



# City of Emeryville

CALIFORNIA

## MEMORANDUM

**DATE:** June 6, 2023  
**TO:** Paul Buddenhagen, City Manager  
**FROM:** April Richardson, City Clerk  
**SUBJECT:** **Resolution Of The City Council Of The City Of Emeryville Amending The Local Boards, Commissions, And Committees Rules Of Procedure For Teleconferencing And Public Comment During Hybrid Meetings**

### RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled Resolution amending the Local Boards, Commissions, and Committees Rules of Procedure.

### BACKGROUND

At the March 7, 2023, City Council meeting, the Council reviewed the new teleconferencing rules under AB 2449 and directed staff to incorporate procedures for use in the City Council's Rules of Procedure and the Local Boards, Commissions, and Committees Rules of Procedure (ROP).

Most Advisory Bodies began meeting in a hybrid (in-person/Zoom) format in April and May of 2023. The ROP only addressed in-person public comment procedures, so sections on public comment were revised to include procedures for virtual participants.

### DISCUSSION

Section 3.13 of the Local Boards, Commissions and Committees Rules of Procedure now includes Brown Act teleconferencing guidelines authorized under AB 2449. The added sections include procedures for members and staff to allow virtual participation by Members.

All the sections relating to Public Comment and Public Testimony have been updated to include procedures when using Zoom. The availability of an online speaker card submission was also added.

Staff made other minor changes to the ROP for consistency.

### FISCAL IMPACT

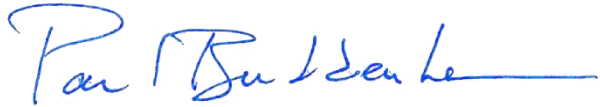
There is no fiscal impact.

### STAFF COMMUNICATION WITH THE PUBLIC

Staff has not had any communication with the public regarding this matter.

**PREPARED BY:** April Richardson, City Clerk

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

A handwritten signature in blue ink, reading "Paul Buddenhagen", written over a horizontal line.

Paul Buddenhagen, City Manager

**ATTACHMENTS**

- Draft Resolution
  - Exhibit A – Draft Local Boards, Commissions, and Committee Rules of Procedure