity for in-depth study of policy proposals, for problem-solving opportunities among staff, Council members and the public and for development of policy alternatives at the committee level, with more opportunity for public input.
3. More focused (and fewer) City Council agenda items by limiting items to those a committee had the opportunity to discuss and on which a committee developed recommendations.

4. Better-managed agenda and predictable discussion times for debated items in order to avoid long waits by the public and staff through procedural, ceremonial and consent items.

SUMMARY

The full text of the Proposed Amendments to City Council Rules and Procedures is attached to this report.

Below are some of the key provisions of the proposal:

- All subject-matter Council Committees, except Rules Committee, shall take place in the afternoon or evening to maximize citizen participation.
- Subject matter Council Committees shall meet on the second and fourth Tuesdays of each month.
- City Council meetings will be held two or three times per month, on the first, third, and, if applicable, fifth, Tuesdays.
- City Council meetings shall begin at 3:00p.m., to handle consent items, informational items, and ceremonial presentations. Council will recess for Closed Session and reconvene at 7:00p.m. Non-consent action items may be heard only after 7p.m.
- Action items will be referred to City Council from Committee only after the Committee has, by majority vote, made one or more alternative recommendations for action on the item.
- Informational reports will be referred to full City Council only by a majority vote of the Committee members.
- Committee minutes shall be reviewed, corrected, and approved at Committee without public comment, rather than at full Council.
- Public speakers on items at Committees and full Council meetings will generally have at least 2 minutes to speak. The time may be reduced to 1 minute per speaker under certain specified circumstances.

KEY ISSUES AND IMPACTS

The proposed amendments are designed to provide a less crowded agenda at evening City Council meetings, thus allowing more time for discussion of the most important or contentious issues. Time for substantive debate at evening Council meetings is maximized by dividing the full Council meetings into an afternoon session and an evening session. The evening session will be reserved for non-consent items. Consequently, more of the evening session will be available for public debate on the issues of highest public interest, and important issues will be less likely to be delayed until the very late hours.

The proposed amendments direct more of the policy debate and the work of crafting of solutions to the Committee level. The public is encouraged to participate at the

Committee level by being allowed greater speaking time and by moving the time of the Committees to the late afternoon and evenings, when more members of the public are available.

The Committee will forward action items to the full Council only after the Committee has reached a recommendation for action by majority vote. This rule is designed to prevent the Committees from "passing the buck" on difficult issues. The Committee must continue to grapple with an issue with public participation until it can reach some reasonable suggestion for resolving it. This rule is designed to result in more focused discussion when the issue reaches the full Council. As a "check and balance" to this rule, an item from Committee can be moved onto the full Council agenda by motion of a Council member and majority vote in favor at a full Council meeting.

The scheduled times of Committees and full Council would move to the afternoon and evenings of alternate Tuesdays. This schedule should be more convenient to members of the public who work during the day. It would also relieve Council members from grappling with major policy decisions at the end of a 14 hour day in Council sessions.

FISCAL IMPACTS

There are no clear fiscal impacts.

SUSTAINABLE OPPORTUNITIES

The proposed rules changes will not impact sustainable opportunities.

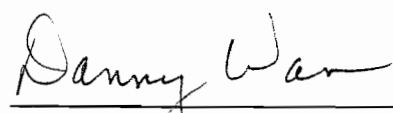
DISABILITY AND SENIOR CITIZEN ACCESS

Under the proposed amendments, City Council meetings are likely to end at an earlier hour, which will make it easier for seniors and people with disabilities, as well as the general public, to participate.

ACTION REQUESTED

It is requested that Council approve the attached Proposed Amendments to Council Rules and Procedures and direct the City Attorney's Office to draft the official resolution and amended Rules for final approval by City Council.

Respectfully submitted,


DANNY WAN by PR
Councilmember, District 2

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**PROPOSED AMENDMENTS TO CITY COUNCIL RULES AND PROCEDURES
TO INCREASE PUBLIC INPUT AND
IMPROVE MANAGEMENT OF COUNCIL AGENDAS**

Goals:

The following proposed changes to City Council procedures and rules seek to promote the following goals:

1. Increased time for public input and comment on agenda items at the Committee and City Council meetings.
2. Opportunity for in-depth study of policy proposals, for problem-solving opportunities among staff, Council members and the public and for development of policy alternatives at the committee level, with more opportunity for public input.
3. More focused (and fewer) City Council agenda items by limiting items to those a Committee had the opportunity to discuss and on which a Committee developed recommendations.
4. Better-managed agenda and predictable discussion times for debated items in order to avoid long waits by the public and staff through procedural, ceremonial and consent items.

Definitions:

Action Item shall mean any resolution, ordinance or public hearing requiring official vote and approval of the City Council to be effective.

Consent Item shall mean, for the purposes of the City Council agenda, any action item which a subject-matter Committee has forwarded to the full Council with unanimous recommendation for approval.

Non-Consent Item shall mean, for the purposes of the City Council agenda, any action which a subject-matter Committee has forwarded to the full Council without unanimous recommendation for approval or having a high level of public interest or controversy as determined by the Rules Committee.

Informational Item shall mean an item of the agenda consisting only of informational report requiring no Council action.

Regularly-Scheduled Meeting shall mean a meeting occurring on a recurring basis and at a regular, established time for which all required public notice requirements for a regular meeting has been met.

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Subject Matter Committees shall mean the Community and Economic Development Committee, the Finance and Administration Committee, the Public Safety Committee, the Life Enrichment Committee, the Public Works Committee, and the Rules Committee.

Proposed Procedural Rules

Council and Committee Meeting Times

All subject-matter Committees, except Rules Committee and council meetings on non-consent items shall take place in the afternoons and evenings to maximize citizen participation.

City Council meetings will be held two to three times each month, on the first, third and, if applicable, fifth Tuesdays.

Subject-matter Council Committees shall meet on the second and fourth Tuesdays of each month.

Referral of Items by the Rules Committee

The Rules Committee shall have sole jurisdiction to assign all proposed agenda items to committees and/or full Council for consideration and action as follows:

1. One or more members of the City Council, a committee of the City Council, the Mayor, the City Manager and any member of the public may propose an agenda item for Council consideration to the Rules Committee for assignment and scheduling through procedures established by the Rules Committee.
2. Rules Committee shall have the following options to assign and schedule any and all proposed resolutions and ordinances of the City Council:
 - a. to a subject-matter committee, or
 - b. to the Rules Committee itself, or
 - c. to staff for review and report back to the requestor, or
 - d. directly to City Council pursuant to “3” below.
3. Rules Committee shall not refer any action item directly to the full City Council unless the Committee determines by a majority vote that the item should proceed directly to the City Council for a specified reason.
4. Rules Committee shall assign and schedule any informational item for consideration and acceptance either by a committee or directly by the full Council.
5. The Rules Committee shall have sole authority in establishing specific agenda items to be placed on the agenda. Rules Committee shall establish the consent and non-consent agenda items of the City Council agenda.

Action by Subject Matter Committees

The assigned subject matter committee shall have initial jurisdiction over any item assigned to it by the Rules Committee or by the full City Council and may take any of the following actions with respect to the assigned item:

1. The Committee Chair shall develop with staff the schedule for hearing items, to be confirmed by a majority of the Committee.

The Committee may, by a vote of the majority of the members present, decide to postpone, continue or table an item on the agenda.

2. On any item appearing on a posted agenda, the Committee Chair shall allow for an informational presentation by city staff relating to the item.
3. Any member of the public who has submitted his or her name to speak on an agenda item prior to the commencement of the consideration of that item shall be allotted a minimum of two (2) minutes to speak prior to any vote or action by the committee. The Chair may reduce each speaker's allotted time to a minimum of one (1) minute if he or she finds and states any of the following conditions prior to the commencement of discussion on the item:
 - a. there are seven (7) or more speakers on the item being considered, or
 - b. there will not be sufficient time available during the meeting for the committee to consider all items on the agenda if all speakers are allowed the full 2-minute allotted time, or
 - c. the item is a continued item on which public comments had been taken previously or that the item will be continued to a future meeting during which public comments will be taken.
 - d. the item has been the subject of hearing and public comment during a previously-noticed meeting of the committee or of the City Council and during which a fair representation of viewpoints on the item was heard.

In case the allotted time for each speaker is less than two (2) minutes on an agenda item, a speaker may extend his or her speaking time if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. At the Chair's discretion, a speaker may be allotted more than five (5) minutes based on ceded time. The recipient speaker must submit a copy of the ceding speaker's speaker card, and the ceding speaker must be present at the time the recipient speaker speaks.

All speakers on the same item shall be allowed the same speaking time, unless pre-approved ceded time is used. However the Chair may allow different speaking times on different items.

4. With respect to an action item, and after discussion and consideration of the item, committee shall take one of the following actions:
 - a. Vote by majority to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval, request additional information to be presented for consideration when the full Council hears the item.

- b. Fail to approve any recommended action, in which case the item shall not be forwarded to the full City Council.
 - c. Propose by a majority vote one or more alternative recommendation(s) be forwarded to the full City Council for consideration and final action. The Committee may request additional information to be presented for consideration when the full Council hears the item.
 - d. Reject by a majority vote jurisdiction over the action item and refer the action item back to the Rules Committee with a recommendation for reassignment to another appropriate subject-matter committee.
 - e. Request, by majority vote, additional, specified information from staff or the originator of the proposed action item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Sunshine Ordinance.
5. With respect to an informational item, following discussion and consideration, committee shall take one of the following actions:
- a. Accept by majority vote the informational report without forwarding the report to the full City Council;
 - b. Accept by majority vote the informational report and forward the report onto the full City Council for consideration;
 - c. Request by motion and second more specified information from staff or the originator of the proposed informational item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Sunshine Ordinance.
6. Each Committee shall review the minutes of its previous meeting, make corrections to mistakes, if any, and approve by majority vote the minutes without public comment.

City Council Meetings

- 1. The regularly-scheduled meetings of the City Council shall take place each first, third and fifth Tuesdays, and shall begin at 3:00p.m, recess for closed session and reconvene at 7:00p.m. All non-consent items shall be heard and discussed no earlier than 7:00p.m.
- 2. The City Council may consider and act upon only those items assigned by Rules Committee directly to City Council, or approved and forwarded by a subject meter Committee, and

3. The agenda for each regularly-scheduled Council meeting shall include the following items and shall be considered in the following order, unless the President of the Council shall determine a special order at his or her discretion.
 - a. Public Forum;
 - b. Approval of the minutes of immediately preceding Council Meeting without public comment;
 - c. Motion for “Members’ Request for Scheduling or Reconsideration”, without public comment;
 - d. Request to pull item from consent items for Rules Committee consideration of scheduling as a non-consent item;
 - e. Action on “Special Order”, which shall include:
 - i. Ceremonial presentations,
 - ii. Approval of mayoral or council appointments,
 - iii. Tie-breaking for legislative actions, and
 - iv. Report from the Mayor.
 - f. Presentation of informational items;
 - g. Consent items;
 - h. Recess for Closed Session;

[Following shall be scheduled no earlier than 7:00p.m.]

 - i. Report and disclosure pursuant to the Sunshine Ordinance of closed session Action;
 - j. Consideration of items with statutory public-hearing requirements;
 - k. Non-consent items;
 - l. Public Hearings;
 - m. Open Forum.
4. For each action item and informational item, the agenda shall list the following:
 - a. A summary description of the item pursuant to the Brown Act and the Sunshine Ordinance;
 - b. A brief summary of the recommendation or alternatives recommended by the subject matter Committee; and
 - c. For each action item referred directly by the Rules Committee, a brief statement of the Rules Committee reason for referring item to Council directly without subject-matter committee consideration.
5. For each action item and informational item on the agenda, the agenda package shall include the following information:

- i. Staff or informational reports submitted to Committee,
 - ii. Description of the recommendation of the subject-matter Committee or of the alternatives proposed by the committee for City Council consideration,
 - iii. The voting record of the Committee members on the item,
 - iv. Any additional information requested to be included by the subject-matter Committee.
6. During “Approval of Minutes”, the City Council shall approve the minutes of the immediately-preceding Council meeting (but not of the Committee meetings), after corrections to any errors that may have occurred during recordation of the proceedings of the meeting. The City Council shall not discuss, consider, or debate the substance of any matter recorded in the minutes, unless such items are specifically included as an Action or Information Item on the posted agenda.
7. During “Members’ Request for Scheduling or Reconsideration”, any Council member may move to place on agenda any action item that has been considered in a subject matter committee, but not forwarded to the City Council. Upon a second to the motion and an affirmative vote of least a majority of the Council members then present, the item shall be placed on the agenda for the next-succeeding City Council meeting as a “non-consent” item. Any Council Member voting in favor of an action taken at the immediately-preceding Council meeting may move that item for reconsideration. If the motion is seconded and at least five Council members vote in favor of the motion, then item shall be placed on the agenda for the next-succeeding City Council meeting as a “non-consent” item.
8. On any action item, the City Council may, by the requisite number of votes:
 - a. Approve the Committee’s recommendation, select one of the Committee’s suggested alternatives or approve an alternative recommendation proposed at the full Council in compliance with the Brown Act and Sunshine Ordinance;
 - b. By a majority of the Council members present, continue the item to the next Council meeting;
 - c. By a majority of the Council members present, refer the item to any subject-matter Committee for reconsideration; or
 - d. With respect to an item that the Rules Committee referred directly to Council, the Council may take any action subject to the Brown Action and the Sunshine Ordinance.
9. Any member of the public who has submitted his or her name to speak on an agenda item prior to the commencement of the consideration of that item shall be allotted a minimum of two (2) minutes to speak prior to any vote or action by the Council. The President may reduce each speaker’s allotted time to one (1) minute if he or she finds and states any of the following conditions prior to the commencement of discussion on the item:
 - a. there are seven (7) or more speakers on the item being considered, or

- b. there will not be sufficient time available during the meeting for the committee to consider all items on the agenda if all speakers are allowed the full 2-minute allotted time, or
 - c. the item is a continued item on which public comments had been taken previously or that the item will be continued to a future meeting during which public comments will be taken.
 - d. the item has been the subject of hearing and public comment during a previously-noticed City Council meeting and during which a fair representation of viewpoints on the item was heard.
10. Public speakers submitting their names to speak under “open forum” shall be allotted one (1) minute each to speak. A speaker may speak only once under “public forum” during any one meeting. The President may limit the time allotted for public forum occurring before the last item of the agenda.
11. All speakers on any one item shall be allotted the same amount of speaking time on that item, unless given pre-approved ceded time. However, at the discretion of the President, a speaker submitting his or her name to speak on three or more items may be instructed to address all items concurrently and shall be allotted a total of not less than three (3) minutes.
12. In case the allotted time for each speaker is less than two (2) minutes on an agenda item, a speaker may extend his or her speaking time if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. At the President’s discretion, a speaker may be allotted more than five (5) minutes based on ceded time. The recipient speaker must submit the ceding speakers’ speaking cards, and the ceding speakers must be present at the time the recipient speaker speaks.

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**PROPOSED AMENDMENTS TO CITY COUNCIL RULES AND PROCEDURES
TO INCREASE PUBLIC INPUT AND
IMPROVE MANAGEMENT OF COUNCIL AGENDAS**

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Goals:

The following proposed changes to City Council procedures and rules seek to promote the following goals:

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Informational Item shall mean an item of the agenda consisting only of informational report requiring no Council action.

Regularly-Scheduled Meeting shall mean a meeting occurring on a recurring basis and at a regular, established time for which all required public notice requirements for a regular meeting have been met.

Subject Matter Committees shall mean the Community and Economic Development Committee, the Finance and Administration Committee, the Public Safety Committee,

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the Life Enrichment Committee, the Public Works Committee, the Rules Committee and such other subject matter committees as the Council may establish.

Other Committees shall mean the Port Liaison and Education Partnership Committees which include City Council members and members of the Port Board and School Board, respectively.

Proposed Procedural Rules

Council and Committee Meeting Times

With the exception of special meetings, all subject-matter Committees, except Rules Committee and council meetings on non-consent items shall take place in the afternoons and evenings to maximize citizen participation.

Regular City Council meetings will be held two to three times each month, on the first, third and, if applicable, fifth Tuesdays.

With exception of the Rules Committee, subject-matter Council Committees shall meet on the second and fourth Tuesdays of each month. Rules shall meet weekly on Thursdays.

Referral of Items by the Rules Committee

The Rules Committee shall have sole jurisdiction to assign all proposed agenda items to committees and/or full Council for consideration and action as follows:

1. One or more members of the City Council, a committee of the City Council, the Mayor, the City Manager and any member of the public may propose an agenda item for Council consideration to the Rules Committee for assignment and scheduling through procedures established by the Rules Committee.
2. Rules Committee shall have the following options to assign and schedule any and all proposed resolutions and ordinances of the City Council:
 - a. to a subject-matter committee, or
 - b.
 - c. to staff for review and report back to the requestor, or
 - d. directly to City Council pursuant to “3” below.
3. Rules Committee shall not refer any action item directly to the full City Council unless the Committee determines by a majority vote of those present that the item should proceed directly to the City Council for a specified reason.
4. Rules Committee shall assign and schedule any informational item for consideration and acceptance either by a committee or directly by the full Council.
5. The Rules Committee shall have sole authority in establishing specific agenda items to be placed on the agenda. Rules Committee shall establish the consent and non-consent agenda items of the City Council agenda.

Action by Subject Matter Committees

The assigned subject matter committee shall have initial jurisdiction over any item assigned to it by the Rules Committee and may take any of the following actions with respect to the assigned item:

1. The Committee Chair shall develop with staff the schedule for hearing items, to be confirmed by a majority of the Committee.

The Committee may, by a vote of the majority of the members present, decide to postpone, continue or table an item on the agenda.

2. On any item on an agenda, the Committee Chair shall allow for an informational presentation by city staff relating to the item.
3. Any member of the public who has submitted his or her name to speak on an agenda item prior to the commencement of the consideration of that item shall be allotted a minimum of two (2) minutes to speak prior to any vote or action by the committee. The Chair may reduce each speaker's allotted time to a minimum of one (1) minute if he or she finds and states any of the following conditions prior to the commencement of discussion on the item:

- a. there are seven (7) or more speakers on the item being considered, or
- b. there will not be sufficient time available during the meeting for the committee to consider all items on the agenda if all speakers are allowed the full 2-minute allotted time, or
- c. the item is a continued item on which public comments had been taken previously or that the item will be continued to a future meeting during which public comments will be taken.
- d. the item has been the subject of hearing and public comment during a previously-noticed meeting of the committee or of the City Council and during which a fair representation of viewpoints on the item was heard.

In case the allotted time for each speaker is less than two (2) minutes on an agenda item, a speaker may extend his or her speaking time if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. At the Chair's discretion, a speaker may be allotted more than five (5) minutes based on ceded time. The recipient speaker must submit a copy of the ceding speaker's speaker card, and the ceding speaker must be present at the time the recipient speaker speaks.

All speakers on the same item shall be allowed the same speaking time, unless pre-approved ceded time is used. (Exceptions to this rule may be made to comply with due process requirements or in circumstances where the Council is acting in a quasi-adjudicatory capacity,) However the Chair may allow different speaking times on different items.

4. With respect to an action item, and after discussion and consideration of the item, committee shall take one of the following actions:
 - a. Vote by majority of those present to approve the recommendation of staff or the originator of the proposed action item and forward the recommendation onto the full Council. The Committee may, as a condition of approval, request additional information to be presented for consideration when the full Council hears the item.
 - b. Fail to approve any recommended action, in which case the item shall not be forwarded to the full City Council.
 - c. Propose by a majority vote one or more alternative recommendation(s) be forwarded to the full City Council for consideration and final action. The Committee may request additional information to be presented for consideration when the full Council hears the item.
 - d. Reject by a majority vote jurisdiction over the action item and refer the action item back to the Rules Committee with a recommendation for reassignment to another appropriate subject-matter committee.
 - e. Request, by majority vote, additional, specified information from staff or the originator of the proposed action item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Sunshine Ordinance.
5. With respect to an informational item, following discussion and consideration, committee shall take one of the following actions:
 - a. Accept by majority vote the informational report without forwarding the report to the full City Council;
 - b. Accept by majority vote the informational report and forward the report onto the full City Council for consideration;
 - c. Request by motion and second more specified information from staff or the originator of the proposed informational item. The action item may be continued or rescheduled for further consideration at the soonest feasible date available, allowing time for appropriate notice pursuant to the Sunshine Ordinance.
6. Each Committee shall review the minutes of its previous meeting, make corrections to mistakes, if any, and approve by majority vote the minutes.

City Council Meetings

1. The regularly-scheduled meetings of the City Council shall take place each first, third and fifth Tuesdays, and shall begin at 3:00p.m, recess for closed session and reconvene at 7:00p.m. All non-consent items shall be heard and discussed no earlier than 7:00p.m.

2. The City Council may consider and act upon only those items assigned by Rules Committee directly to City Council, or approved and forwarded by a subject matter Committee, and

3. The agenda for each regularly-scheduled Council meeting shall include the following items and shall be considered in the following order, unless the President of the Council shall determine a special order at his or her discretion.
 - a. Public Forum;
 - b. Approval of the minutes of immediately preceding Council Meeting;
 - c. Motion for “Members’ Request for Scheduling or Reconsideration”;
 - d. Request to pull item from consent items for Rules Committee consideration of scheduling as a non-consent item;
 - e. Action on “Special Order”, which shall include:
 - i. Ceremonial presentations,
 - ii. Approval of mayoral or council appointments,
 - iii. Tie-breaking for legislative actions, and
 - iv. Report from the Mayor.
 - f. Presentation of informational items;
 - g. Consent items;
 - h. Recess for Closed Session;

[Following shall be scheduled no earlier than 7:00p.m.]

 - i. Report and disclosure pursuant to the Sunshine Ordinance of closed session Action;
 - j. Consideration of items with statutory public-hearing requirements;
 - k. Non-consent items;
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4. For each action item and informational item, the agenda shall list the following:
 - a. A summary description of the item pursuant to the Brown Act and the Sunshine Ordinance;
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 - iii. The voting record of the Committee members on the item,
 - iv. Any additional information requested to be included by the subject-matter Committee.
 6. During “Approval of Minutes”, the City Council shall approve the minutes of the immediately-preceding Council meeting (but not of the Committee meetings), after corrections to any errors that may have occurred during recordation of the proceedings of the meeting. The City Council shall not discuss, consider, or debate the substance of any matter recorded in the minutes, unless such items are specifically included as an Action or Information Item on the posted agenda.
 7. During “Members’ Request for Scheduling or Reconsideration,” any Council member may place on the agenda of the next City Council meeting any action item that has been considered in a subject matter Committee, but not forwarded by the Committee to the City Council. Any Council Member voting in favor of an action taken at the immediately-preceding Council meeting may move that item for reconsideration. If the motion is seconded and at least five Council members vote in favor of the motion, then item shall be placed on the agenda for the next-succeeding City Council meeting as a “non-consent” item.
 8. On any action item, the City Council may, by the requisite number of votes:
 - a. Approve the Committee’s recommendation, select one of the Committee’s suggested alternatives or approve an alternative recommendation proposed at the full Council in compliance with the Brown Act and Sunshine Ordinance;
 - b. By a majority of the Council members present, continue the item to the next Council meeting;
 - c. By a majority of the Council members present, refer the item to any subject-matter Committee for reconsideration; or
 - d. With respect to an item that the Rules Committee referred directly to Council, the Council may take any action subject to the Brown Action and the Sunshine Ordinance.
 9. Any member of the public who has submitted his or her name to speak on an agenda item prior to the commencement of the consideration of that item shall be allotted a minimum of two (2) minutes to speak prior to any vote or action by the Council. The President may reduce each speaker’s allotted time to one (1) minute

if he or she finds and states any of the following conditions prior to the commencement of discussion on the item:

- a. there are seven (7) or more speakers on the item being considered, or
 - b. there will not be sufficient time available during the meeting for the committee to consider all items on the agenda if all speakers are allowed the full 2-minute allotted time, or
 - c. the item is a continued item on which public comments had been taken previously or that the item will be continued to a future meeting during which public comments will be taken.
 - d. the item has been the subject of hearing and public comment during a previously-noticed City Council meeting and during which a fair representation of viewpoints on the item was heard.
10. Public speakers submitting their names to speak under "open forum" shall be allotted one (1) minute each to speak. A speaker may speak only once under "public forum" during any one meeting. .
11. All speakers on any one item shall be allotted the same amount of speaking time on that item, unless given pre-approved ceded time. However, at the discretion of the President, a speaker submitting his or her name to speak on three or more items may be instructed to address all items concurrently and shall be allotted a total of not less than three (3) minutes
12. In case the allotted time for each speaker is less than two (2) minutes on an agendized item, a speaker may extend his or her speaking time if other speakers who have submitted their names to speak agree to cede their time to the recipient speaker. The recipient speaker will receive one (1) minute speaking time from each ceding speaker, up to a maximum of five (5) minutes. At the President's discretion, a speaker may be allotted more than five (5) minutes based on ceded time. The recipient speaker must submit the ceding speakers' speaking cards, and the ceding speakers must be present at the time the recipient speaker speaks.

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