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December 11, 2003

President De La Fuente and Members
Rules & Legislation Committee
Oakland City Council

Subject: City Council's Rules of Procedure

President De La Fuente and Members of the Rules Committee:

Staff proposes the following changes to the City Council's meeting schedule and Rules of Procedure (Resolution # 77709) for your consideration.

Proposal for Revised Council Schedule

First & Third Tuesday

9 - 12 Comm. & Econ. Dev. Committee
1 - 4 Finance & Management Committee
4 - 6 Closed Session
6:00 Council – Consent Session
Council – Non-consent Session

Second & Fourth Tuesday

9 - 10:30 Public Works Committee
12 - 2 Life Enrichment Committee
2 – 3:30 Public Safety Committee
4 - 6 Workshop or Closed session, as needed
6:00 Council -- Consent Session
Council – Non-consent

Report out

Staff recommends that consent items from Committees report out to Council in one week, and non-consent items report out in two weeks.

To accommodate the two week report out, staff recommends that the Sunshine Ordinance be amended to allow 3-day notice for supplemental reports and legislation

requested by Committee or Council, as well as for information that was “not known to staff or considered relevant at the time of posting of the ten-day agenda.”

Recommended amendments to the Rules of Procedure Resolution

- Provide for a single Council meeting agenda that moves from consent to non-consent items without a break.
- Provide for modifications to the consent and non-consent agendas under the same agenda item – so that public and staff can leave if (1) an item is being cancelled or continued or (2) an item has not been pulled by a Councilmember or a public speaker for comment or discussion.
- Amend the deadline for submitting speaker cards for Council meetings to 9 p.m.
- Modify the rule regarding reconsideration of items to allow reconsideration in accordance with Roberts Rules of Order (at the same meeting) in addition to the current rule (which provides for a reconsideration motion at the next meeting and then consideration of the action item at the next meeting after the reconsideration motion is considered).
- Establish a rule for withdrawing and rescheduling an item at a Committee or Council meeting.
- Provide for Councilmembers to pull a consent item and move it to the non-consent agenda of the same meeting.
- No meetings of Committees or Council would be scheduled on the fifth Tuesday. These days would be available for special meetings or workshops, if needed.

Timetable for implementation

Upon receiving policy direction from the Council, the City Attorney will draft the required legislative amendments for consideration in January 2004. Staff can be prepared to convert to the new schedule at the first meeting in February 2004.

Respectfully submitted,


Deborah Edgerly
Interim City Manager