

CITY COUNCIL RULES OF PROCEDURE

Adopted - April 23, 2002

Amended - April 27, 2004

Amended - February 8, 2005

Amended – July 10, 2012

Amended – March 10, 2015

Amended – January 26, 2016

Amended – April 25, 2017

7. Creation of Committees, Boards and Commissions

7.1 Citizen Committees, Boards and Commissions: The Council may create committees, boards, sub-committees and commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify which are consistent with the City Code.

7.2 Membership and Selections: Membership and selection of members shall be as provided by the Council if not specified by the City Code. Any committee, board, or commission so created shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority vote of the Council. No committee so appointed shall have powers other than advisory to the Council or to the City Manager, except as otherwise specified by the City Code.

7.3 Removal of Members of Boards and Commissions: The Council may remove any member of any board or commission which it has created or as created by the City Code by a vote of at least a majority of the Council.

7.4 Sub-Committees - Operation of City Council Sub-Committees: The City Council shall utilize the Sub-Committee process to assist the work of staff and to conduct preliminary policy evaluation for purpose of recommendation to the full City Council. Such Sub-Committee shall have no authority to resolve and act on policy issues and shall not act as a committee of the whole Council. With the exception of urgency items and personnel issues, notice of a scheduled Sub-Committee meeting shall be posted not later than seven (7) days prior to the scheduled Sub-Committee meeting. Such notice shall include the date, time, location and item to be discussed. In addition, the Sub-Committee shall cause a summary report of the discussion held to be prepared and submitted to all Council Members and appropriate staff. A Council Sub-Committee is considered a standing committee subject to open meeting requirements, unless it meets the “ad hoc committee” exception under the Brown Act.

8. Citizens' Rights

8.1 Public Comment: Any person desiring to address the Council, Commission, Subcommittee or other duly established body shall first present a speaker's card to the Chair and shall be recognized by the Chair. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council. No questions shall be asked the Council Members, except through the presiding officer.

8.2 Time Limits on Speakers: Disruptive Conduct: The Mayor or presiding officer may establish reasonable limits on the amount of time allocated for public comment on particular issues and for each individual speaker. In addition, the Mayor may rule a speaker to be out of order if that speaker engages in disorderly conduct, which disrupts, disturbs or otherwise impedes the orderly conduct of City Council business by, among other things: a) uttering threatening or abusive language; b) by being unduly repetitious or making comments which are not relevant to the City Council's business, or c) speaking in excess of the time limits established by the Mayor or presiding officer, or repeatedly attempting to enter into discussion with staff, Council Members, or other members of the public.

8.3 Reading of Protests: Interested persons, or their authorized representatives, may address the Council for the reading of protests, petitions, or communications relating to any matter over which the Council has control when the item is under consideration by the Council, if a majority of the Council present agrees to let them be heard.

8.4 Mayor May Appoint a Committee or Refer Citizen's Complaints: The Mayor may appoint a committee of two members of the City Council to hear Citizens' complaints as the same are referred thereto by the Mayor or may refer Citizens' complaints to a Closed Session of the City Council, whenever the subject meets the criteria specified in the Brown Act.

8.5 Written Communications: Interested parties, or their authorized representatives, may address the Council by written communication in regard to any matter concerning the City's business or over which the Council has control at any time by direct mail, email, or by addressing the City Clerk, who will distribute copies to the Councilmembers.