



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** JULY 19, 2022

**TO:** CITY COUNCIL

**SUBMITTED BY:** ERIC J. LEVITT, CITY MANAGER

**PREPARED BY:** LUCINDA WILLIAMS, CITY CLERK

**SUBJECT:** **BOARDS, COMMISSIONS AND COMMITTEES RULES OF PROCEDURE AND DECORUM ANNUAL REVIEW**

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### **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.

### **RECOMMENDATION**

Adopt Resolution No. 2022-XXX.

RESOLUTION NO. 2022-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. 2021-03

### **CITY MANAGER DISCUSSION**

The City Manager believes that the proposed rules of procedure will create clarity. The City Council could additionally request the City Manager's Office to work on a code of conduct for appointed bodies, if desired.

### **BUDGET POLICY PRIORITY STATEMENT**

This item matches the following Budget Policy Priority Statement:

- Fiscal and Organizational Stability.

### **FISCAL IMPACT**

No fiscal impact.

## DISCUSSION

City Council adopted Resolution No. 2021-03 setting the Rules of Procedure and Decorum for Board, Commission and Committee meetings on February 2, 2021. The Rules of Procedure and Decorum clarify procedural rules for the conduct of board, commission and committee meetings 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 has prepared a draft resolution in redline format proposing the following amendments to reflect current practice and provide clarification:

Section 10: Clarification that a quorum for all legislative bodies is 50% +1.

Section 11: Clarified the process to add items to the agenda.

Section 13: Clarified agenda packet posting protocols.

Section 14: Clarified process for public to provide communications to the legislative body.

Section 15: Added supplemental communications protocols.

Section 16: Updated Public Comment section to address commenting on Consent Calendar items.

Section 17: Clarified purpose and duration of legislative body member and staff communications and reports.

Section 18: Clarified who makes presentations to legislative bodies.

Section 19: Added that only staff and consultants may utilize audio-visual equipment.

Section 28: Added process to form new subcommittees, work groups and ad-hoc committees.

Section 29: Added section regarding business cards.

Section 230: Added section regarding use of the City Seal.

Staff requests that City Council review the proposed Rules of Procedure and Decorum. 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 – City Council Resolution No. 2021-03
- Attachment 2 – Draft Resolution No. 2022-XXX
- Attachment 3 – Draft Resolution No. 2022-XXX (Redline)