

**CITY OF REDONDO BEACH**

# **City Council Rules of Conduct and Decorum**



**REDONDO  
BEACH**

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## 1 CITY COUNCIL POLICY ON THE CONDUCT OF PUBLIC MEETINGS

Pursuant to the Redondo Beach City Charter, and as the governing body of the City, it is the City Council's role to establish rules for the conduct of its proceedings and to create such boards and commissions as in the City Council's judgment may be required to promote the interests of the City of Redondo Beach.<sup>1</sup> The City Council may grant to such boards and commissions powers and duties as are consistent with the City Charter and law.<sup>2</sup>

It is the policy of the Redondo Beach City Council ("City Council") to:

- 1) Provide an opportunity for public input on all matters of City business; and
- 2) Conduct meetings in an efficient, business-like manner.

To achieve this goal, the City Council ~~adopts~~ the following rules, guidelines, and procedures governing the conduct of its meetings, and those of the City's commissions, committees, and boards ("Rules"), pursuant to the authority prescribed in the City Charter. ~~It is the policy of the City Council that the following rules, guidelines, and procedures comply with the City Charter, and to ensure compliance with~~ Redondo Beach Municipal Code, California law, and Federal law.

The Rules hereby repeal all prior rules, guidelines, procedures, and bylaws governing the conduct of the meetings of the City Council and all City commissions, committees, and boards, unless otherwise, and only to the extent, provided for by the Redondo Beach Municipal Code.

To the extent any of these Rules are or become inconsistent with California or Federal law, said law shall take precedence. All references to specific laws cited in these Rules shall refer to and mean the law as it now exists or may hereafter be amended.

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<sup>1</sup> City Charter, §9.8, Meetings, rules of conduct, §15, Creation of Boards and Commissions.

<sup>2</sup> Id.

## 2 MEETING PARTICIPATION VIA TELECONFERENCE UNDER PROVISIONS OF THE BROWN ACT AND CITY CHARTER

The City Council has adopted the use of teleconferencing for the benefit of the public and the City Council in connection with any meeting or proceeding authorized by law.

The teleconferenced meeting or proceeding shall comply with all applicable requirements of the City Charter, the Brown Act,<sup>3</sup> and other applicable laws.

The City Charter provides that "[t]hree (3) members of the City Council shall constitute a quorum to do business."<sup>4</sup> Pursuant to these teleconferencing rules, at least a quorum of the City Council (*i.e.*, three (3) members) must participate in any City meeting or proceeding from locations within the boundaries of the City of Redondo Beach. These Rules further require that at least three (3) members participate in the City Council Chamber.~~requires that a quorum of the members of the City Council must be present in the Council Chambers of City Hall in order to call a meeting to order.~~ Thus, only two members of the City Council and the Mayor may participate in meetings at remote location(s) under normal or regular (non-emergency) circumstances. Public access and participation must also be accommodated by the Council Member or Mayor at the remote location.

- A. First-come, first-served basis - the first two Council members to notify the City Clerk shall be given priority and may participate in City Council meetings virtually/remotely, either by cell phone and/or Zoom teleconference with City Council approval.
  - a. Priority shall be given to requests for virtual/remote participation for medical reasons.
  - b. The number of virtual/remote attendances per attendee shall be limited to ~~nine~~ seven (97) meetings per year per Council Member and Mayor, subject to ~~City Council approval for additional virtual/remote attendance requests~~ any further limitations under the Brown Act or law.

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<sup>3</sup> The "Brown Act" shall mean and refer to the Ralph M. Brown Act, California Government Code sections 54950, *et seq.*, or as otherwise amended and codified under California law.

<sup>4</sup> RB City Charter, § 9.6, Quorum.

- B. Notification shall be delivered to the City Clerk (cityclerk@redondo.org) and Mayor via email by each Wednesday at 5:00 p.m. preceding each published Tuesday City Council meeting agenda, and shall include the following information.
- a. Name and address of remote location or hotel (by law, this information will be included on the posted Agenda); and
  - b. Cell phone number of Council or Mayor participant.
- C. Posting of Agenda: The Council Member or Mayor shall, no later than the start of the meeting, or as otherwise required by law, cause the City Council Agenda to be posted at the door of the room, conference room, or front door of residence where the Council Member or Mayor will virtually/remotely participate in the meeting.
- a. Proof of Posting: The Council Member and/or Mayor shall announce at the City Council meeting that, prior to the start of the meeting (or as otherwise required by law), the agenda was posted at the remote location ~~accordingly to law (either 72 hours in advance of the Regular Meeting or 24 hours in advance of a called Special Meeting) for the record.~~
- D. Costs: If arranged by the Council Member and/or Mayor, the cost for the use of a hotel conference room ~~shall~~ be paid from Mayor and Council travel budget. (Hotel staff/concierge may post Council Agenda at publicly accessible location.)
- E. Computer on Loan – Upon the request of the Council Member or Mayor, the City IT Department may loan a laptop computer for their use at remote locations.

These Rules only apply to City Council meetings, and prohibit teleconferencing by members, and meetings, of City Commissions, Committees, and Boards.

### 3 RULES, GUIDELINES, AND PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS OF THE COUNCIL, BOARDS, AND COMMISSIONS

This section defines the ~~rules, guidelines and procedures~~ Rules for conducting public meetings of the City Council, ~~boards and commissions, committees, and boards.~~ It is important to note that a These Rules are drafted primarily for City Council

meetings, and thus, not all the sections may be applicable to all the boards and commissions, committees, and boards (some of which since it was drafted with the City Council meetings in mind. However, the remainder of the sections are applicable. For example, several boards and commissions have no hearing responsibilities and therefore, sections regarding hearings are inapplicable to those boards and commissions).

In general, the term "Chair" is used to refer to and means the mayor, Chair or Chairperson of a commission, committee, or board or commission, and the Vice Chair in the Chair's absence.

The term "Mayor" refers to and means the Mayor, and the Mayor Pro Tem in the Mayor's absence mayor pro tem or vice chair when the mayor or Chair is absent.

The term "Member" refers to and is used to mean the mayor and members of the City Council, and voting members of commissions, committees, and boards for the Chair and commissioners or members of boards.

A Chair and Vice-Chair of a commission, since he/she is a voting member of the a commission, committee, or board, and can make and second motions and second motions.

The Mayor, since he/she is not a

The Mayor, including when acting as the chair or chairperson of a Body, voting member of the City Council, may not make or second motions, or make referrals to or otherwise direct the City Manager or staff, but cannot second them. The Mayor may request that a Member of the City Council do one or more these actions on the Mayor's behalf.

When a Member of the City Council, when acting as Mayor Pro Tem, retains all rights and powers as a Member of the City Council. A Mayor Pro Tem has only one vote on any matter brought before the City Council, and does not have a second vote on a matter, even if otherwise necessary to decide a tie. he mayor pro tem is acting as the Chair of the City Council, he/she may make motions and second them.



### 3.1 Order of the agenda

The Mayor and Chair should ensure the ir respective meetings follows the published agenda (See Model Agenda in Appendix A, note that the model agenda is aligned with a City Council meeting and will be updated and~~would be~~ tailored to each ~~commission~~other Body) OR the order of the agenda as modified formally in the meeting.

### 3.2 The following rules of conduct apply to the following agendized items:

- Excluded Consent Calendar Items
- Items Continued from Previous Agendas
- Items for Discussion Prior to Action
- Mayor and Council Items

1. The Mayor and Chair should clearly announce the agenda item letter/number and should clearly state the subject.
2. The Mayor and Chair should invite the ~~appropriate persons designated by the City Manager~~people and/or City staff to report and provide any recommendations on the item,~~including any recommendation they might have.~~
3. The Mayor and Chair ~~shall allow~~would ask members of the respective commission, committee, board, or City Council (i.e., the "governing bBody") to ask questions of City staff and those whom presented on the item~~if they have any technical questions for clarification. At this point, members of the governing body may ask clarifying questions to the people who reported on the item, and they should be given time to respond.~~
4. The Mayor and Chair ~~may~~shall open up the floor for discussion by the ~~governing bBody~~. Members of the ~~governing bBody~~ shall await the Mayor or Chair giving them the floor before they speak.
5. The Chair shall invite public comment on the item. ~~At their sole discretion, the Mayor and Chair may determine when to open the public comment—either before or after a motion is made on the agenda item. The members of the City Council reserve the right to make and have decided a motion to determine the timing of public comment.—, but in~~ all cases, public comment shall be heard prior to the vote of the members of the ~~governing bBody~~. The Mayor and Chair shall ensure time limits are strictly adhered to

- by speakers. ~~Or the Chair may wait until after motion(s) are made to open the floor to public comment.~~ At the end of public comments, the Chair should close public comment period.
6. The Chair ~~should may then~~ invite or suggest a motion to the members of the ~~bB~~ody. (see ~~motions~~ Motions in section XX below).
  7. At the discretion of the Mayor and Chair, ~~the Chair may invite~~ the governing ~~bB~~ody may be invited to debate/discuss the motion(s) on the floor. The members of the City Council reserve the right to make and have decided a motion to determine when to debate/discuss the motion(s) on the floor.
  8. If public comment has not already occurred, the Mayor and Chair shall open the floor to public comments. The Mayor and Chair ~~should shall~~ ensure strict adherence to time limits. At the end of public comments, the Mayor and Chair should close public comment period.
  9. At the discretion of the Mayor and Chair, ~~the Chair may invite~~ the governing ~~bB~~ody may be invited to discuss the motion(s) in light of public comments. The members of the City Council reserve the right to make and have decided a motion to determine when to debate/discuss the motion(s) on the floor.
  10. The Mayor and Chair should then call the vote. At the ~~Chair's~~ discretion of the Mayor and Chair, the vote may be a call for "ayes" and -"nays", or ~~the Chair may do~~ a roll call vote of each member of the ~~bB~~ody. The Mayor and Chair should announce the result to the public.
  11. If an approved item is a resolution or ordinance, the Mayor and Chair should call on the Clerk, or Clerk's designee, to read the resolution/ordinance by title only.

### City Council Rights to Speak to and Address Items:

Each and every member of the City Council shall have right and opportunity to, at a minimum, speak on, and address, each and every agenda item, including public comment on non-agenda items, at some point during the time that each item is called before the City Council, and in the event of a motion on that item, prior to any motion being voted upon.

**The Amount of Time Allocated for Public Comment** – With the exception of specific time limits on appeals, which are detailed elsewhere in section XX below, each member of the public ~~shall may~~ speak only once on each agendized item for

a maximum of three (3) minutes. The comments must pertain to the agenda item. ~~In rare circumstances, the body may move to, and with a majority vote, extend an individual speaker's time provided the body states an objective reason for the extension that would be applied to all speakers on the matter. The Mayor, Chair, and Members of the bB~~Body shall should refrain from not interrupting a speaker's public comment. ~~, but may, with t~~With respect to public comment on agenda, and non-agenda, items, after the speaker has concluded their comment, Mayor and the Chair may themselves, and may permit members to, ask the speaker questions for clarification or otherwise engage the speaker in discussion on the agenda item's approval ask limited clarifying questions after the speaker has finished their comment. The members of the City Council reserve the right to make and have decided a motion to allow members to ask the speaker questions for clarification or otherwise engage the speaker in discussion on the item. All such responses to, and discussions with, members of the public shall be in accordance with the Brown Act and other applicable law.

For reference, with respect to public comment on non-agenda items, Government Code section 54954.2(a)(3) of the Brown Act currently provides:

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff [1] may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their [2] own initiative or in response to questions posed by the public, a member of a legislative body or its staff [a] may ask a question for clarification, make a [b] brief announcement, or make a [c] brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, [d] may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

The ~~bB~~Body may also move to, and with a majority vote, limit the total time allocated to public input on an agenda item, provided the motion includes the objective rationale for limiting the time period for public comment, is made prior to the

beginning of public input on the agenda item, and is in accordance with all applicable law.

~~Under no circumstances can the~~ The public comment period on non-agenda items shall end at the earlier of be less than thirty (30) minutes, or when no speakers remain. During the public comment period, the Mayor and Chair shall recognize speakers who have submitted written speaking cards first, followed by members of the public attending in person, followed by members of the public attending electronically, when electronic participation is allowed.

Other rules on public participation are addressed separately in this document in section XXX below.

**Multiple ~~m~~Motions/~~v~~Votes** -There may be more than one motion/vote on an agenda item when there is more than one decision or direction to be made. For example, the ~~b~~B~~o~~dy may approve a motion to incorporate a list of comments to a proposed ordinance, and in a separate motion, Members of the City Council, commission, committee, or –board may direct staff to draft an emergency moratorium related to an ordinance while the ordinance is being amended by staff.

### 3.2.1 The rules of conduct for agenda items excluded in Section 3.2:

- 1. Opening the meeting; roll call; salute to the flag and invocation; and presentations; proclamations, announcements, and AB 1234 announcements** are ~~simply~~ called up and executed at the direction of the Mayor and Chair. There are no motions, debate, or public comments.
- 2. Approval of the order of the agenda** – The Mayor and Chair will poll each member of the body for any changes to the order of the agenda. The Chair may also request a change a change to the order of the agenda. The Mayor and Chair will then call for a motion to change the order and a vote on the motion. There is no public comment on this item.
- 3. Blue folder items** – The Mayor and Chair will ask the City Clerk, or City Clerk's designee, to list the ~~b~~B~~l~~ue ~~f~~F~~o~~lder items. The Mayor and Chair will then call for a motion to "receive and file" all ~~b~~B~~l~~ue ~~f~~F~~o~~lder items for the public record. The Mayor and Chair will then call for a vote of the body. There is no public comment to this item.
- 4. Consent Calendar** – The Mayor and Chair will poll each member of the body on any items they want to "pull" (exclude) from the consent calendar. The Chair

may pull any item as well. If a member of the body must recuse themselves or abstain, the ~~Council Member~~ must pull the item for a separate vote. The Mayor and Chair will then ask for a motion to approve all items on consent calendar. Once the motion is made and seconded, the Mayor and Chair will open the floor for public comment on any of the non-excluded items. When public comment is complete, the Mayor and Chair will call the vote. After the vote, the Mayor and Chair will recognize the City Clerk, or City Clerk's designee, to read any resolutions/ordinances into the public record.

5. **Excluded Consent Calendar** – The Mayor and Chair will announce the first excluded consent calendar item and offer the floor to the member of the body who first pulled the item. The process for each excluded item shall otherwise follow the procedure for any normal agenda item. The ~~member~~ of the ~~body~~ may make a motion to bundle several excluded consent calendar items as a single item. If seconded and approved by the majority, the items will then be treated as a single agenda item procedurally. The Mayor and Chair repeats this process until all excluded items are addressed.
6. **Public Participation on Non-Agenda Items** - The Chair shall open the floor for public comments on items that are not otherwise on the agenda, but ~~that~~ relate to ~~City business and~~ matters that within the jurisdiction of the respective Body are within the City's jurisdiction. The Mayor and Chair shall enforce 3-minute time limits on each speaker and a maximum of 30 minutes allowed for this public comment on non-agenda items. Other rules on public participation are addressed separately in ~~this these~~ Rules in section XXXdocument.
7. **Ex-parte Communications on Quasi-Judicial Public Hearings** – If there is one or more public hearings, the Mayor and Chair will poll each member of the ~~Body~~ on ex parte communications they have had ~~on the hearing matters with respect to the matter agendaized for public hearing~~. ~~Each member, including~~ The Mayor, Chair, and members of the Body shall disclose the following information regarding their ex parte —communications:
  - a. Identify the hearing matter
  - b. Identify with whom the member communicated
  - c. The general content of the communication

The Mayor, Chair, and Members, Members are cautioned to balance their communications where adversarial parties are involved, such as an appeal filed by a resident or project applicant on a developer project. When acting in a quasi-judicial capacity, decisionmakers participants of the Body cannot have a personal conflict of interest, cannot have prejudged the facts and must remain free of prejudice against any of the parties. In other words, decisionmakers must be neutral and unbiased. There is no public comment on this item.

**8. The rules for the conduct of Quasi-Judicial Public Hearings** - Public hearings shall follow the same basic format as any other agenda item before the body Body for action, except:

1. The Mayor and Chair shall call for members Members of the body to open the public hearing after announcing the agenda item. The Members body will then vote to open the public hearing.
2. **Appeals** - If the **Public Hearing is an appeal**:
  - a. **Appeal by Appellant who is not the Proponent** - The appeal was filed by **appellant(s) who is/are not the proponent** of the matter which is the subject of the hearing,
    - i. Staff will make a presentation
    - ii. The proponent (unless the City is the proponent) may testify and present evidence for a maximum of 1 hour.
    - iii. Appellant(s)
      1. If there is a single appellant, the appellant shall have a maximum of one hour to testify and present evidence.
      2. If there are two appellants, each appellant shall have a maximum of 45 minutes each to testify and present evidence.
      3. If there are three or more appellants, each appellant shall have a maximum of 30 minutes each to testify and present evidence.
    - iv. The Mayor and Chair shall allow the proponent a maximum of 20 minutes times the number of appellants to testify and present evidence

- v. Each appellant shall be given the opportunity for rebuttal up to a maximum of 20 minutes each.
- vi. After the proponent and appellant(s) conclude, members of the public shall be given the opportunity to comment for up to 3 minutes each. Each speaker shall speak only once.
- vii. The Mayor and Chair will then open the floor to the members of the body for questions of staff, the proponent, and/or the appellant(s).
- viii. The Mayor and Chair shall then call for a motion to close the public hearing. After this time no one but the members of the body and staff may speak.
- ix. The Mayor and Chair then opens the floor for the members' discussion and debate.
- x. The Mayor and Chair calls for a motion. The process of motions and final vote follow the same process as other agenda items except that any motion to approve or deny the appeal shall include findings of fact upon which the final decision is based.

The ~~m~~M~~e~~mbers of the ~~b~~B~~o~~dy may reopen the public hearing by formal motion, second, and majority vote if needed to obtain additional information. The Mayor and Chair may then call upon members of the public including the appellant(s) and proponent to respond to questions from the Mayor, Chair, or any ~~m~~M~~e~~mber of the ~~b~~B~~o~~dy, as recognized by the Mayor and Chair. During testimony, ~~m~~M~~e~~mbers of the ~~b~~B~~o~~dy ~~shall~~should refrain from interrupting the speaker and hold all comments and questions until after in the speaker completes their testimony. The Mayor or Chair shall call for a motion, second, and majority to close the public hearing again, before final deliberations and decision.

- b. **Appeal by Proponent** - If the **appeal is made by the proponent** of the project,
  - i. Staff will make a presentation
  - ii. The proponent may testify and present evidence for a maximum of 1 hour.



- iii. After the proponent conclude(s), the members of the public shall be invited to comment for up to 3 minutes each and each speaker speaking only once.
- iv. Each proponent shall be given the opportunity for rebuttal of public comment for a maximum of 20 minutes.
- v. The Mayor and Chair will then open the floor to the members for questions of staff and/or the proponent,
- vi. The Mayor and Chair shall then call for a motion to close the public hearing. After this time no one but the members of the body and staff may speak.
- vii. The Mayor and Chair then opens the floor for the members' discussion and debate.
- viii. The Mayor and Chair calls for a motion. The process of motions and final vote follow the same process as other agenda items except that any motion to approve or deny the appeal shall include findings of fact upon which the final decision is based.

The mMembers of the bBody may reopen the public hearing by formal motion, second, and majority vote if needed to come to a final decision. The Mayor and Chair may then call upon members of the public including the appellant(s) and proponent to respond to questions from the Mayor, Chair or any mMember of the bBody, as recognized by the Mayor and Chair. During testimony, mMembers of the body sh~~a~~ould refrain from interrupting the speaker and hold all comments and questions until after in the speaker completes their testimony. The Mayor and Chair shall call for a motion, second, and majority to close the public hearing again, before final deliberations and decision.

### 3. **Public Hearings Other than Appeals** - Rules of Conduct for **Public Hearings other than appeals**:

- i. Staff will make a presentation
- ii. The proponent (if any) may testify and present evidence for a maximum of 30 minutes.



- iii. Members of the public may comment for up to 3 minutes each, with each speaker only speaking once.
- iv. The Mayor and Chair will then open the floor to the members for questions of staff and/or the proponent,
- v. The Mayor and Chair shall then call for a motion to close the public hearing. After this time no one but the Council and staff may speak.
- vi. The Mayor and Chair then opens the floor for the members' discussion and debate.
- vii. The Mayor and Chair calls for a motion. The process of motions and final vote follow the same process as other agenda items except that any motion to approve or deny the appeal shall include findings of fact upon which the final decision is based.

The ~~m~~Members of the ~~b~~Body may reopen the public hearing by formal motion, second, and majority vote if needed to come to a final decision. The Mayor and Chair may then call upon members of the public including the appellant(s) and proponent to respond to questions from the Mayor, Chair, or any ~~m~~Member of the ~~b~~Body, as recognized by the Mayor and Chair. During testimony, ~~m~~Members of the ~~b~~Body ~~shall~~should refrain from interrupting the speaker and hold all comments and questions until after in the speaker completes their testimony. The Mayor and Chair shall call for a motion, second, and majority to close the public hearing again, before final deliberations and decision.

**9. City Manager (or Staff Liaison) Items** -The Chair ~~shall~~should give the City Manager (or staff liaison) the floor to publicly present any timely information they choose that is within the jurisdiction of the Body. The ~~m~~Members of the ~~b~~Body may ask questions or make ~~short~~ comments, but shall not deliberate the merits of the items brought up by the City Manager/staff liaison. There is no public participation in this item.

**10. Referrals to Staff, Commissions, or ~~s~~Sub-~~e~~Committees** -The Mayor Chair shall poll each ~~m~~Member ~~including themselves~~ for any referrals for action by the City

Manager (or staff ~~liaison~~) or, by another Body, or by a sub-committees of the City Council~~body~~, or for any request for a Budget Response Report (“BRR”) ~~requests (in the case of the City Council)~~. For each referral, the ~~m~~Member (including the Chair/~~Mayor~~) makes a motion which must then be seconded and passed by a majority of the ~~b~~Body present at the meeting. A BRR is a budget-related inquiry concerning the fiscal impact and feasibility of current or proposed City programs, projects, or services. BRR’s do not require a motion or a vote. The ~~b~~Body may discuss the appropriateness of any request, but ~~shall~~ with the exception of a BRR, should avoid not ~~deliberating~~ the merits of the matter at issue ~~in question~~. ~~In the case of the City Council, the~~ Members of the City Council/~~Mayor~~ may also refer subjects, ~~actions and, etc~~ agenda items to a commission, committee, or board for consideration and action. Each such referral ~~to a commission~~ requires a second and majority vote to pass. There is no public comment on this item.

#### ~~11.~~

In the case of a Body other than the City Council, the Chair shall poll each Member for any referrals for action by a subcommittee, subject to the powers and jurisdiction of that Body. A Body other than the City Council may not request a BRR. A Body other than the City Council may not make referrals to the City Manager (or staff) except as authorized by specific sections governing the commission.

- 12.11. Recesses** - Agendas may include recessing to another board, agency or closed session. This requires a motion, second, and majority vote of the body. Upon return to the agenda, the Mayor or Chair shall call the meeting order, call for a roll call, and require any reporting from the board or closed session. The Mayor or Chair shall then call the regular session back in order and ask for a roll call. There is no public comment on this agenda item, but there may be public comment as part of the board or agency meeting.
- A ~~m~~Member of the body may call for a recess at any time. A “Motion to recess”” when used to take a break from the meeting is covered separately under the **“Motions”** section of this document.

**13.12. Adjournment** - The Mayor or Chair shall call for a motion to adjourn the meeting. The Members of the bBody will then make the motion, second and vote. The Members of the bBody may, in its motion, adjourn in memory of an individual. There is no public comment on adjournment.

**14.13. Length of Meeting and Adjournment** - The City Council policy is that meetings should end at a reasonable hour. At the discretion of the Mayor and any Member of the City Council-Chair, the issue of Chair may raise the issue of truncating the agenda at or about 10:00 PM for deliberation by the body may be raised. The Chair-Mayor will then poll the members of the body on which, if any, agenda items each would agree to continue to another meeting. If the mMembers of the body support moving agenda items to a future meeting, the Chair-Mayor shall call for a motion that details which items will be continued to a future meeting. **If Public Participation on Non-Agenda Items has not already occurred, the Chair shall require that a full 30 minutes is allocated to complete Public Participation on Non-Agenda Items must be completed** prior to adjourning the meeting. The members of the body, may make a motion to truncate the meeting if the Chair does not raise the issue.

### 3.2.2 Closed Sessions

If Closed Sessions are to be held, pursuant to the Brown Act (e.g., Government Code Sections 54956.7, 54956.8, 54956.9 and 54957), or as otherwise required under State law, they will be scheduled as an adjourned meeting prior to regular meeting and/or as the last item on the agenda prior to Adjournment. Closed sessions are unique to the City Council and are not held by commissions.

### 3.2.3 Commission-specific rules and guidelines

#### 3.2.3.1 Role of Commissions

As further specified in the Redondo Beach Municipal Code, including Title 2, Chapter 9, Article 1, Sections 2-9.100, et al., pertaining to Uniform Regulations of Commissions, ~~t~~The role of Commissions is to **advise** the City Council on matters under their purview, and on certain commissions, to conduct quasi-judicial hearings as defined in the Redondo Beach Municipal Code. The role of a commission does not include oversight of eCity operations, such as budget execution, unless specifically stated by ordinance or by direction of the City Council.

Items for the commission agenda are generated from: a) special matters for consideration as directed by the City Council; b) regular matters for consideration pursuant to the commission's duties; c) regular matters for consideration consistent with the City Council's Strategic Plan and Annual Budget Work Program; and, d) new matters approved by the commission pursuant to a majority vote of said commission for consideration, but only as expressly allowed in that ordinance that governs that commission and consistent with the commission's duties as defined by the City Charter and Redondo Beach Municipal Code, and the City Council's Strategic Plan, the Annual Budget Work Program. While commissions may request agenda items and data and reports related to topics within their purview, the staff liaison may reject the request when it is overly burdensome for staff or beyond the purview of the commission. The commission can by majority vote, request City Council direction if there is a question as to the commission's purview or staff's decision. Likewise, the Mayor may provide appropriate direction to the Chair of any commission if the commission overreaches or otherwise is acting in a manner the Mayor and City Council do not support. The City Council and Mayor may also direct specific tasks to a commission during **Referrals to Staff, Commissions, or Sub-committees.**

### 3.2.3.2 Staff Liaison

City staff members are assigned to act in a technical advisory capacity and to provide professional support to a committee/commission. Commissioners should feel free to contact the staff liaison if they have any questions about the committee/commission activities. Direction and guidance for staff liaisons and other staff members in facilitating the work of commissions is provided in Administrative Policy/Procedure (APP) 2.12.

### 3.2.3.3 The Limited and Restricted Scope of the Powers and Duties of Commissions. Limits on Authority

Commissions do not have the authority to direct city staff including the staff liaisons and shall refrain from doing so.

As more specifically stated in Redondo Beach Municipal Code 2.9-111, the rights, powers, and duties of commissions and commissioners are restricted in scope.

### 3.3 Motions

This section defines actions by the [mM](#)embers of the [bB](#)ody in the conduct of each agenda item. Generally, actions are initiated in the form of a motion.

#### 3.3.1 Motions in General

Motions are a two-step process. The [Mayor and](#) Chair invites motions and the [mM](#)embers of the [bB](#)ody make motions. The [Mayor and](#) Chair [may](#) initiate the motion [process](#) in one of three ways:

1. Inviting the [mM](#)embers of the [bB](#)ody to make a motion.
2. Suggesting a motion to the members of the body.
3. [In the case of a Chair, Mmaking the motion-themself. The Mayor may make a motion, but should refrain from doing so unless it facilitates clarity or expedient progress or is more effective in extenuating circumstances.](#)

[Additionally, Members of the City Council may, and reserve the right, to make a motion without first being invited to do so by the Mayor.](#)

#### 3.3.2 Motions

##### *3.3.2.1 Types of motions on agenda items for action*

1. **The basic motion:** a [mM](#)ember of the [bB](#)ody puts forward a decision for the body's consideration. A motion moves forward for consideration if another [mM](#)ember of the body seconds the motion.
2. **The motion to amend (may also called a "friendly amendment"):** a [mM](#)ember of the [bB](#)ody requests a change to the motion on the floor. The amendment is added to the motion on the floor if the members who made and seconded the motion both agree to accept the amendment. If this occurs the motion as amended moves forward.
3. **The substitute motion:** a [mM](#)ember who wants a different motion to move forward can propose a "substitute motion". If another [mM](#)ember of the [bB](#)ody seconds this substitute motion, the substitute motion moves forward, replacing the original motion or amended motion. Substitute motions are also subject to motions to amend.

A ~~an~~Member of the body may propose a second substitute motion. If seconded, this substitute motion moves forward. The second substitute motion may be amended. No further substitute motions are allowed.

- 4. Motion to reconsider:** Any member of the body who voted for the approval of a successful motion, may make a “motion to reconsider” at any point during the same meeting in which the decision was made. This motion moves forward if it receives a “second” from any voting member of the body. If the motion receives a majority vote, then the issue is reopened as though no decision had been previously rendered. Public comment may be reopened by the Chair at their discretion.

#### *3.3.2.2 Order of voting on motions*

The order of voting on motions shall be as follows:

1. A second substitute motion, if any, is voted on first.
2. A substitute motion, if any, is voted on. ,
3. The original motion is voted on.
4. If the original motion fails to pass, the Mayor or Chair may call for a new motion, ask for a motion to continue the issue, or close the issue and move to the next agenda item.

In each case, the motions are voted upon as amended, if the motions were amended during deliberation. In each case, the Mayor or Chair shall not call the vote until public comment has been completed on the subject. After the motion and second, the Chair may allow further debate or call the vote.

#### *3.3.2.3 Other motions*

##### *3.3.2.3.1 Motion to adjourn*

A motion to adjourn, if passed, requires the body to immediately adjourn to the next meeting. **This motion shall not be valid unless Public Participation on Non-Agenda Items has already been completed.**

##### *3.3.2.3.2 Motion to recess for a break*

A motion to recess shall specify the time for the recess. If passed, ~~the Chair sets the time for recess and~~ the meeting immediately goes into recess. Upon return from the recess, the Mayor or Chair must call the meeting to order and request a

roll call of members present. The Mayor or Chair then starts the meeting where it left off. In the case of disorderly or disruptive conduct that impedes a meeting, ~~The~~ Mayor may make a motion to recess.

#### 3.3.2.3.3 Motion to table

If passed, discussion on the current agenda item is placed “on hold”. The motion can include a time in which the item can come back to the body. Otherwise, the item may be brought back at any subsequent meeting of the body in which the item is properly agendized in advance.

#### 3.3.2.3.4 Motion to limit debate/call the vote/call the question

This motion does not require a second. After the motion is made, the Mayor or Chair shall poll the other members if they want any further discussion. If any ~~an~~ Member wants to continue the discussion, then the Mayor or Chair puts the motion to a vote, which shall require one vote more than the majority of the Members present. ~~This requires a 2/3rds majority~~ to pass. The Mayor or Chair may also “call the vote” or “call the question” at any time, but may be overridden by a ~~2/3rds~~ majority of the Members present ~~body~~ on a Member’s motion ~~by a member of the body~~.

#### 3.3.2.3.5 Nominations and Motion to close nomination

During an agenda item that requires nominations for a position and vote for the position, nominations may be made by any ~~an~~ Member of the body, including the ~~Mayor/~~Chair. No second is required for a nomination. A motion to close nominations may be made by any ~~an~~ Member of the body at any time. If seconded, this requires ~~a one vote more than the majority of the Members present~~ 2/3<sup>rd</sup>s majority to carry. The Mayor/Chair would then conduct a vote on each nomination (the Mayor does not get a vote on this item, but a commission Chair would). If more than one nomination is made for a specific position, the nomination with more votes carries. In the case of a tie, the Mayor would cast the tie breaking vote for a City Council vote. If there is a tie on a commission vote, a coin supplied by the staff liaison would be flipped by the City Clerk or City Clerk’s designee to determine the winner. There is no public testimony on agenda items regarding nominations.

#### 3.3.2.3.6 Motion to suspend the rules

Members of the body may move and vote to suspend the rules defined in this document. However, suspension of rules cannot circumvent Federal or state law



or the City Charter, such as the Brown Act. Suspension of the rules requires one vote more than the majority of the Members present to pass a 2/3rds vote of the body. For example, rules limiting the public to one comment on each agenda item may be “suspended” in a public workshop type forum.

### 3.3.3 Voting on Motions

At the ~~Chair’s~~ discretion of the Mayor and Chair, ~~the Chair may conduct~~ a verbal vote of “ayes” and “nays”, or a more formal “roll call” vote may be conducted. Unlike the roll call for attendance conducted by the City Clerk or City Clerk’s designee, the Mayor and Chair conducts the roll call vote. ~~The Chair and~~ shall announce the results of the vote to the public. For items that require a simple majority of the body, a majority of the votes shall be the greater number of those actively participating on the vote. For example, if four members of the Council are in attendance, and one abstains, two vote for the issue and one votes against the issue, the motion passes despite not having a majority of the members in attendance. The “abstain” vote is not counted in the determination of majority. Items that require four of the five Members of the City Council ~~Members, a super majority, or 2/3rds of the body~~ shall count members abstaining in the calculation, i.e., –a “abstain” shall count as a vote against the motion in this case.

### 3.3.4 Mayoral Veto

Per the City Charter, Article 8, Section 8.4, the Mayor has the right to veto actions of the City Council, provided, however, that ~~in the case of an ordinance or resolution~~ or ordinance, the Mayor’s veto must be submitted (a) in writing, expressing the Mayor’s reasons for the veto, and ~~-(b)~~ within five (5) days of delivery to the office of the Mayor of the written resolution or ordinance. A veto on any other action of the City Council must be made within the meeting in which the City Council action occurred. In the case of an appeal, the Mayor may veto a vote on an appeal. **[NEED TO FURTHER REVIEW: If the Mayor vetoes a vote denying an appeal, the appeal shall be upheld; if the Mayor vetoes a vote approving an appeal, the appeal shall be denied]**. The City Council may override any Mayoral veto by four (4) affirmative votes. The Mayor Pro Tem does not have, and ~~The power of the veto~~ may not be delegated, ~~to the~~ power of the veto ~~Mayor Pro Tem or anyone else per the City Charter.~~



### 3.3.5 Urgent/emergency actions

Special meetings or emergency meetings may be called, and notice given, to the extent provided in the Title x, Division x, Part x, Chapter x, of the Government Code as it now exists or may hereafter be amended. To the extent that any provisions of this section concerning Urgent/emergency actions may conflict with applicable law, the latter shall control.

#### ~~3.3.4.1~~ 3.3.5.1 *Action on non-agendized items are prohibited with limited exceptions.*

Action on items or issues that are not properly agendized and publicly noticed ~~per~~ pursuant the Brown Act are usually prohibited. The Brown Act~~Government Code Section 54954.2~~ does, ~~however~~, define limited exceptions to this prohibition. Action may be taken on a non-agendized item under the following circumstances:

1. The Members of the ~~b~~Body, by majority vote, determines that an emergency situation exists per Government Code ~~-~~Section 54956.5. The ~~Mayor,~~ Chair or any ~~m~~Member of the body may make a motion to find that an emergency situation exists. After a second, the Mayor or Chair then conducts a roll call vote. If a majority approves the motion, the topic may be deliberated and acted upon by the ~~b~~Body as any normal agendized item.
2. The ~~b~~Body, by a two-~~u~~thirds majority of the total ~~b~~Body, or if the two-~~u~~thirds of the body is not present, a unanimous of vote of the members in attendance, determine that there is a need to take immediate action and that the need for action came to the attention of the body after the agenda was posted. The ~~Mayor,~~ Chair or any ~~m~~Member of the body may make a motion to find that a need for immediate action exists. After a second, the Mayor or Chair then conducts a roll call vote. If the affirmative votes meet the criteria, the topic may be deliberated and acted upon by the body as any normal agendized item.
3. The item was properly agendized for a prior meeting of the body that occurred within the previous five days and at that prior meeting was continued to the current meeting.

~~3.3.4.1.1~~ 3.3.5.1.1 Emergency situation defined in Government Code Section 54956.5

~~For reference, the~~ definition of “emergency situation” is as provided for Government Code section 54956.5. To the extent that any provisions of this section concerning the definition of “emergency situation” may conflict with applicable law, the latter shall control. included below:

“(a)For the purposes of this section, “emergency situation” means both of the following:

(1) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this An emergency, which shall be defined as a work stoppage, crippling activity or other activity that severely impacts public health, safety, or both as determined by a majority of the members of the legislative body.”

(2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of members of the legislation.”

~~3.3.4.2~~ 3.3.5.2 Remote participation request due to emergency circumstances

~~All if a member~~ requests to attend a meeting of the body remotely due to an emergency or otherwise, must comply with the Brown Act as it exists as of the time of the request. To the extent allowed under, pursuant to the Brown Act Government Code section 54953, and where the timing of the request does not allow sufficient time to meet the public posting requirements of the Brown Act, the members of the ~~the~~ body physically present may approve such a request by majority

vote. ~~The Mayor, Chair or a~~Any ~~m~~Member of the ~~City Council~~body may make a motion to allow the requesting member to participate remotely. After a second, the ~~Mayor Chair~~ then conducts a roll call vote. An affirmative vote by the majority of the physically present members of the body allows the remote participation.

~~3.3.4.3~~3.3.5.3 *In the case of any conflict between this section and the Brown Act, the Brown Act shall prevail.*

3.4 Rules, regulations, guidelines and procedures related to public participation in public meetings.

3.4.1 Compliance with Federal and State laws

It is the policy of the City Council that all public participation in public meetings comply with Federal and State laws, ~~including such as~~ the Brown Act.

3.4.2 Public Participation on Non-Agenda Items

~~Each agenda for each public meeting shall include an agenda item for "Public Participation on Non-Agenda Items".~~ During the ~~is~~ agenda item ~~for "Public Participation on Non-Agenda Items,"~~ the public may only speak on ~~any a~~ matter ~~so long as the matter is:~~

1. Under the jurisdiction of the ~~b~~Body; and,
2. ~~Is n~~Not ~~a matter~~ already agendized during the same meeting.

~~Each speaker shall be limited to three minutes to speak under Public Participation on Non-Agenda Items. Each speaker shall only speak once. The time allocated to Public Participation on Non-Agenda Items shall be limited to 30 minutes.~~

The Chair will recognize speakers in the following priority:

1. Speakers who have submitted speaker cards
2. Speakers attending the meeting in person
3. Speakers attending via Zoom

Pursuant to provisions of the Brown Act, the body is prohibited from deliberating and taking action on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist as allowed by the Brown Act. Subject to the rules for in section XXX above, tThe Members of the body may make a -“Referral to Staff” related to public comment during that agenda item, and take all other actions as provided for in, and consistent with, the Brown Act.

**PUBLIC PARTICIPATION ON AGENDA ITEMS** – For each agendized matter deliberated by the body, the Mayor or Chair shall invite public comment at the appropriate time. Any member of the public may speak to the matter under discussion during this period provided the comments ~~directly~~ address the agenda item. Each speaker shall be limited to three minutes- on each agenda item. ~~Each speaker may only speak once on each agenda item, unless recalled to the podium by the Chair or members of body during their deliberation. The Chair shall recognize speakers in the following priority:~~

~~Speakers who have submitted speaker cards~~

~~Speakers attending the meeting in person~~

~~Speakers attending via Zoom~~

With respect to all public comments, the Body shall comply with the Brown Act (e.g., Government Code section 54954.3) which provides:

(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item,

before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b)(2) ... when the legislative body of a local agency limits time for public comment, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.

(3) Paragraph (2) shall not apply if the legislative body of a local agency utilizes simultaneous translation equipment in a manner that allows the legislative body of a local agency to hear the translated public testimony simultaneously.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

#### 4 Public Participant Rules of Conduct, Decorum and Courtesy

##### 4.1 Public participant rules of conduct

The City Council recognizes and respects the right of freedom of speech, ~~but and~~ rules of conduct and decorum must be observed so that attendees can be heard, and the Mayor, Chair and Members of the ~~Body~~ can conduct ~~its~~ meetings, ~~and~~ deliberate, and address items before the body. **Any person or group that engages in disorderly or disruptive conduct that impedes ~~the a~~ meeting will be asked to leave, be removed, and consistent with these Rules, ~~or~~ the Mayor or Chair can clear the room and continue without an audience, -or the ~~m~~Members of the body may adjourn the meeting.**

3. Speakers shall restrict their comments to the ~~specific~~ agenda item at issue, and in the case of public comment on non-agenda items, to matters under

the jurisdiction of the body that are not already agendized during the same meeting.

1. ~~that they are speaking on or, on Non-Agenda Items, to matters within the body's subject matter jurisdiction.~~ All ~~c~~Comments should be addressed directed to the body and not to other speakers or the audience. Speakers who do not follow these rules will be asked to cease and if they do not comply, they will be ruled out of order on the grounds of relevancy and asked to leave the podium and possibly the meeting.
2. Meeting attendees DON'T INTIMIDATE OR BLOCK VIEW shall be seated unless recognized by the Chair as a speaker or unless entering or leaving, or moving to and from a location within the Council Chambers in a manner that does not intimidate other attendees or seek to block their views of the proceedings. Meeting attendees shall strive to remain quiet ~~at all times~~ and shall not hold up placards or signs that block the views of other attendees. Attendees may show support or opposition to speaker by silently raising and waving both hands for support or showing a "thumbs down" in opposition.
3. Disruptive and/or disorderly actions and behaviors that may result in removal from the meeting include, but are not limited to:
  - a. Refusal to leave the podium after the allotted time is exceeded.
  - b. Refusal to leave the podium after the Mayor or Chair has determined that the comments are beyond the jurisdiction of the body and/or do not pertain to the matter under consideration in an agenda item.
  - c. Refusal to leave the podium after the Mayor or Chair has determined that the comments are marketing related.
  - d. Blocking the view of other attendees by standing, occupying the aisles, or by holding up a sign or placard that blocks the views of— other members of the public, or by other view obstruction.
  - e. Addressing the City Council without being recognized by the Mayor or Chair.
  - f. Interrupting or attempting to interrupt a speaker.
  - g. Interfering with another attendees' ability to participate.
  - h. Intimidating or threatening behavior.
  - i. Refusal to heed a call to order.
  - j. Failure to cease and desist disruptions when requested by the Mayor or Chair.

- k. Entering a non-public area of the Council Chambers without the permission of the Mayor or Chair.
- l. Failure to leave Council Chambers upon being ejected by the Mayor or Chair for violation of the Rules of Conduct.
- m. Failure to clear the City Council Chamber upon order of the Chair pursuant to Government Code Section 54957.9 or other applicable law.
- ~~n. Use of “Hate Speech” (i.e., verbal or written statements whose sole purpose is to attack, demean, and denigrate an individual or group based on race, religion, sexual orientation, ethnicity, nationality, or disability) and or verbal denigration that disrupts the meeting and/or violates Redondo Beach anti-harassment policies.~~

**Individuals or groups participating via Zoom or other electronic means** that interrupt or disrupt the meeting, or who fail to follow the direction of the chair, may be silenced or removed from the meeting by the City Clerk or the City Clerk’s designee at the direction of the chair.

#### 4.2 Enforcement of public conduct

1. The Mayor, which includes the acting Mayor Pro Tem, and Chair, which includes the acting Vice Chair, shall be the presiding officer at all of their respective regular and special meetings (“Presiding Officer”) ~~of the body. The presiding officer and~~ shall enforce these ~~procedural rules of conduct~~ Rules. The Chief of the Police, or ~~his~~ designated representative, shall be the sergeant-at-arms of the respective body’s public meetings.
2. Any member of the ~~body~~ City Council may move to, and by majority vote, require the ~~p~~Presiding ~~e~~Officer to enforce these ~~se~~ rRules ~~and the body, by majority vote, may require him/her to do so.~~ Members of the City Council may move to, and by majority vote, overturn a ruling of the Presiding Officer concerning the enforcement of these Rules.
3. The ~~p~~Presiding ~~e~~Officer shall be mindful of the following sanctions which may be applied in appropriate circumstances:

**Government Code Section 54957.9:**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the ~~m~~Members of the legislative body conducting the meeting may, by majority vote of the Members order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

#### **Penal Code Section 403:**

Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code and Section 18340 of the Elections Code, is guilty of a misdemeanor.

#### 4.3 Scripts dealing with meeting disruptions

**Appendix B** includes the approved scripts that the Mayor and Chairs shall use when required to address disruptions by the public during a public meeting under their control.

#### 4.4 Public Rules of Decorum and Courtesy

The public is expected to act with dignity and respect at all times during a public meeting. The City Council ~~asks~~expects public speakers to comply with the following rules of decorum and courtesy:

1. Refrain from use of profanity, obscenity, and offensive language in speech, on signs, and on clothing.
2. Refrain from personal threats and attacks.
3. Refrain from ~~hateful and demeaning speech based on race, religion, sexual orientation, ethnicity, and disability~~Hate Speech (i.e., verbal or written statements whose sole purpose is to attack, demean, and denigrate an



individual or group based on race, religion, sexual orientation, ethnicity, nationality, or disability).

4. Refrain from yelling or screaming.
5. Be Respectful to all people persons present, ~~participating and watching the meeting.~~
6. Refrain from clapping, cheering, or booing during the meeting. Rather, raise both hands and wave them to show support or give a "thumbs down" to show disagreement.

## 5 COURTESY, DECORUM, AND PERSONAL CONDUCT OF CITY COUNCIL AND COUNCIL APPOINTED MEMBERS OF CITY BODIES

It is the policy of the City Council that the City Council and appointed members of commissions and boards conduct city business to maintain common courtesy and decorum as they conduct city business or represent the city. To that end the City Council establishes the following guidelines for behavior.

- 5.1 Each member shall comply with California law and Redondo Beach City Charter, Redondo Beach Municipal Code, Resolutions, and Policies in the execution of their duties.

All members must comply with state and local laws, ordinances and sections of the City Charter while acting in the capacity of their elected and/or appointed positions. This includes but is not limited to the Ralph M. Brown Act, Government Code Sections 54950-54693, as it now exists or may hereafter be amended.

- 5.2 Each member shall avoid Conflicts of Interest

The Government Code provides that "No public official at any level of state or local government shall make, participate in making, or in any way attempt to use an official position to influence a governmental decision in which there is a financial interest." The Political Reform Act requires cities to adopt a conflict of interests code listing those commissions, which are involved in the "making, or participate in the making, of decisions, which may foreseeably have a material effect on any financial interest." At this time, the City's conflict of interest code (Resolution No. 8037) requires certain commissioners, the Mayor and all Council Members to file disclosure statements (Form 700).

~~Members will be required to disclose investments, interests in real property, sources of income, and business positions held. The Clerk's office will notify these commissioners of their filing requirements in a timely fashion and will provide needed forms and instructions to them.~~

Any ~~person commissioner~~ who has a doubt as to whether or not there is a financial interest in any decision before the commission ~~should~~ may contact the Fair Political Practices Commission (advice@fppc.ca.gov) prior to the time required to make the decision.

5.3 Acting Professional, Respectful, and Appropriate Within ~~their e~~Official eCapacity, ~~members are responsible to uphold a positive image of the City~~

When acting in an official capacity, for example, participating in a public meeting, ~~all the Mayor, Chair, and~~ members of ~~City bodies~~ a Body should strive to:

1. eConduct themselves in a professional and appropriate manner;  
~~that projects a positive image of the City.~~

~~Each member should treat fellow members, city staff and members of the public with respect.~~

2. All members should bBe respectful of others, including fellow participants, the public, and City Staff ~~participants in the meeting;~~

3. Any disagreements should address the issue, not the individuals who may have a differing position on the issue at hand. Avoid unnecessary and abusive conduct, personal charges, or verbal attacks, and instead, address the merits of issues presented;

4. Listen courteously to all—opinions and consider alternative perspectives and. ~~Members should~~ work collaboratively ~~with staff and other members~~ to achieve ~~the city's~~ goals;

5. Respectfully and constructively resolve disagreements;

~~Any disagreements should be resolved respectfully and constructively, and where appropriate and compliant with the Brown Act and similar legislation, privately.~~

~~5.4 Members should refrain from interrupting one another.~~

6. Refrain from interrupting one another;

7. Unless required of the Chair to maintain control of the meeting, members should allow the public speaker who has the floor to finish before commenting, unless required of the Mayor, Chair, or Members, to maintain control of the meeting;

8. Avoid When appropriate, members may interrupting a presentation, unless needed to clarify ask a question, refocus the presentation, or for efficiency (but generally questions and comments should wait until the speaker presenter relinquishes the floor). The closed caption software cannot accurately display interruptions and individuals talking over one another.

5.5.4 Members should wait to be recognized by the Chair.

In order to maintain order, members wishing requesting to speak should generally wait until the Mayor or Chair gives them the floor.

5.6.5 Members, the Mayor, and the Chair should be prepared ~~to vote and~~ should vote and act on the merits of the decision at hand

Members, the Mayor, and the Chair are expected to adequately prepare for each meeting. Members and the Mayor shall should base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. Members the Mayor, and the Chair- shall should act in the best interest of the community, and. ~~When making adjudicative a decisions, (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall~~ maintain an open mind until the conclusion of the hearing on the matter and ~~shall~~ base ~~their~~ decisions on the facts presented at the hearing and the law.

5.7.6 Members the Mayor, and the Chair should promote transparency and accountability.

Members the Mayor, and the Chair are expected to promote open and transparent government. Members the Mayor, and the Chair shall use city resources

responsibly and only for official duties. Members the Mayor, and the Chair shall follow the Brown Act.

~~5.8~~5.7 Members the Mayor, and the Chair shall protect confidential information.

Members the Mayor, and the Chair may at times have insight of and access to confidential or privileged information. Members the Mayor, and the Chair must refrain from improperly revealing this information to those who are not authorized for access to the information. Members the Mayor, and the Chair should refrain from using the information for personal or political gain.

~~5.9~~5.8 Members the Mayor, and the Chair should be mindful in their dealings outside the meetings

The position filled by the Mayor, Chair, members of the City Council, city boards, and city commissions follows the individuals outside the public meetings. The public may not disassociate private actions from the public role. Members the Mayor, and the Chair should act accordingly by striving to continue to treat ~~members of the public~~others with due dignity and respect in their interactions outside the venue of the public meetings, including ~~both face-to-face~~in person interactions ~~as well as~~and on social media and other forms of communication. Disrespectful and rude interactions may reflect poorly on the ~~body~~body on which ~~the member~~a person serves, the City Council, and the City.

Additionally, members should remain vigilant to ensure avoidance of Brown Act violations, such as inadvertently conducting a serial meeting.

~~5.10~~5.9 Members, the Mayor, and the Chair shall not misrepresent or abuse their position or use it for personal gain

Members the Mayor, and the Chair should not misrepresent or abuse their position or title, or use it to intimidate or for personal gain. use their title outside the duties of the positions on which they serve. The titles do not bestow any authority over the public or city staff. And members should not use their position when expressing opinions on matters unless those matters are under the purview of the body on which the member serves and the opinion expressed is the expressed opinion of the entire body. Otherwise, the member should state the opinion as a personal opinion that is not reflective of the body. Members must never use their position to intimidate or assert authority over others or for personal gain.

~~5.11~~5.10 Members are expected to follow the same rules of courtesy and decorum as the public.

~~The Mayor, Chair, and Members are expected to abide by the Public Rules of Decorum and Courtesy provided in section XXX above. of the body are expected to act with dignity and respect at all times during a public meeting. All members are expected to comply with the following rules of decorum:~~

- ~~1. Refrain from use of profanity, obscenity, and offensive language in speech, on signs, and on clothing.~~
  - ~~2. Refrain from personal threats and attacks.~~
  - ~~3. Refrain from hateful and demeaning speech based on race, religion, sexual orientation, ethnicity, and disability.~~
  - ~~4. Refrain from yelling or screaming.~~
- ~~Respect all people present, participating and watching the meeting.~~

~~5.12~~5.11 Members should not interrupt members of the public ~~speaking~~ingers or presenters.

~~A member of the public who is providing public comment generally should not be interrupted until the conclusion of their time to speak. The Mayor or Chair may interrupt a member of the public who is speaking to enforce the procedures and conduct of the meeting Rules. There may be times when interrupting a presenter is prudent to ensure understanding, but this should be exercised only when really needed for clarity and understanding of the topic. A member should refrain from interrupting a speaker, especially since the speaker has limited time to speak.~~

~~5.13~~5.12 Use of Electronic Devices during Meetings

~~5.13.15~~5.12.1 Silencing devices and limiting use

All members should set their personal devices to silent or vibrate mode during public meetings. ~~Electronic devices shall only used for the purpose of reading or following agenda materials, conduct of the meeting (such as raising a hand to speak), taking notes, and/or projecting information to augment the deliberation of an agenda item.~~

~~5.13.2~~ Refrain from messaging

~~All members should refrain from messaging other members or members of the public during a public meeting. All discussion on an item should happen publicly.~~

~~Members are reminded that electronic messages are records subject to the Public Records Act.~~

#### ~~5.13.3~~ 5.12.2 Prohibitions during quasi-judicial hearings

When a board or commission hears matters related to discretionary land use permits (conditional use permits, variances, development permits, etc.) and appeals, these are quasi-judicial hearings subject to both fair process and due process requirements, which require the Board or eCommission to be fair and impartial. Public hearings are conducted as an open, public process. In order to provide a fair public hearing, board and commission members and appointed officials are required to make their decisions based only on evidence "in the record" and cannot rely on evidence or information obtained outside the record that is not disclosed at the public hearing. To ensure a fair hearing, knowledge about an item should be limited to ~~just~~ what is provided as part of the record. Board and commission members should not check outside sources for other information, ~~such as electronic devices,~~ during a hearing. Be advised that eEven if electronic communication is unrelated to the public hearing item, it may give the appearance that board and commission members are either receiving evidence that is not in the record or not giving their full attention to the matter at hand. Board and commission members ~~have a duty to~~should avoid any appearance of impropriety or inattentiveness. ~~As such, members shall not use electronic devices to~~ eCommunicatinge either directly or through social media with other members of the ~~b~~Body or with any other person regarding a public hearing item during the hearing should be avoided.

#### ~~5.14~~ 5.13 Nomination, Election, and Role of Commission Chairs

Commissions shall nominate and elect a Chair annually for a one-year term. A Chair can serve multiple terms if nominated and voted for by a majority. A duly elected Chair shall conduct the commission meeting and enforce the rules of conduct for public meetings. The Chair, as a member of the body, may make motions and cast votes. Similarly, commissions shall nominate and elect a vice-chair annually. A vice-chair will assume the role of Chair when the Chair is absent.

#### 5.15.14 Attendance

##### 5.15.14.1 Mayor and City Council Attendance

The Mayor and City Council are expected to ~~make every~~ attempt to attend all regularly scheduled meetings, and in the event of an expected absence, to inform the with any vacations or other outages precoordinated with the Mayor and City Clerk ahead of time.

##### 5.15.14.2 Commissioner Attendance

Commissioners are expected to ~~make every~~ attempt to attend all regularly scheduled meetings. A commissioner should coordinate in writing with the City Clerk, the Chair and the staff liaison in advance for an excused absence from any meeting. If the commissioner's absence was due to an unforeseen circumstance, the commissioner shall communicate with the City Clerk, the Chair, and the staff liaison as soon as reasonable.

As provided for in the Redondo Beach Municipal Code, in the following instances a board or commissioner's position shall become vacant and so declared by the City Council:

(1) An existing board or commission member is absent from three regular meetings of such board or commission during the previous 12 months. For the purposes of determining absences, a board or commission member shall not be deemed absent if a meeting is canceled, unless the board or commission member's absence was the cause of the meeting's cancelation due to lack of quorum;

(2) A new board or commission member is absent from three regular meetings of such board or commission during the first year of his/her appointment. For the purposes of determining absences, a board or commission member shall not be deemed absent if a meeting is canceled, unless the board or commission member's absence was the cause of the meeting's cancelation due to lack of quorum.~~If a commissioner misses more than four meetings in a rolling one-year period, the Mayor shall present the City Council with a recommendation to remove the commissioner or provide a rationale for retaining the commissioner.~~



~~5.16~~5.15 ~~All Mayor and m~~Members will perform all required training in a timely manner.

All members shall comply with mandatory training requires set by the ~~s~~State, ~~by the~~City, or by City Council. This includes but is not limited to:

- Ethics training
- Cyber security training
- Commission Orientation (in the case of Commissioners)

Commissioners who fail to complete any training in a timely manner may be removed by the ~~Mayor and~~ City Council pursuant to RBMC § 2-9.109, Removal of members.

~~5.17~~5.16 Commissioners and Commission Chairs should stay within the Role and Scope of the Board/Commission

Commissioners and commission Chairs are responsible to understand the role of the commission. Commissions are all established to advise the City Council. Some commissions may also serve in quasi-judicial roles as clearly defined in the Redondo Beach Municipal Code. Commissioners and Chairs are expected to comply with the limitations of their jurisdiction and role. Staff liaisons will also warn commissions if they are exceeding their scope and role. Any disagreement between staff liaisons and commissioners related to scope of duties and authorities will be adjudicated by the City Council if required. Repeated issues may require action by the Mayor and City Council, including potential removal pursuant to RBMC § 2-9.109, Removal of members.

~~5.18~~5.17 Commissioners serve at the will of the ~~Mayor and~~ City Council Commissioners serve at the will of the City Council. Pursuant to RBMC § 2-9.109, the members of each board and commission may be removed from office by a vote of the majority of all members of the Council. Per Redondo Beach Municipal Code, commissioners serve at the will of the Mayor and City Council. The Mayor and City Council may remove any commissioner at any time without reason. However egregious or repeated breaches of the codes documented in the previous sections would certainly be grounds for removal. Commissioners should strive to comply with these rules of conduct, courtesy, and decorum.



~~5.19~~5.18 Remote Meeting Attendance/Participation

~~5.19.15.18.1~~ Commissioners

Remote attendance of public commission meetings by commissioners is prohibited.

~~5.19.2~~ Mayor and City Council

~~Members of the City Council may attend and participate in a public meeting using teleconferencing technology provided all requirements of the Brown Act are followed. The following are some of the requirements of the Brown Act with respect to teleconference participation:~~

- ~~• A quorum of the body must participate from City Council Chambers~~
- ~~• Each location must be identified in the agenda notice at time of publication~~
- ~~• Agendas must be posted at each location.~~
- ~~• Each location must be accessible to the public.~~
- ~~• The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.~~
- ~~• All votes must be done by roll call.~~

~~Section 2.0 of this document details City of Redondo conduct of teleconference participation by City Council members.~~

[APPENDIX A – Model Agenda for City Council meetings](#)

This appendix includes a model agenda for City Council meetings. This model will be tailored for each Commission.

APPENDIX B: Scripts for Chairs to address disruptions to public meetings under their control