



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: December 1, 2020

TO: Christine Daniel, 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 Council consider proposed revisions to the City Council Rules of Procedure and either approve the draft resolution to amend the Rules or provide direction to staff to take alternate action.

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. The Rules were last amended in 2017.

It should be noted that staff recommends that the Rules be further updated to include a process for the orderly conduct of appeals to the City Council. Staff anticipates bringing back another amendment to the Rules addressing this topic in early 2021.

DISCUSSION

Attached as Exhibit A to the resolution for this item is a copy of the proposed amended City Council Rules of Procedure with additions and deletions shown in "track changes" to make it apparent to the Council what changes are being proposed.

The changes included on the attached redline version of the Rules are mostly small edits to correct syntax, improve clarity, and to remove obsolete practices and add others that are not reflected. The draft also proposes:

- Changing references to "he or she" to "their" throughout
- Fixing 4.1 Agenda Order of Business to align with actual agenda title numbering
- Modifying 4.2 Agenda Preparation to reflect actual current process
- Editing 5.3 Written Communication to include the handling of late-arriving written correspondence
- Removing requirement in 8.3 City Council Participation for each Council Member to serve as a Council Liaison on only one committee/commission, now that seven bodies have requested a Liaison.

FISCAL IMPACT

None at this time.

STAFF COMMUNICATION WITH THE PUBLIC

None

PREPARED BY: Sheri Hartz, City Clerk

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



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
 - a. Exhibit A: Draft Council Rules of Procedure in redline/strikeout format