



Agenda Report

Fullerton City Council

MEETING DATE: JANUARY 7, 2025

TO: CITY COUNCIL

SUBMITTED BY: LUCINDA WILLIAMS, CITY CLERK

PREPARED BY: LUCINDA WILLIAMS, CITY CLERK

SUBJECT: RULES OF PROCEDURE AND DECORUM FOR BOARD, COMMISSION AND COMMITTEE MEETINGS ANNUAL REVIEW

SUMMARY

City Council periodically reviews the Rules of Procedure and Decorum for Board, Commission and Committee Meetings and considers adjustments to the Rules of Procedure for future meetings.

PROPOSED MOTION

Adopt Resolution No. 2025-XXX.

RESOLUTION NO. 2025-XXX - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ESTABLISHING RULES OF PROCEDURE AND DECORUM FOR BOARD, COMMISSION AND COMMITTEE MEETINGS AND REPEALING RESOLUTION NO. 2024-001

ALTERNATIVE OPTIONS

- Approve the Proposed Motion
- Other options brought by City Council.

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

No recommendation.

POLICY PRIORITY STATEMENT

This item matches the following Budget Policy Priority Statement:

- Fiscal and Organizational Stability.

FISCAL IMPACT

No fiscal impact.

BACKGROUND AND DISCUSSION

City Council adopted Resolution No. 2024-001 setting the Rules of Procedure and Decorum for Board, Commission and Committee meetings on January 16, 2024. The Rules of Procedure and Decorum clarify procedural rules for board, commission and committee meeting conduct in the following areas:

- General Laws
- Parliamentary Procedure
- Decorum
- Signs
- Photography / Film / Audio Recording
- Regular and Special Meetings
- Open Meetings
- Quorum
- Agenda and Agenda Packet
- Supplemental Materials
- Addressing the Legislative Body
- Presentations and Audio-Visual Equipment
- Staff and Legislative Communications
- Consent Calendar
- Motions and Processing of Motions
- Voting
- Reconsideration
- Appeal
- Minutes
- Subcommittees and Work Groups
- Business Cards
- City Seal.

Staff prepared a draft resolution in redline format proposing the following amendments to reflect current practice and provide clarification:

Section 21: Added language regarding continued public hearing noticing.

Section 24B: Added language clarifying roll call vote order.

Staff requests City Council review the proposed Rules of Procedure and Decorum for Board, Commission and Committee Meetings. Should City Council have no other amendments to the draft resolution, staff recommends City Council adopt the draft resolution as presented. Should City Council have additional amendments, staff will draft a new resolution incorporating additional changes to the Rules of Procedure and Decorum as directed by City Council for consideration and adoption at a future City Council meeting.

Attachments:

- Attachment 1 – Draft Resolution No. 2024-XXX (Redline)
- Attachment 2 – City Council Resolution No. 2024-001