



City Clerk's Office

AGENDA REPORT

DATE:	January 18, 2022
TO:	Mayor Butt and Members of the City Council
FROM: <i>(List all relevant/responsive staff persons)</i>	Pamela Christian, City Clerk
Subject: <i>(This will appear on the agenda)</i>	Amendments, Updates, and Corrections to the Council Rules and Procedures
FINANCIAL IMPACT:	There is no financial impact with this item
PREVIOUS COUNCIL ACTION: <i>(List all dates items were heard or council action took place)</i>	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The City Council Rules and Procedures require Council final approval of the updates.
RECOMMENDED ACTION: <i>(This will appear on the agenda)</i>	APPROVE amendments to the Council Rules and Procedures – City Clerk's Office (Pamela Christian 510-620-6513).

DISCUSSION:

CHANGES APPROVED BY THE COUNCIL:

Section II. Meetings

On July 27, 2021, the City Council Adopted **Resolution No.104-21** amending the City of Richmond City Council Rules of Procedure and Order (initially adopted by Resolution No. 27-06 and amended in subsequent years) to modify the **Section II A.(1) Regular Meetings** of that policy.

Regular Meetings

Regular meetings of the Council of the City of Richmond shall be held on the first and third Tuesdays of the month provided that, if any Tuesday falls on a legal holiday, the meeting shall be held on the following Tuesday at the same hour. ***Any future regular or special meeting may be canceled by a vote of a majority of the members of the City Council during a regular or special meeting.***

On November 23, 2021, the City Council Adopted **Resolution No. 140-21** amending the City of Richmond City Council Rules of Procedure and Order (initially adopted by Resolution No. 27-06 and amended in subsequent years) to modify the **Section II C. Closed Sessions** of that policy.

Closed Sessions

A closed session may be held at any regular or special meetings for any purpose authorized by the Brown Act. Council actions shall be governed by the Brown Act. Public comment shall be received in open session prior to a closed session. ***To ensure strict compliance with the Brown Act, the City Attorney, or the City Attorney's designee, shall be the individual who reports out in public session any reportable action taken during closed session, and any other information from closed session authorized to be disclosed by a majority vote of the City Council.***

SUGGESTED CHANGES INCLUDE:

Section II. Meetings

City Council Recess Periods

The City Council recess period shall ***begin the first Tuesday in August***, and reconvene the first Tuesday following the week of Labor Day.

Section III. Conducting Meetings

Add - Manner of Addressing the City Council – Virtual or by phone

- To comment by video conference, click on the Participants button at the bottom of your screen and select the “Raise Your Hand” button to request to speak when Public Comment is being asked for. Speakers will be called upon in the order they select the “Raise Your Hand” feature. When called upon, press the unmute button. After the allotted time, you will then be re-muted.
- To comment by phone, you will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is asked for. When called upon, you will be asked to unmuted by pressing *6. After the allotted time, you will then be re-muted.

Modify - Removal of Item From Consent

Procedures for Removing Items from the Consent Calendar:

- *Members of the public who request to remove an item from the consent calendar must first discuss the item with a staff member by phone or a back-and-forth email discussion, and state the name of the staff member when requesting removal of the item from the consent calendar.*
- *Any member of the City Council who would like to remove an item from the consent calendar must notify the appropriate staff person and the City Clerk’s Office prior to the meeting. Although members of the City Council are encouraged to ask questions and share concerns with staff ahead of the meeting, they are not required to do so.*
- *The Clerk’s Office must be informed of any requests to remove items from the Consent Calendar.*
- *Items removed from the Consent Calendar shall be placed at the end of the agenda for consideration.*

ALL OTHER CHANGES:

Other changes include language and grammatical corrections throughout the document, and modifications to **Section IV. Order of Business, Scheduling of Items** to correspond with the new agenda format.

DOCUMENTS ATTACHED:

Attachment 1 – Council Rules and Procedures – red-lined
Attachment 2 – Council Rules and Procedures – clean version