

RESOLUTION NO. 27-06

**A RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND ESTABLISHING
RULES, PROCEDURES AND PROTOCOLS FOR CITY COUNCIL MEETINGS**

BE IT RESOLVED that, pursuant to Section 5 of Article III of the Charter of the City of Richmond, the Council of the City of Richmond hereby establishes the following rules and procedures pertaining to meetings of said City Council:

1. Regular Meetings.
 - A. Regular meetings of the Council of the City of Richmond shall be held on the first and third Tuesdays of the month provided that, if any Tuesday falls on a legal holiday, the meeting shall be held on the following day at the same hour. Any future regular meeting may be canceled by the Mayor, at the Mayor's discretion, or with the concurrence of a majority of the members of the City Council during a regular meeting. Regular meetings of the City Council shall adjourn by 12:00 a.m. (midnight) unless the time of adjournment is extended by the consent of five (5) members of the City Council.
 - B. The Council may hold regular meetings on the fourth Tuesday of the month as needed. These meetings shall be reserved for study sessions, presentations, proclamations, commendations, and to hear items expected to take more than an hour. If possible, agenda items anticipated to be lengthy should appear as the first item on the agenda.
 - C. The evening session of regular City Council meetings shall begin at 7:00 p.m.
 - D. As a courtesy to the public, to the extent possible, the City Council agenda will include estimated times for agenda items to be heard for items that are of considerable public interest. If a time certain appears on the Council agenda, in no event will the agenda item be heard or discussed before its estimated time.
2. Special Meetings. Special meetings may be called at any time by the Mayor or five (5) members of the City Council in accordance with Government Code Section 54956. The call and notice of such special meeting shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such special meeting by the City Council.
3. City Council Meetings. Regular meetings held on the first and third Tuesdays of the month should be reserved for items requiring Council action.
4. Placement of Agenda Items on Regular and Special Meeting Agenda. The placement of any item on any regular or special meeting agenda shall be limited to the following: (1) the Mayor or any member of the City Council; (2) the City Manager; (3) the City Attorney; and (4) the City Clerk. To place an item on the agenda, a member of the City Council must submit the item to the City Clerk by no later than 5:00 p.m. on the Tuesday one week prior to the Tuesday regular meeting. The Council will endeavor to submit agenda items that require staff work earlier than the deadline stated above. At the Mayor's sole discretion, the Mayor may continue any item placed on a regular meeting agenda for a period of up to two weeks.
5. Committee Review of Certain Items. If it is determined either after or prior to Council consideration of an issue, that the issue requires an in-depth review, a detailed analysis, further debate, discussion or other consideration, this agenda item may be referred to a City Council standing committee or to the full City Council as a study session. Following the committee meeting or study session, the recommendations regarding the items may be placed on a regular or special meeting agenda for consideration by the City

Council or placed on a future committee meeting agenda for additional discussion. In order for the full City Council to be engaged in policy issues, an item may not be retained by the committee for more than two (2) months without concurrence of a majority of the City Council. Committees should eventually refer all items to the Council for consideration whether or not a Committee recommendation has been reached. Study sessions may result in a City Council motion that provides policy direction to staff.

6. Order of Business. The business of the City Council at its regular meetings on the first and third Tuesdays of the month shall be taken up for consideration and disposition in the order set forth below and as published by the City Clerk, except that with the concurrence of five (5) members of the City Council matters may be taken up out of order:
 - a. Roll call
 - b. Statement of conflict of interest
 - c. Agenda review
 - d. Presentation, proclamations and commendations (if required for timeliness)
 - e. Report from City Attorney for final decision made, and non-confidential discussions held, during Closed session
 - f. Open forum for public comments
 - g. Consent calendar (including approval of minutes)
 - h. Public hearings
 - i. Resolutions
 - j. Ordinances
 - k. Council as a whole
 - l. Reports of Officers: Standing Committee Reports, Reports from Mayor/Councilmembers/Staff, and Referrals to Staff
 - m. Adjournment

Any item not on the agenda shall not be considered unless the item can be considered by the City Council pursuant to Government Code Section 54954.2.

7. 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 and absent shall be entered in the minutes.
8. Reading of Minutes. Unless the reading of the minutes of the City Council meeting is requested by five (5) members of the City Council, such minutes may be approved without reading if the City Clerk has previously furnished each member of the City Council with a copy thereof.
9. Statement of Conflict of Interest. The Mayor and any member of the City Council shall disclose for the record any conflict of interest that he or she may have regarding any check or requisition or any other item appearing on the agenda. The failure on the part of the Mayor or any member of the City Council to disclose such conflict of interest under this agenda item shall not preclude that person from making such disclosure when the particular agenda item is considered by the City Council.
10. Presentations, Proclamations and Commendations. Presentations, proclamations and commendations shall be limited to four (4) items per meeting and a maximum of two (2) minutes for each item, unless otherwise permitted by the Mayor. Unless items are deemed to be time sensitive by the Mayor, presentations proclamations and commendations should be limited to the City Council meeting on the fourth Tuesday.
11. Consent Calendar. The Mayor, any member of the City Council, the City Manager, the City Attorney or the City Clerk may recommend that items appearing on the agenda be placed on the consent calendar for action by the City Council. All items placed on the consent calendar shall appear together on the agenda with the recommendation as to the action to be taken by the City Council with respect to such item. All items placed on the consent calendar that have been approved by a Standing Committee shall appear together on the agenda with the recommendation and the vote of the Standing Committee. Upon

the motion of any member of the City Council, all items placed upon the consent calendar may be acted upon together, and each shall be deemed to have received the action recommended, except that if any member of the City Council objects to the placement of any item on the consent calendar, or if any City staff or any member of the public wishes to address the City Council on any item on the consent calendar, the item shall be removed from the consent calendar and shall be heard and acted upon at its regular place on the agenda. A member of the audience requesting to remove an item from the Consent Calendar must complete and file a speaker's card with the City Clerk prior to the City Council's consideration of Agenda Review. An item removed from the Consent Calendar may be placed anywhere on the agenda following the City Council's agenda review.

12. Open Forum for Public Comments: Individuals who would like to address the City Council on matters not listed on the agenda may do so under Open Forum. All speakers must complete and file a pink speaker's card with the City Clerk prior to the commencement of Open Forum. The amount of time allotted to individual speakers shall be determined based on the number of persons requesting to speak during this item. The time allocation for each speaker will be as follows: 15 or fewer speakers, a maximum of 2 minutes; 16 to 24 speakers, a maximum of 1 and one-half minutes; and 25 or more speakers, a maximum of 1 minute.

13. Public Hearings.

a. The order of proceeding where there is a public hearing item before the City Council shall be as follows:

- (1) Staff report
- (2) Public speakers, alternating from a speaker in favor of the item to a speaker opposed to the item

(Questions from the City Council during the above presentations should be for the purpose of clarification only)

- (3) Close the public hearing
- (4) City Council questions and answers
- (5) City Council discussion and vote

b. Where the public hearing involves an appeal of an item to the City Council, the order of proceeding shall be as follows:

- (1) Staff report, with questions from the City Council for the purpose of clarification only
- (2) Appellant's statement (see Section 15 for applicable time limits)
- (3) Principal opponent's statement (see Section 15 for applicable time limits)
- (4) Public speakers, alternating from a speaker in favor of the appeal to a speaker opposed to the appeal, to a speaker taking no position (see Section 15 for applicable time limits)
- (5) Appellant's and Principal opponent's rebuttals (see Section 15 for applicable time limits)

(Questions from the City Council during the above presentations should be for the purpose of clarification only)

- (6) Close the public hearing
- (7) City Council questions and answers
- (8) City Council discussion and vote

14. Reports of Officers. Members of the City Council and City staff shall limit their reports

to matters concerning attendance at a meeting, conference, event or activity, reminder of upcoming events, meetings or other activities, or update on previously reported information. Service complaints or requests for services by the City Council shall not be reported but shall be directed to the City Manager prior to or following the City Council meeting for appropriate action.

15. Manner of Addressing the City Council - Time Limit.

a. Anyone who desires to address the City Council on items appearing on the agenda must complete and file a pink speaker's card with the City Clerk prior to the City Council's consideration of the item. Once the City Clerk has announced the item and discussion has commenced, no person shall be permitted to speak on the item other than those persons who have submitted their names to the City Clerk. Speakers will be called when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the City Council on items listed on the agenda.

Unless otherwise permitted by five (5) members of the City Council, once the discussion of the agenda item has commenced, no person shall be permitted to speak on the item other than those persons who have submitted their names to the City Clerk. When the person's name is called by the City Clerk, the person shall approach the microphone, state his/her name and city of residence in an audible tone of voice for the records. All remarks shall be addressed to the City Council as a body and not to any member thereof.

b. Unless otherwise waived by five (5) members of the City Council any person addressing the City Council on any item on the agenda shall be limited to a maximum of two (2) minutes.

c. For public hearings, the appellant and the principal opponent addressing the City Council shall be limited to a maximum of eight (8) minutes each and all other persons addressing the City Council shall be limited to a maximum of three (3) minutes. The Appellant and principal opponent shall each be allowed a two-minute rebuttal. The City Council by an affirmative vote of five (5) of its members may make appropriate adjustments in the amount of time given to make presentations during public hearings depending upon the unique circumstances of a given public hearing.

16. Annual Recess. After the adoption of the annual budget, the City Council may recess during which time no City Council meetings will be held. During the annual recess, the City Council may be convened for special City Council meetings.

17. City Council Representation on Boards, Agencies, Authorities and Commissions. Members of the City Council who represent the City as a member of any board, agency, authority or commission shall obtain the authorization of the City Council prior to casting any vote on behalf of the City on any matter which could have a substantial economic or policy impact on the City. If a member of the City Council is unable to obtain prior City Council authorization, the member shall report to the City Council at its next regularly scheduled meeting the action taken on behalf of the City. Members of the City Council shall provide the City Council with regular informational reports regarding the issues, activities and agenda of the board, agency, authority or commission upon which the member serves.

18. Parliamentary Rules. Rosenberg's Rules of Order, as published by the League of California Cities, shall be the parliamentary rules of order for City Council meetings.

BE IT FURTHER RESOLVED that Resolution Nos. 22-00, 48-04 and 82-04 are hereby rescinded.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond, California at a regular meeting held March 21 2006, by the following vote:

AYES: Councilmembers Bates, Griffin, Marquez, Rogers, Thurmond, Virmontes, and Mayor Anderson

NOES: Councilmember McLaughlin

ABSTENTIONS: None

ABSENT: Councilmember Butt

SANDRA L. THOMPSON
Acting Clerk of the City of Richmond

(SEAL)

Approved:

IRMA L. ANDERSON
Mayor

Approved as to form:

JOHN EASTMAN
City Attorney

State of California }
County of Contra Costa : ss.
City of Richmond }

I certify that the foregoing is a true copy of Resolution No. 27-06, finally passed and adopted by the Council of the City of Richmond at a regular meeting held on March 21, 2006, and published in accordance with law.