



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: January 17, 2017

TO: Carolyn Lehr, City Manager

FROM: Sheri Hartz, City Clerk

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Amending The City Council Rules Of Procedure

RECOMMENDATION

Staff recommends that the City Council approve the resolution to amend the City Council Rules of Procedure to update and possibly revise the document.

BACKGROUND

As provided by Government Code Section 36813, the City Council has established City Council Rules of Procedure (“Rules”) for the conduct of its meetings. From time to time as needed, the Council amends the Rules in order to reflect updates to procedures or to add requested revisions as directed by the City Council. Upon recent review of the Rules of Procedure, staff realized that certain aspects of the Rules were out of date and needed to be amended. Performing a revision at this time also provides an opportunity for the newly seated Council to propose any changes it would like to see discussed. Attached to this report is a copy of the proposed amended City Council Rules of Procedure with changes and deletions shown in “track changes” so that the City Council can differentiate between the current and proposed versions of the Rules of Procedure.

Some of the changes being proposed include:

- Updates to 4.1 Order of Business, to reflect recent agenda title additions
- Corrections to 4.2 Agenda Preparation, to accurately reflect current process
- Revised 4.3 Action Recap, to show proper terminology
- Added new 4.4 Approval of Final Agenda, 4.5 Ex Parte Communication, and 4.9 Future Agenda Item Requests.
- Revised 10.1 Roll Call Votes, to reflect new practice that complies with SB 751
- Correction of non-substantive clerical errors

In addition to these changes, we have received a request from Mayor Donahue that there be a Council discussion of whether to adopt an alternative to reciting the Pledge of Allegiance at the start of City Council meetings. Some potential ideas are attached to this staff report to help begin the conversation.

FISCAL IMPACT

None.

PREPARED BY: Sheri Hartz, City Clerk

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Carolyn Lehr, City Manager

ATTACHMENTS

1. Draft Resolution
2. Current Version of Rules of Procedure, adopted March 17, 2015
3. Draft Version of Rules of Procedure, shown in redline/strikeout to highlight proposed changes
4. Research on Alternatives to Pledge of Allegiance