



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** FEBRUARY 2, 2021

**TO:** CITY COUNCIL

**SUBMITTED BY:** KENNETH A. DOMER, CITY MANAGER

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

**SUBJECT:** RULES OF PROCEDURE AND DECORUM FOR BOARDS,  
COMMISSIONS AND COMMITTEES 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. 2021-XX.

RESOLUTION NO. 2021-XX – 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. 2017-41

### **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. 2017-41 setting the Rules of Procedure and Decorum for Board, Commission and Committee meetings on June 6, 2017. The Rules

of Procedure and Decorum clarify procedural rules for the conduct of board, commission and committee meetings in the following areas:

- General Laws
- Decorum
- Signs
- Photography / Film / Audio Recording
- Regular Meetings
- Open Meetings
- Quorum
- Emergency Agenda Matters
- Invocation
- Presentations
- Addressing City Council
- Consent Calendar
- Motions
- Processing of Motions
- Voting
- Reconsideration
- Appeal
- Ordinances
- Resolutions
- Minutes.

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

Section 6: Added language regarding calling a special meeting in accordance with the California Brown Act.

Section 9: Added language regarding placing items on the agenda.

Section 11: Replaced and re-ordered Section 6. Due to IT and other security protocols, the public may not use Council Chamber audio visual equipment during the meeting. The public may submit materials for distribution to City Council, City Attorney and City Clerk before or at the beginning of the meeting.

Section 13: Added language regarding continuing a public hearing at the request of Staff or the City Attorney to a date certain.

Section 15C: Added language to clarify processing of substitute motions.

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. 2017-41
- Attachment 2 – Draft Resolution No. 2021-XX
- Attachment 3 – Draft Resolution No. 2021-XX (Redline)