

## **CITY COUNCIL MEETING GUIDELINES**

### **1. AUTHORITY**

As provided by Government Code Section 36813, the City Council hereby establishes these procedural and operational guidelines for City Council meetings.

### **2. GENERAL**

#### **2.1 Quorum**

Three members of the Council shall constitute a quorum necessary to transact business. In the event a quorum is not in attendance, the City Clerk, recording secretary or other authorized person may adjourn the meeting to a later set time.

#### **2.2 Public Record of Meetings**

Action Minutes of all public proceedings of the City Council shall be recorded by the City Clerk or his/her designee and entered into the official minute books of the Council. The Action Minutes will be prepared as reasonably possible and should be presented within 60 days of the meeting. The audio and / or visual recording of the meeting will be retained according to the City's record retention policy.

#### **2.3 Right of Floor**

Any Councilmember desiring to speak should first request recognition by the Mayor.

#### **2.4 Rules of Order**

The City Council will be generally guided by "Rosenberg's Rules of Order" if necessary. No ordinance, resolution, proceedings or other action of the City Council will be invalid, or the legality thereof affected, by the failure or omission to observe or follow these Rules. In the event of a conflict between the City's Municipal Code or these Guidelines, the provisions of the City's Municipal Code shall govern.

#### **2.5 City Manager**

The City Manager may make recommendations, and as permitted by the City Council, take part in all discussions of the Council, but shall have no vote.

#### **2.6 City Attorney**

The City Attorney shall give opinions, either written or oral, on questions of law and shall act as the Council's parliamentarian.

#### **2.7 City Clerk**

The City Clerk or designee shall publically notice the meeting and hearings, as necessary, and record, prepare and maintain the official record of the City Council in accordance with applicable law.

### **3. TYPES OF MEETINGS**

#### **3.1 Public Meetings**

All meetings (except closed sessions as provided by State law) of the Council shall be open to the public.

#### **3.2 Regular and Adjourned Meetings**

Regular and Adjourned meetings are the business meeting of the Council where actions are taken. The Mayor, or the Mayor Pro Tem in the Mayor's absence, presides over the meeting. The City Council will endeavor to conduct its Regular business meetings within 3.5 hours and adjourn by 11:00 p.m. The scheduling of items on the agenda for each meeting, established in consultation between the Mayor and City Manager, will strive to meet this guideline. Items on the Consent portion of each agenda are deemed to be routine or non-controversial matters. As such, all matters on the Consent portion of the agenda shall be acted on with one motion unless a member of the City Council removes an individual item for separate discussion and consideration. Members of the public may comment on Consent items before action is taken. It is the discretion of the Mayor, mindful of encouraging public input, to establish the time allocated for public comment for items on or not on the agenda. Generally, three (3) minutes will be the time period provided for each speaker although the allocation of time may be reduced.

If the meeting ends before all of the items listed on the agenda are completed, any unfinished business may be continued to a future Council meeting.

#### **3.3 Special Meetings**

Special Meetings may be called by the Mayor or by a majority of the Council members. The notice for a Special Meeting will specify the subject(s) to be considered and posted as required by the Brown Act. Only the matters specified in the notice may be discussed at Special Meetings. Special Meetings may be held to conduct a "workshop" or "study session" or for a joint meeting of the Council with its Commission or Committees and organizations such as the Palos Verdes Homes Association or staff for discussion and providing direction on matters of policy and budget.

#### **3.4 Workshops / Study Sessions**

The primary purpose of a workshop and study session is to provide an opportunity for the Council members to engage in discussion on matters without taking action. For each workshop and study session, the City Council has the discretion to structure the meeting in a manner that best serves the goal and intent of the meeting, facilitates interactive discussion, engages the public, and receives public input. Action Minutes are prepared. The meetings are not recorded. Workshops and study sessions are generally scheduled on the fourth (4<sup>th</sup>) Tuesday of the month at 6:00 p.m. All Workshops are open to the public.