

# CITY OF OAKLAND



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May 5, 2020

Honorable City Council  
City of Oakland  
One Frank Ogawa Plaza, Second Floor  
Oakland, CA 94612

**Re: RESOLUTION AMENDING THE COUNCIL'S RULES OF PROCEDURE CURRENTLY SET FORTH IN RESOLUTION NO. 87044 C.M.S, DURING THE PERIOD OF THE LOCAL EMERGENCY DECLARED BY THE CITY ADMINISTRATOR ON MARCH 9, 2020 AND CONFIRMED BY CITY COUNCIL RESOLUTION NO. 88075 C.M.S. ON MARCH 12, 2020, TO ESTABLISH GUIDELINES FOR COUNCIL AND COUNCIL COMMITTEE MEETINGS DURING THE PERIOD THAT STATE OR LOCAL PUBLIC HEALTH OFFICIALS HAVE IMPOSED OR RECOMMENDED SOCIAL DISTANCING MEASURES**

Dear Councilmembers:

On May 5<sup>th</sup> we will ask the Council to temporarily amend the Council's Rules of Procedure Resolution No. 87044 C.M.S. to establish guidelines for conduct of Council meetings during the emergency resulting from the COVID-19 pandemic. These amendments will sunset once the public health officers' social distancing orders and recommendations are terminated and we can resume in-person meetings in City Hall. These amendments also will provide transparency and clarity for the public and City employees as well as Councilmembers regarding Council and Committee meeting procedures.

The amendments provide several guidelines for increased meeting efficiency, enablement of virtual public meetings, and adherence to social distancing guidance from Public Health officials while supporting the predictability, transparency, and open access to the legislative process. Included in the amendments are the following guidelines:

1. **Regular Council meetings** will be held at 1:30 p.m. on the first and third Tuesdays of each month via audio teleconference.
2. **Regular Council Committee meetings** will be scheduled only if and when needed and proceed via audio teleconference as follows:
  - **Mondays preceding the second Tuesday of the month** – Finance and Management at 1:30 p.m.;
  - **Second Tuesdays of the month** – Community and Economic Development at 1:30 p.m.;
  - **Fourth Tuesdays of the month** – Public Safety or Public Works at 1:30pm;
  - **Mondays preceding the Fourth Tuesday of the month** – Life Enrichment or Ed Partnership at 1:30pm;
  - **Rules and Legislation Committee meetings** – suspended during the emergency
3. **Scheduling of Agenda Items** -Regular Council meeting agendas will include a standing item to schedule agenda items for future Council and Committee meetings in lieu of Rules' Committee meetings. Councilmembers also will be able to schedule special Committee meetings and special Council meetings under this item. Rule 28 procedure will continue as is to add or remove items from agendas. Rule 28 requests must be submitted at least 1 week prior to the meeting for which the item is being scheduled.
4. **Informational Reports** – Administration will forward information memos to Councilmembers and publish online, instead of reporting out during a council or committee meeting. Information memos may be reported out to full council if a Councilmember actively requests it.
5. **Rule 28 Approvals** - A list of items approved to be added or deleted from the agendas will be provided to the City Clerk, City Attorney, Mayor, and each Councilmember upon finalization.
6. **Speakers** - The speaker procedures in Rule 12 will be suspended and the City Clerk will facilitate an electronic process for public speakers and provide the public with information on how to participate in meetings and appropriately address the Council, and the presiding officer may take all speaker comments on all items on the agenda at the beginning of the meeting before the agenda items are called.
7. **Noticing of Meetings and Filing Agenda-Related Materials** – During the emergency the City is required to notice meetings in compliance with the Brown Act (72-hour advance notice for regular meetings, 24-hour advance notice for special meetings, and Brown Act has no deadlines for agenda-related materials). However, these amendments express the Council's intent to strive to provide notice and file agenda-related materials to the extent reasonably feasible, to ensure longer lead times for publication of meeting materials. Council will use the 3-day deadline unless it is an emergency item.
8. **Support for Teleconferencing during Scheduled Meetings** – Teleconference meeting support will be provided as follows:

- a. Teleconferencing support of Closed and Open Session Council Meetings will be provided by City Clerk's Office
- b. Teleconferencing support of Council Committee, Board, and Commission Meetings will be provided by City Administration Team

Attached to this Memorandum is a Summary of the Temporary Changes to Council's Procedures for Noticing and Conducting City Council and Council Committee Meetings During the Local Emergency.

Very truly yours,



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LOREN TAYLOR  
Councilmember District 6